

Manual of the NAMA registry
Version of 19 February 2014

1. Introduction

The Conference of 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. The registry has now been established by the secretariat.

2. Objective

This manual has been developed to assist Parties and organizations in accessing, using and submitting information to the registry.

The information contained in this manual should not be taken as guidance to prepare and/or implement NAMAs. The aim is to provide a common reference to all the potential users of the registry. Parties and organizations are encouraged to follow the suggestions included in this manual but are not obliged to do so. Users of the registry are also invited to note the following:

- Participation in the registry is voluntary.
- Participation in the registry is not a requirement to receive or provide support; likewise, it is also not an obligation to provide support or a guarantee that support will be provided.
- The registry is not a system for formally reporting on proposed actions or their results. The decision on what information to upload and what level of accuracy to use is entirely in the hands of the users.
- Likewise, there are no requirements to verify the information that will be recorded in the registry. Hence, the responsibility for the quality and accuracy of the information lies within the entity or entities responsible for the approval of this information (see roles, Part I, chapter 3). The quality and completeness of information is an asset in the process of finding support and getting recognition for NAMAs.

In future, it is expected that experiences, lessons learned and comments from usage will lead to improving the registry and its templates, as well as this manual. Users are encouraged to communicate to the secretariat any comments they may have, including problems, inconsistencies or suggestions for improvement. This information can be sent to:

NAMA-Registry@unfccc.int

3. Overview of the draft manual

This manual is divided in two parts:

- Part I provides information on the design and functioning of the registry or, in other words, its “mechanics”. It explains how to access the platform and introduces the different user roles; describes the database and its sections; outlines the different workflows; and provides a description of the tools available to submit information into the registry.
- Part II guides the user on how to fill in the fields of the templates to submit information on NAMAs and/or support to the registry. Its aims to serve as a quick reference by briefly describing the meaning of each field, the type of information that could be provided, the

available options and alternatives and, in some cases, possible sources of information. Chapter 2 describes the fields relating to NAMAs and Chapter 3 those relating to information on support.

Quick reference guide

HOW TO....

Information on NAMAs

Find a NAMA	<ul style="list-style-type: none"> • Browse the registry • Use the Google-type search engine • Use the search filter
Request access rights	<ul style="list-style-type: none"> • For NAMA approvers, the UNFCCC focal point should send a message to Nama-registry@unfccc.int • NAMA developers should request rights from their UNFCCC focal point
Create a NAMA entry	<ul style="list-style-type: none"> • Login • Select the relevant type of NAMA to create in the “create” box • Fill in the NAMA template • Save or submit • If the NAMA is approved, it will be recorded in the registry; otherwise it will be returned with comments
Record (approve) a NAMA*	<ul style="list-style-type: none"> • Log in • Select “pending submissions” • Select the appropriate NAMA (marked as submitted for approval) and click on its title to open the template • Check the information • Approve and submit the NAMA or return for modification • Note: NAMAs created by “NAMA approvers” do not need to go through a process of approval
* only for “NAMA approvers”	
Edit a NAMA entry	<ul style="list-style-type: none"> • Log in • Click “My recorded NAMAs” in the “review” box • Identify from the list the NAMA to be edited and click on the title • Make the relevant changes in the template • Press “resubmit” when finished*
*changes by NAMA developers require approval	
Delete a NAMA entry	<ul style="list-style-type: none"> • Log in • Click on “My recorded NAMAs” in the “review” box • Identify from the list the NAMA to be deleted • Click the “delete” icon • When promoted, confirm the deletion
Record support received	<ul style="list-style-type: none"> • Log in • Click on “My recorded NAMAs” in the “review” box • Identify the NAMA that has received support • Click “identify support received”

	<ul style="list-style-type: none"> • Identify support the source and amount of support and click submit when finished • The information will be submitted for confirmation by the support provider
Confirm provision of support reported by support editor	<ul style="list-style-type: none"> • Open email seeking confirmation of support • Click on the link in the email • Confirm support or send back for modification

Information on support

Find a source of support	<ul style="list-style-type: none"> • Browse the registry • Use the Google-type search engine • Use the search filter
Request access rights as a “support editor”	<ul style="list-style-type: none"> • For “support editors”, representatives from government agencies, multilateral, bilateral and other entities should send a message to Nama-registry@unfccc.int
Create and record an entry on information on support	<ul style="list-style-type: none"> • Login • Click on “information on support” under the “create” box • Fill in the template and submit
Edit an entry on information on support	<ul style="list-style-type: none"> • Log in • Click on “My recorded entries” in the review box • Identify from the list the entry to be edited • Make the relevant changes in the template • Press “submit” when finished
Delete an entry on information on support	<ul style="list-style-type: none"> • Log in • Click on “My recorded entries” in the “review box” • Identify from the list the entry to be deleted • Click the “delete” icon
Record support provided	<ul style="list-style-type: none"> • Log in • Click on “My recorded entries” • Click on the source of support • Identify the supported NAMA • Enter the information on support provided • Submit
Confirm the provision of support reported by NAMA developer/editor	<ul style="list-style-type: none"> • Open email seeking confirmation • Click on the link in the email • Confirm or send back for modification

Part I: The NAMA registry

1. Overview of the registry

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

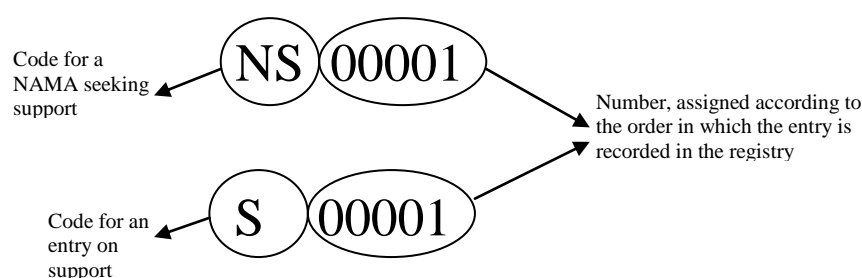
The database records and manages information on NAMAs and support for NAMAs. In line with guidance provided by Parties, the database consists of the following sections:

- 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 (see part II).

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”. On the other hand, 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 enter and access information on internationally supported mitigation actions and their associated support. This information will be incorporated in the different NAMA entries.

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

- A set of tasks to create entries for NAMAs and information on support, as well as manage recorded information (see chapter 4.1).
- Templates to submit and manage NAMAs and information on support (see part II)
- 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” engine and a filter (see chapter 4.3)

2. Accessing the registry

The registry can be accessed through the UNFCCC website under the link “cooperation and support”. The registry can also be located under the following URL:

<http://www4.unfccc.int/sites/nama>

The screenshot shows the homepage of the NAMA registry. It features a blue header with navigation links: "Country pages", "NAMAs seeking support for preparation", "NAMAs seeking support for implementation", "Other NAMAs for recognition", "Information on support", and "Supported NAMAs". Below the header are two main sections: "Browse ..." and "Search ...".

Below the search section, there are four tables:

Country	Title	Date Created
Mexico	Cogeneration in the Mexican Oil and Gas sector	11/05/2013
Mexico	Emission Reduction Actions Program (NAMA) in Natural Gas Processing, Transport and Distribution System, through fugitive emission reduction	11/01/2013
Dominican Republic	NAMA in Cement/Ce-Processing and Waste Sector	10/17/2013
Uruguay	Sustainable production with low-emission technologies in agriculture and agroindustry production chains.	10/14/2013
Uruguay	Sustainable Housing Programme	10/14/2013

NAMAs seeking support

Country	Title	Date Created
European Economic Community	Latin American Investment Facility	11/06/2013
European Economic Community	Neighbourhood Investment Facility	11/06/2013
Austria, Belgium, Finland, France, Germany, Greece, Italy, Luxembourg, Netherlands, Portugal, Spain, United Kingdom of Great Britain and Northern Ireland	EU-Africa Infrastructure Trust Fund	11/05/2013
Germany	Climate-related ODA funding	10/14/2013
Germany	International Climate Initiative (ICI)	10/14/2013

Last updated information on support

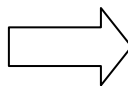
From	Title	To	Date Recorded
No records to display.			

Support provided/received

Note that this website is synchronized with the registry database every 4 hours. Changes made by registry users will take up to this long to appear on this public site.
[Contact Us](#)

The homepage of the registry displays the most recently added information and menus for browsing and searching the registry.

Users with access rights can create and edit entries but must first login to the registry using the menu in the top right hand corner of the registry homepage.



The screenshot shows a Windows Security login window titled "Connecting to process.unfccc.int.". It contains a "User name" field, a "Password" field, and a "Domain: UNFCCC" label. There is a checkbox for "Remember my credentials". At the bottom, there are "OK" and "Cancel" buttons.

3. Roles

The user roles for 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 NAMAs will be implemented in the registry:

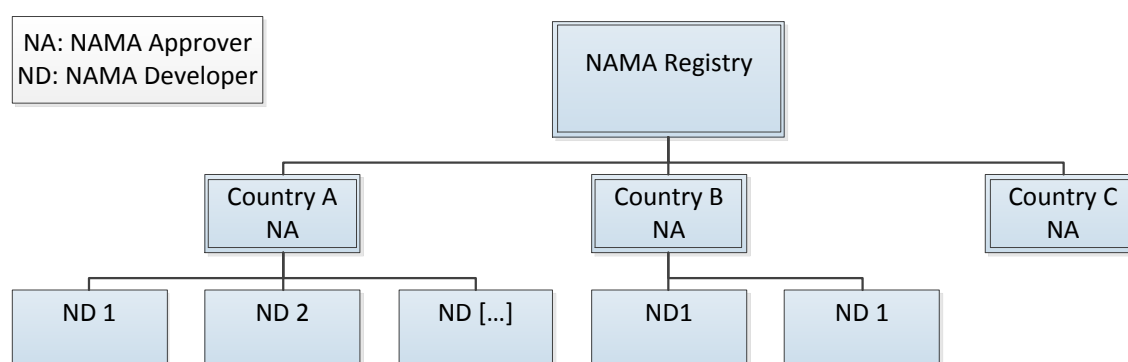
- ‘**NAMA approvers**’ will have the responsibility of approving all NAMAs for their country before they are recorded in the registry. Each developing country Party will be granted one password and log in for this role. NAMA approvers will also have full access rights to the

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 developers' (see below);

- **NAMA developers** 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 developer roles as it requires.

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 developers and move the responsibility of creating and approving NAMAs solely to the NAMA approver. Figure 2 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 2. 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. 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.

3.1 Applying for access rights to use the registry

The UNFCCC Secretariat has contacted all Parties via their National Focal Point with instructions for obtaining **NAMA approver** access rights (for developing country Parties) or support editor access rights (for developed country Parties).

Access rights for **NAMA developers** will be granted initially to users via their national UNFCCC focal point (in the case of NAMAs). Those seeking access rights as NAMA developers should contact the relevant National UNFCCC focal point¹. Should the national focal point decide to

¹ The list of Non-Annex I parties and their focal points can be found at http://unfccc.int/parties_and_observers/parties/non_annex_i/items/2833.php

grant access rights to a **NAMA developer** they will request these rights by e-mailing <NAMA-Registry@unfccc.int>.

Rights for **support editors** will be granted directly by the secretariat upon request to <NAMA-Registry@unfccc.int>.

Table: Access rights for the NAMA registry

<i>Role</i>	<i>Rights</i>	<i>Comments</i>
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 developers; • 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 developer	<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 developers are granted by NAMA approvers via the registry ² . 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
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.

4. Description of the interface



After logging in, the user will be presented with the registry homepage which contains four boxes of activities for users:

² The National Focal Point will need to email a request for NAMA developer rights to be granted to NAMA-registry@unfccc.int.

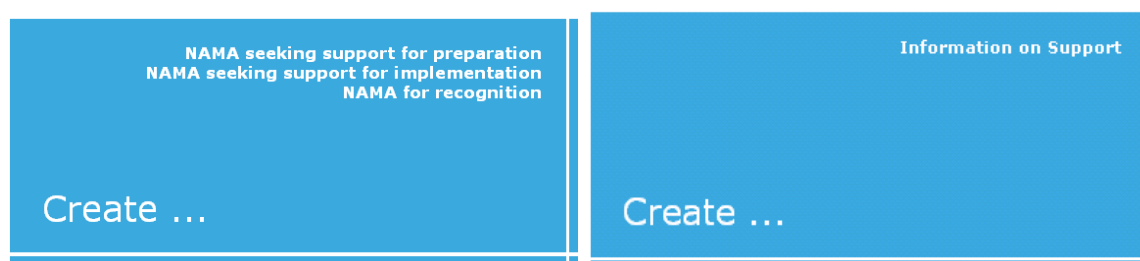
Create (visible only to users with access rights): Here registry users can create entries for various types of NAMAs as well as create support available to NAMAs. These functions are further explained in chapter 4.1.

Review (visible only to users with access rights): Here registry users can access their entries on NAMAs or support that are in progress or have been recorded in the registry. These functions are explained further in chapter 4.2.

Browse: Here registry users can browse entries on NAMA and support by category. This function is explained further in chapter 4.3.

Search: Here registry users can use two tools to search for information in the registry, a google-type search engine and an advanced search allows users to search for particular types of NAMAs. This function is explained further in chapter 4.4.

4.1 The “Create” Box



As noted already the options visible under this menu will be different for the three types of registry users.

4.1.1 Create NAMA entries (only available to NAMA developers and approvers)

Three options are be available for creating NAMA entries;

- **Create a NAMA seeking support for preparation;**
- **Create a NAMA seeking support for implementation;**
- **Create a NAMA for recognition.**

After selecting the appropriate option, the system will load the submission template thus allowing the user to input the NAMA descriptive information (see part II).

NAMA Seeking Support for Preparation

A Overview	▼	Spell Check	Cancel	Save	Submit
B National Implementing Entity	▼	Save as Word			
C Expected timeframe for the preparation of the mitigation action	▼				
D Currency	▼				
E Cost	▼				
F Support required to prepare the mitigation action	▼				
G Relevant National Policies strategies, plans and programmes and/or other mitigation action	▼				
H Attachments	▼				
I Support received	▼				

The registry will also allow the user 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 (see part II, chapter 2.12).

The user can decide to save (“save”) the information and submit it at a later stage or submit it (“submit”) immediately for recording in the registry. Once a NAMA is saved, a pop-up window appears, showing “all changes have been saved”. NAMAs submitted by NAMA approvers will be directly recorded in the registry without any approval step. NAMAs submitted by NAMA developers 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 chapter 5.

4.1.2 Create entries for information on support (support editors only)

To create an entry for information on support, click on “Information on support” in the “Create” box. The system will load the submission template thus allowing the support editor to input the information that describes the source of support (see part II). He or she will have the option of saving the template to submit it later by clicking “save” or of submitting it for recording immediately by clicking “submit”.

Information on Support Available

A Source of Support	▼	Spell Check	Cancel	Save	Submit
B Organization channelling the resources	▼	Save as Word			
C Currency	▼				
D Support available	▼				
E Types of action that may be supported	▼				
F Process for the provision of support	▼				
G Attachments	▼				
H Information on support provided	▼				

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 an entry (see part II, chapter 3.6).

For additional information on the workflow, please refer to chapter 5.

4.2 The “Review” Box

<div>Pending Submissions My recorded NAMAs All recorded NAMAs for Colombia</div> <div>Review ...</div>	<div>Pending Submissions My recorded entries</div> <div>Review ...</div>
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Depending on their role, users will see the following options:

- **Pending submissions (all users)**
- **My recorded NAMAs (NAMA developers and approvers)**
- **All recorded NAMAs (NAMA approvers only)**
- **My recorded entries (Support editors only)**

4.2.1 Pending submissions for NAMA approvers

Pending submissions will include all NAMA entries that have been created but not yet been recorded in the registry. NAMAs will be listed according to their type and be assigned a status that illustrates the location of the NAMA in the registry workflows outlined in Chapter 5.

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 developer has submitted a NAMA for approval**, the NAMA approver will receive an e-mail notification. The NAMA approver will be able to review the NAMA before processing it. To do this he or she can click on the NAMA title in the notification email and display the NAMA. After checking the information the NAMA approver has two options, found in the panel on the right hand side panel:

- **Approve the NAMA**; in this case, the NAMA will sent to the UNFCCC and be recorded in the registry;
- **Decline the NAMA**; in this case, the approver should explain the reasons for rejection in the comment s field, which will be returned via an e-mail to the NAMA developer. The NAMA will then be listed within the pending submissions of the NAMA developer and will require resubmission.

4.2.2 Pending submissions for NAMA developers

Pending submissions will include all NAMA entries that have been created but not yet been recorded in the registry. NAMAs will be listed according to their type and be assigned a status that illustrates the location of the NAMA in the registry workflows outlined in Chapter 5.

To **submit a saved NAMA** for approval, the NAMA developer 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 developers 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 chapter 5.

When a **NAMA has been declined**, the NAMA developer will receive an email notification, which explains the reasons for this. He or she should click on the title of the appropriate NAMA to load the NAMA template. The system will then allow the user to address the comments made by the NAMA approver. After addressing comments pressing **Submit** will resend the NAMA for approval. For additional information on the workflow, please refer to chapter 5.


4.2.2.1 Pending entries for support editors

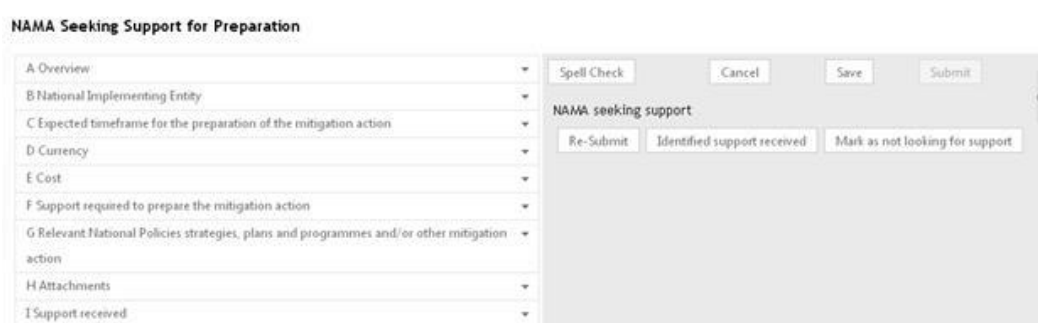
Pending entries include all entries on information on support that have been created but not yet been recorded in the registry. NAMAs will be listed according to their type and be assigned a status that illustrates the location of the NAMA in the registry workflows outlined in chapter 5.

To submit an 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 chapter 5.

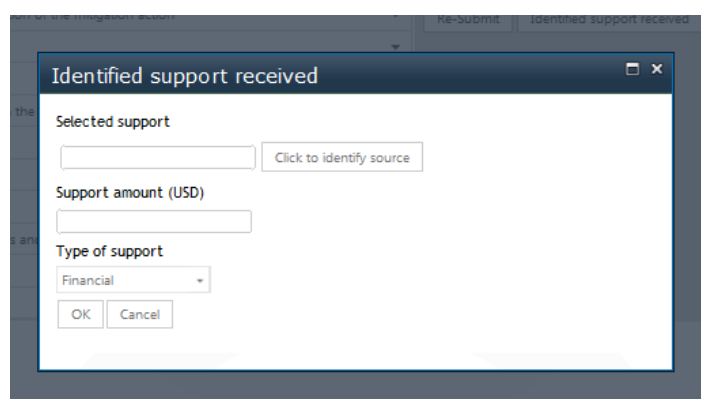
4.2.2.2 My recorded NAMAs for NAMA approvers

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 **Re-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 click on the relevant NAMA and click on **Identify support received** in the panel on the right.



- By clicking on “**Click to identify source**”, users can select a source of support from any of the entries on support that are recorded in the registry and the amount of support. The amount and type of support can also be selected. Before this information can be recorded, the system will seek confirmation³.



- To **change the support status of a NAMA**, if a NAMA has received all the support it requires, the user should click on the NAMA and then click on “mark as not looking for support”;

³ Note that this procedure is only for support provided from a source listed in the registry as a source of support. If the source of support is not listed in the registry then the relevant NAMA approver or developer can enter this directly into the “outside the registry” section of the NAMA template.

- Whenever a support editor has provided information on support received for a recorded NAMA⁴, the relevant NAMA approver will receive an e-mail notification. Before the information can be recorded in the registry, this information needs to be confirmed by the NAMA approver. To **confirm the provision of support** received, he or she should click on the title of the relevant NAMA in the notification email. The system will load a window, which identifies the source and amount of support;
- If the NAMA approver confirms the information, he or she should click on **Confirm support received** to record it in the registry;
- If the NAMA approver declines the information, he or she should click on **Send back with comments**. 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 support editor. This NAMA will be listed within the pending submissions of the support editor and will require resubmission.

4.2.2.3 All NAMAs recorded for [country](NAMA approvers only)

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.

This menu also allows NAMA approvers:

- **Approve or decline** changes to recorded NAMAs or information on support received as specified by NAMA developers from their country
- **Approve or decline** information on support identified for NAMAs in their country

4.2.2.4 My recorded NAMAs for NAMA developers


The tasks relating to “My recorded NAMAs” will be the same and follow those principles described above for NAMA approvers (see chapter 4.2.2.2). Approval by the NAMA approver is necessary before any change can be recorded. In cases of rejection, the NAMA developer will receive an e-mail notification, which explains the reasons for this rejection.

4.2.2.5 My recorded entries for support editors

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 **Re-submit** to record the changes in the registry. For additional information on the workflow, please refer to chapter 5;

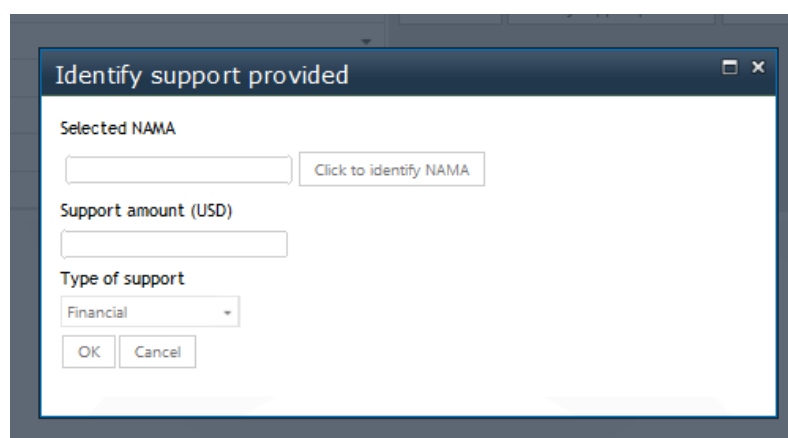
⁴ Note that this procedure is only for support provided from a source listed in the registry as a source of support. If the source of support is not listed in the registry then the relevant NAMA approver or developer can enter this directly into the “outside the registry” section of the NAMA template.

- 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.
- To **record that support has been provided** to a NAMA, the support editor should click on the title of their recorded entry and then click on the “**Identify support provided**” button.

Information on Support Available

A Source of Support	▼	<div>Cancel</div> <div>Information on support</div> <div>Re-Submit Identify support provided</div> <div>Save as Word</div>
B Organization channelling the resources	▼	
C Currency	▼	
D Support available	▼	
E Types of action that may be supported	▼	
F Process for the provision of support	▼	
G Attachments	▼	
H Information on support provided	▼	

- A window will load and by clicking on “**Click to identify NAMA**”, the relevant NAMA can be selected. Once a NAMA is selected, it is possible to enter the amount and type of support.
- The support editor should then click on “**OK**” to record this in the registry. Note that before this occurs, the relevant NAMA approver will receive an e-mail notification and be given the option to confirm whether or not support has been provided.



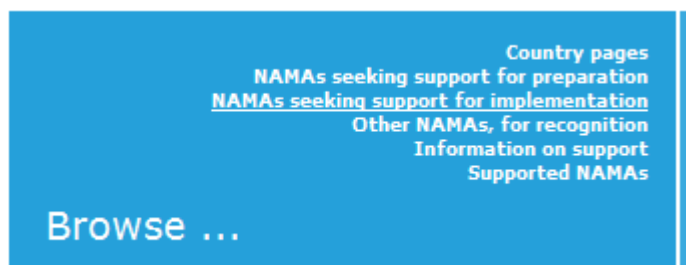
The image shows a window titled "Identify support provided". Inside the window, there is a section labeled "Selected NAMA" with a text input field and a button labeled "Click to identify NAMA". Below this is a section labeled "Support amount (USD)" with a text input field. Underneath is a section labeled "Type of support" with a dropdown menu currently showing "Financial". At the bottom of the window are two buttons: "OK" and "Cancel".

- Whenever a NAMA approver or editor has provided information on support provided to a NAMA⁵, 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 the title of the relevant NAMA in the notification email. The system will load a window, which identifies the source and amount of support;
- If the support editor confirms the information, they must click on **Confirm** to record it in the registry;

⁵ Note that this procedure is only for support provided from a source listed in the registry as a source of support. If the source of support is not listed in the registry then the relevant NAMA approver or developer can enter this directly into the “outside the registry” section of the NAMA template.

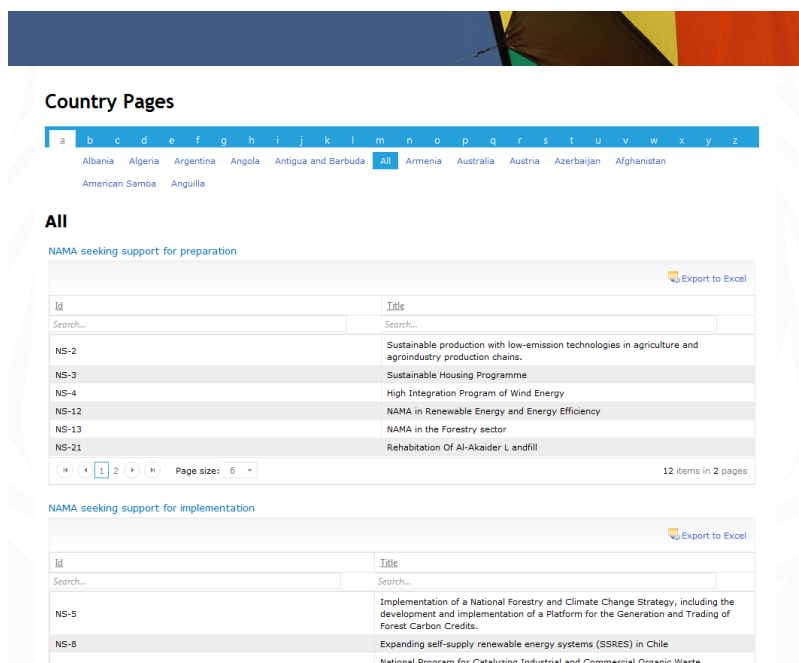
- If the support editor declines to confirm, he or she should click on **Send back with comments**. The system will load a window to allow him or her to explain the reasons, which will be automatically e-mailed to the NAMA developer/approver. This NAMA will be listed within the pending submissions of the NAMA developer/approver and will require resubmission.

4.3 The “Browse” box



The browse menu allows users to browse all information on NAMAs and support contained in the registry:

- By clicking on **country pages**, the system will allow users browse recorded NAMAs by country. 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 for recognition). 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 **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. To navigate to a particular NAMA, the user should click on the relevant NAMA title. The system will display all the information that describes the NAMA;

NAMAs seeking support for implementation

Export to Excel


ID	Title
Search...	Search...
NS-5	Implementation of a National Forestry and Climate Change Strategy, including the development and implementation of a Platform for the Generation and Trading of Forest Carbon Credits
NS-8	Expanding self-supply renewable energy systems (SSRES) in Chile
NS-9	National Program for Catalyzing Industrial and Commercial Organic Waste Management in Chile
NS-10	First introduction of Photovoltaic Solar Energy in the national electrical grid
NS-26	Improvement of Energy Efficiency in the Jordanian Water Sector (JEE)
NS-29	Samra Thermal Power Station - Phase-III Add-On Combined Cycle
NS-31	Expansion of existing heating network in Valjevo
NS-32	Introduction of metering system and billing on the basis of measured consumption in district heating systems in Serbia
NS-33	Use of Solar energy for domestic hot water production in Heat plant "Cerak" in Belgrade
NS-34	Thermal Power Project with Capacity and Efficiency Increase II - TTP Nikola Tesla - Unit A3
NS-35	Introduction 1000 MW of small biomass boilers in Serbia
NS-36	Rehabilitation of arterial roads in Serbia
NS-37	Rehabilitation of the Existing Small Hydropower Plants and Construction of New Small Hydropower Plants (SHPPs)
NS-39	Thermal Power Project with Capacity and Efficiency Increase I - TTP Nikola Tesla - Unit B2
NS-40	Construction of a Super-critical Lignite Power Plant TTP Kostolac B
NS-41	Energy Efficiency Improvements in Public Buildings: 23 schools and 26 hospitals - Serbian Energy Efficiency Project (SEEP)
NS-44	The Zarda River Basin Industrial Waste Water Treatment Plant and Energy Plant (ZIWTEP)
NS-46	Improvement of old residential buildings envelope (exterior doors, windows and thermal insulation) in Serbia
NS-47	Low Carbon Climate Resilient Development Strategy

NS-48

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- By clicking on **Information on support**, a list of all entries of support available for NAMAs that has been recorded in the registry will be displayed.
- By clicking **Supported NAMAs**, a list of all NAMAs in the registry that have received support from a source of support listed in the registry will be displayed.

4.4 The “Search” box

Search this site... 

Advanced search

Search ...

Two search functions have been incorporated in the registry. These functions allow the user to search for a particular NAMA or groups of them.

4.4.1 The Search engine

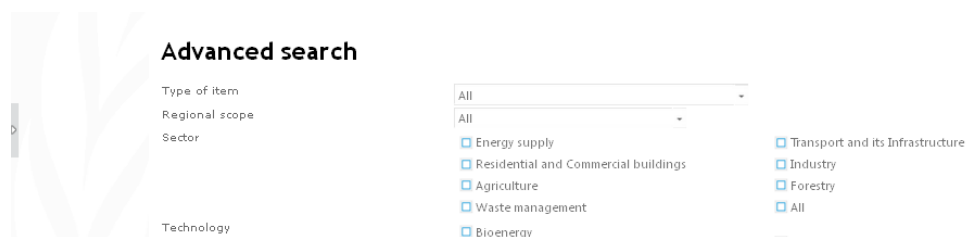
The search engine will be accessed by clicking in the “search this site” box. The user should type one or several keywords to perform the search. The system will display all the entries on NAMAs and information on support for NAMAs that contain these keywords, organized by the different sections of the 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.

4.4.2 Advanced search

The filter can search NAMAs and/or information on support for NAMAs on the basis of certain fields within the registry templates (see part II). To use the filter, the user should click on “advanced search” within the Search Menu. 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.

Note: For the filter to work correctly the templates for NAMAs and information on support must be correctly filled in; that is, users of the registry should always identify an option for the different categories at the time of creating entries for NAMAs or information on support.

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):

- Regional scope;
- Sector;
- Technology;
- Type of action;
- Type of required financial support (sought or offered).

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

As an example, assume that a person has formulated a NAMA consisting of an investment project to install 5MW of wind energy in a country in Africa. This person requires USD 150.000 dollars in grants and USD 2.000.000 in concessional finance to implement the project.

In order to find potential sources of support, the user should open the search filter and select the following categories:

- Type of NAMA: sources of support
- Region: Africa
- Sector: Energy supply
- Type of action: investment project (technology)
- Technology: Wind
- Type of financial support: Grant and concessional finance

After making his or her choices, the user should press “search”. The system will display all the sources of finance that match these choices. Finally, to navigate to any source of support the user should click on the title to display the template with all the information describing the selected source of support.

Note: There will be a delay of up to 2 hours between a NAMA being recorded in the registry and it being searchable, while the search engine indexes new results.

5. Workflows

The uploading and updating of NAMAs and information on support follows a number of steps known as workflows. This chapter describes the workflows relating to NAMAs and information on support which users should follow to create, manage and update entries within the registry.

5.1 Workflows relating to NAMAs

As already noted, the registry contains separate sections for NAMAs seeking support for preparation; NAMAs seeking support for implementation; and other NAMAs, for recognition. All NAMAs follow the same steps before being recorded in the relevant section of the registry. An additional set of steps has been designed to indicate that a NAMA has received support.

5.1.1 Creating, submitting, approving and editing a NAMA

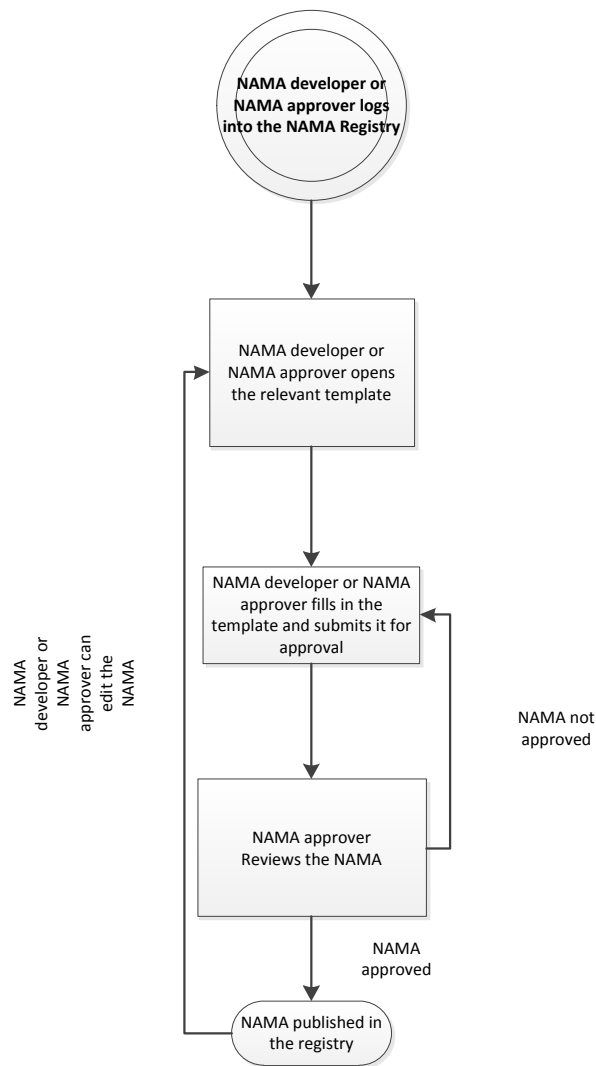
A NAMA entry for a country can be created by any person who has received access rights as a NAMA approver or a NAMA developer. NAMAs submitted by NAMA developers require approval by the NAMA approver before they can be recorded in the registry. The process of creating an entry for a NAMA and submitting 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 the appropriate option from the “Create” menu:
 - 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 apart from the NAMA title;
- 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**;
- NAMAs created by NAMA developers will require approval before being recorded in the registry. To this end, after the template has been completed, the NAMA developer should submit the NAMA for approval by clicking on **Submit**;
- 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 should click **decline** to send the NAMA back to the NAMA developer together with a comment explaining the reasons for rejection. The NAMA developer 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, after a NAMA has been approved, the NAMA approver or the NAMA developer may edit or update his or her NAMAs via the “My recorded NAMAs” option in the “Review” box;
- 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 3).

Figure 3. Creating, submitting, approving and editing a NAMA



5.1.2 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 developers 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. NAMA developers and approvers can change status to support received by selecting the relevant NAMA under “My recorded NAMAs” and clicking on “**mark as not looking for support**”.

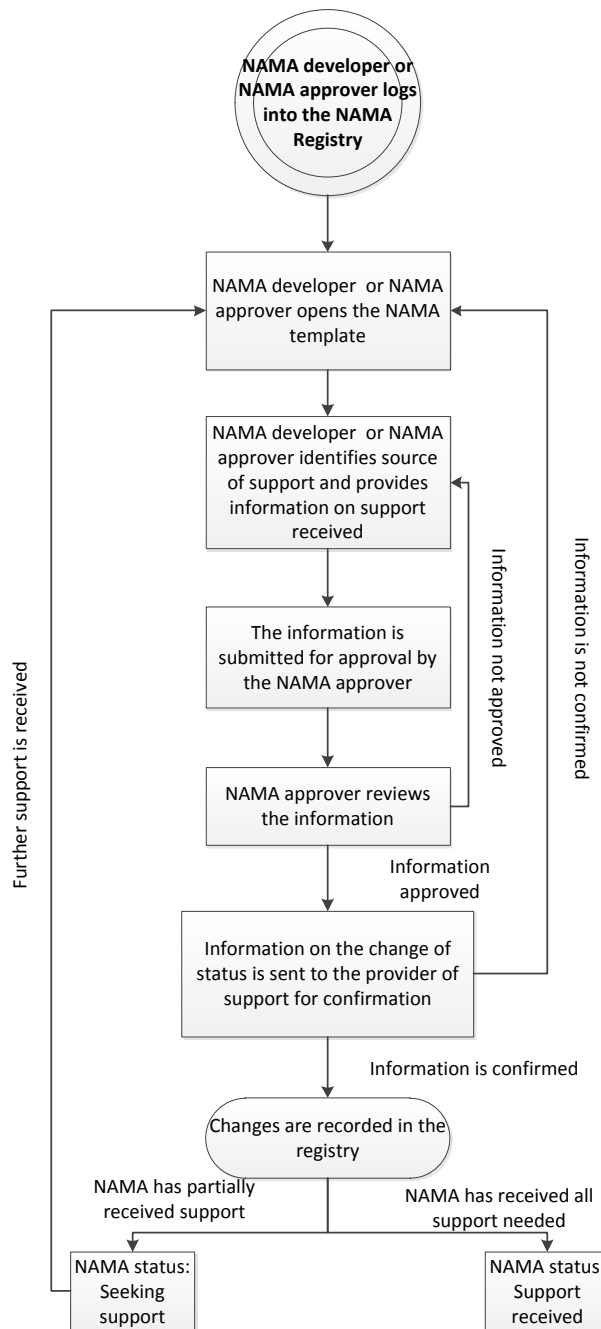
Support provided to a NAMA can be entered into the registry by NAMA developers, NAMA approvers or support editors. When a NAMA approver or developer enters that support was received this will require confirmation from the relevant support editor. Similarly when a support editor enters that support was provided

5.1.2.1 Identifying support received (NAMA developers and editors)

NAMA developers and NAMA approvers should follow the 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 recorded NAMAs** from the **Review** Menu. The system will display the list of recorded NAMAs;
- The user should click on the relevant NAMA to open the template and click “**identify support received**” on the right-hand side. 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 for confirmation**”;
- Changes and information relating to support provided by NAMA developers 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 sending of the request back to the NAMA developer with comments. The NAMA developer should address the comments made by the NAMA approver and resubmit;
- If the changes are approved by the NAMA approver, he or she clicks “**submit for confirmation**”. 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. By clicking on the link in this email, the support editor will check this information and decide whether to confirm it clicking “**confirm information**” or sending the request back for modification by clicking “**send back with comments**”;
- If the changes are confirmed, the system will proceed to record the changes;
- If the changes are not confirmed, the system will send an automatic e-mail to the NAMA developer with comments that should be addressed. The NAMA developer would need to address the comments by the support provider and resubmit.

Figure 4. Providing information on support received



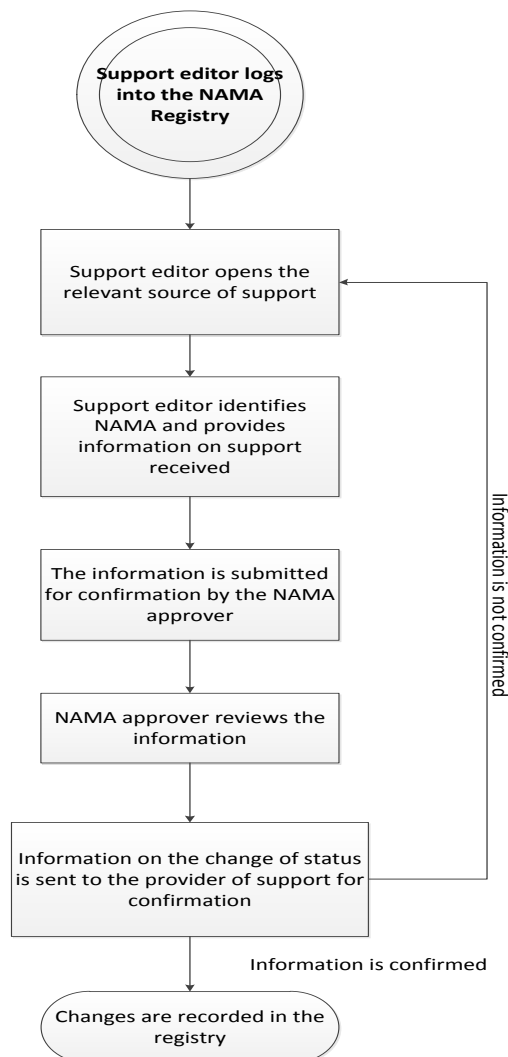
5.1.2.2 Identifying support received (Support editors)

Support editors should follow the 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 the source of support from their list of “my recorded entries” and select **identified support provided**.

- 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 for confirmation**;
- The NAMA developer or approver will receive an e-mail indicating that a support editor has identified support for the NAMA and the amount and type. They will check this information and decide whether to confirm it;
- If the changes are not confirmed, by the NAMA developer or NAMA approver, an e-mail explaining the reasons for rejection will be sent to the support editor. The support editor should address the comments and resubmit;
- If the changes are confirmed, the system will proceed to record the changes;
- If the changes are not confirmed, the system will send an e-mail to the support editor with comments that should be addressed. The support editor would need to address the comments by the support provider and resubmit.

Figure 5. Providing information on support provided

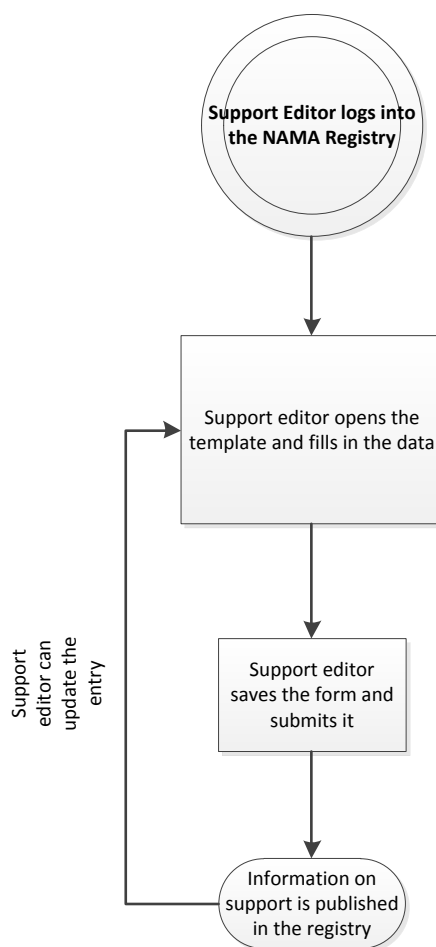


5.2 Workflow relating to creating information on support

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 “information on support” from the create box;
- 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** ;
- 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 the information their entries on sources of support . To this end, the user should select My recorded entries in the “review” box.
- The user should click on the title of 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 5).

Figure 6. Creating an entry on information on support



6. Managing the registry via email

The registry includes 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, **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.

6.1 Roles

The creation, editing and deletion of NAMAs will be performed through the national focal point. 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 developer will be performed by any actor that wishes to formulate a NAMA to be recorded in the registry (see below).

6.2 Create and record a NAMA via email

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 6):

- 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.

6.3 Edit a NAMA via email

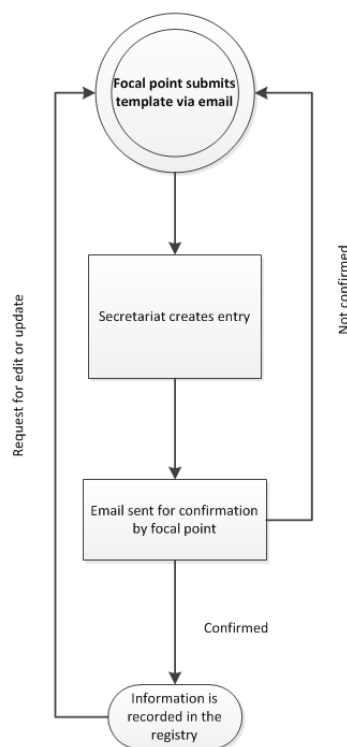
It is recommended that the users of the registry and the national focal point keep copies of the Microsoft Word versions of the NAMAs that have been recorded.

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 chapter 6.2 above.

Figure 6. Creating and editing NAMAs via e-mail



6.4 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.

6.5 Informing that support has been received by email

The provision of information on support received follows these steps (see figure 7):

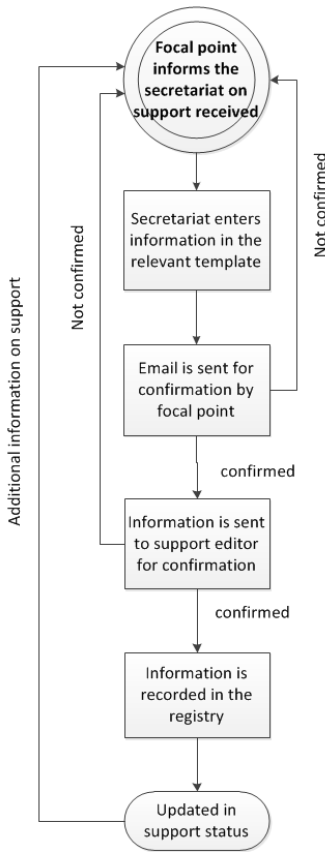
- The national focal point should e-mail the secretariat with the following information:
 - The code of the NAMA that has received support;
 - The source of support (title and, if known, code within the registry);
 - The kind of support received (finance, technology or capacity-building);
 - The amount 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.

7. Trouble shooting

Should you encounter any technical problems when working with the registry, do not hesitate to send an email to NAMA-registry@unfccc.int. Please provide as many details as possible in your email and indicate the type of problem in the subject. The UNFCCC secretariat will make all efforts to resolve your problems as soon as possible.

Figure 7. Providing information on support received via e-mail



Part II: Submission of information to the NAMA registry

1. Introduction

Nationally Appropriate Mitigation Actions (NAMAs) were initially referred to under paragraph 1.b.ii of the Bali Action Plan (BAP). The process established under this plan was requested to address enhanced national/international action on mitigation of climate change, including, inter alia, consideration of nationally appropriate mitigation actions by developing country Parties in the context of sustainable development, supported and enabled by technology, financing and capacity-building, in a measurable, reportable and verifiable manner.

The COP, at its sixteenth session, agreed that developing country Parties will take NAMAs in the context of sustainable development, supported and enabled by technology, financing and capacity-building, aimed at achieving a deviation in emissions relative to ‘business as usual’ emissions in 2020.⁶

What constitutes a NAMA is a matter for national governments to decide. This flexibility has enabled Parties to consider several types of actions which range from national objectives through strategies, programs and policies, to investment projects.⁷ For additional information on these types please refer to Annex I.

The following pages provide a brief explanation of the different fields which compose the templates for submitting NAMAs and information on support to the registry. The intention is to provide a starting point to the user regarding the type of information that could be submitted. Users of the registry are invited to take into account the explanations contained in this manual when filling in the relevant templates. They are also invited to note the following:

- There are no mandatory fields; however, users are encouraged to consider the benefits of providing as much information as possible.
- Users of the registry have the freedom of deciding where to include the information of their entries on NAMAs and support. For example, a proponent of a NAMA may decide to incorporate all available information within the field entitled “description” while leaving the rest of the template empty. Please note, however, that this may lessen the effectiveness of the search functions, in particular the filter of information.
- Users will have the option of uploading multiple documents. NAMA entries may be complemented with documents such as technical background information, implementation plans, information on MRV or any other that is considered relevant.
- Some fields require the selection of options. The registry allows for selecting more than one of them. In the case of drop down menus, multiple options can be selected by holding the <ctrl> key as you click on them.
- If a list of options does not include one that suits your submission, please select “other” and provide a name for the new category. This will help us improve the registry in the future. Please note that the options currently included in the registry are generic and are intended to cover a wider range of options.

2. Filling in the NAMA templates

Decision 2/CP.17 invites developing countries to provide information on individual NAMAs seeking international support and on other individual NAMAs for their recognition. Paragraph 46 of this decision provides further detail on the type of information for the particular case of

⁶ Paragraph 48, decision 1/CP.16.

⁷ For more information see documents FCCC/AWGLCA/2011/INF.1 and FCCC/AWGLCA/2012/MISC.2 and Add.1.

NAMAs seeking international support. This paragraph has been used as the basis to develop all the templates relating to NAMAs.

In accordance with the decision 2/CP.17 and comments made by Parties on the design of the Prototype of the registry, three electronic templates have been incorporated into the registry:

- **NAMAs seeking support for preparation.** This template should be used if the NAMA has not been formulated and financial or technical support are required to prepare it. It is recommended that users of the registry have a clear idea of the type of action they wish to formulate, the sector and, if applicable, the technology.
- **NAMAs seeking support for implementation.** This template should be used if the NAMA has been already formulated and it is ready to receive finance, technology and/or capacity building for implementation. It is recommended that the entry is created once the formulation process has been completed and all the information on objectives, activities, costs, finance and reporting is clear and robust.
- **Other NAMAs for recognition.** This template should be used for NAMAs that will be implemented unilaterally by developing countries and, therefore, no support is being sought.

Each individual NAMA should have its own entry in the registry. In case you have a program with multiple actions, you may consider creating a separate entry for the entire program as well as individual entries for each individual action. The decision of how many entries to create would depend on the overall approach of the country to mitigation action as well as the objective set for recording the NAMA in the registry.

Linking expenditures to activities

Before submitting a NAMA seeking support for implementation, check whether there is a clear link between support sought and specific activities. In some cases, such linkage may be difficult to establish; for example, national objectives and policies may be achieved not through direct actions but indirectly through policies or projects. You may therefore decide to record broader objectives and strategies as “other NAMAs, for recognition”, as well as to record policies or projects to meet them as “seeking support for implementation”.

The following pages provide a brief explanation of the fields that form a NAMA entry. Many of these fields are applicable to all NAMAs (e.g. seeking support for preparation or implementation, or for recognition). For this reason, the information provided herein is organized by field and not by NAMA type. The text specifies to what type of NAMA the field is applicable to.

To ease reading of the pages below, please refer to Annex III which includes an index of the different templates of the registry and the page and chapter where an explanation for the different fields can be found.

2.1 Party

This field applies to

- ☒ NAMAs seeking support for preparation
- ☒ NAMAs seeking support for implementation
- ☒ Other NAMAs, for recognition

- Identify the developing country Party or Parties that are preparing or implementing this NAMA.

- If a developed country participates through the provision of support, a separate entry should be created under the section on support. Subsequently, the “NAMA developer” or “NAMA approver” should identify this source of support following the workflow described in part I.

2.2 Title of the mitigation action

<p>This field applies to</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for preparation</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for implementation</p> <p><input checked="" type="checkbox"/> Other NAMAs, for recognition</p>

- Provide a short title for your NAMA, which is descriptive enough to capture the attention of people browsing the registry. This title could, for example, mention the type of NAMA or the technology used.

2.3 Description of the mitigation action

<p>This field applies to</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for preparation</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for implementation</p> <p><input checked="" type="checkbox"/> Other NAMAs, for recognition</p>

- Provide a description of the NAMA to be prepared or implemented. This description should specify the objective of the NAMA, the type of activity to be implemented and any other information you consider necessary to explain your NAMA in general terms.
- Additionally, to enable the functioning of the filter, users of the registry by clicking the appropriate option within the following fields:
- *The sector:* the NAMA registry uses a typology of sectors based on the categories used by the continuation of Working Group III to the Fourth Assessment Report of the IPCC: Energy supply; transport and its infrastructure; residential and commercial buildings; industry; agriculture; forestry; and waste management. If your NAMA cuts across various sectors, you have the option of selecting multiple ones.
- *The type of action:* As noted in the introduction, NAMAs can take very different forms. Specifying the type of activity is important as programs of support generally have restrictions on the type of actions they are targeted at; for example, a program designed to support policies will not be able to provide support for a project which requires funds to purchase equipment. For an explanation of the different types please refer to annex I.
- If relevant, *the technology:* the registry uses broad groups of technologies to enable the different search functionalities. If the technology to be used does not fit any of the categories listed, please identify a new category under “other”. Please note that a NAMA may be relevant for a technology even if the NAMA is not in itself a direct investment for that technology. For example, a policy to increase the share of wind energy relates to wind energy technologies although it may not include direct investments in wind turbines.
- *The greenhouse gases covered* by the mitigation action: depending on the sector and the specific activity, the NAMA may lead to direct or indirect reductions of different greenhouse

gases. Please indicate the gas or gases whose emissions will be covered by the NAMA. The following gases can be identified: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons and fluorinated gaseous compounds (HFCs, PFCs and SF₆). An option to identify other gases is also available.

2.4 National implementing entity

This field applies to

- ☒ NAMAs seeking support for preparation
- ☒ NAMAs seeking support for implementation
- ☒ Other NAMAs, for recognition

- Please provide full contact details of the entity in charge of preparing or implementing the NAMA.
- You have the option of identifying multiple implementing agencies (up to three in total). Please note that any communication emerging from the workflows of the registry will use the email addresses of all agencies identified as implementing agencies.
- Details of the implementing agency will help those interested in providing support to a NAMA to get in contact with the NAMA proponents. Please insert full contact details, including one or several email addresses of people who could respond any enquiries of a given NAMA.

2.5 Expected timeframe for the preparation of the mitigation action

This field applies to

- ☒ NAMAs seeking support for preparation
- ☐ NAMAs seeking support for implementation
- ☐ Other NAMAs, for recognition

- Indicate the expected number of months required to complete the preparation of the NAMA. In general terms, the process of preparation should deliver a NAMA that is ready to receive support and be implemented.

2.6 Expected timeframe for the implementation of the mitigation action

This field applies to

- ☐ NAMAs seeking support for preparation
- ☒ NAMAs seeking support for implementation
- ☒ Other NAMAs, for recognition

- The timeframe of the NAMA could be interpreted as the expected length of the project, starting from the initiation of activities (for example, construction works in the case of infrastructure investments) through to its closure. Indicate the total number of years as well as the expected starting year.
- If the NAMA is not attached to a timeframe, you may decide to leave this field blank.

2.7 Used currency

This field applies to

- ☒ NAMAs seeking support for preparation
- ☒ NAMAs seeking support for implementation
- ☒ Other NAMAs, for recognition

- Please select the currency in which all monetary figures within your template are expressed.
- The registry allows the user to select its own currency. If NAMAs have been formulated using a national currency, this can be selected from the drop down menu. The unit of currency to use depends on several factors, including expectations on exchange rates, possible sources of finance and others.
- Please note that the registry will provide an indicative conversion into US dollars. These conversions are not official.

2.8 Costs

2.8.1 Estimated full cost of preparation

This field applies to

- ☒ NAMAs seeking support for preparation
- ☐ NAMAs seeking support for implementation
- ☐ Other NAMAs, for recognition

- Please indicate the costs associated with the preparation of your NAMA proposal. These costs should be specified in the currency selected under 2.7 and should include the costs of all activities involved in the conceptualization and preparation of a NAMA, for example:
 - Background and feasibility studies
 - Technical assessments and designs
 - Consultations with stakeholders
 - Selection and prioritisation of NAMAs
- When estimating these costs, users are encouraged to provide best estimates and, if possible, provide additional information on how these costs were determined.
- Under *comments*, please provide any other information you consider relevant for the user to better understand the calculation of costs for preparation, for example:
 - Specific activities and related costs
 - Timeframe for each activity
 - Studies and background information already available
 - Other

2.8.2 Estimated full costs of implementation

This field applies to

- ☐ NAMAs seeking support for preparation

<input checked="" type="checkbox"/> NAMAs seeking support for implementation
<input checked="" type="checkbox"/> Other NAMAs, for recognition

- Please indicate the estimated total costs that would be incurred in the implementation of your NAMA during its entire lifetime. Such costs would generally include:
 - Pre-operation activities (legal, administrative and other costs);
 - Initiation of activities and/or construction works
 - Operation and maintenance
 - Debt service, if relevant
 - Closure
- Full costs of implementation should reflect the totality of expenditures required for the operation and closure of a NAMA. The approach to costing a NAMA depends on the type of action, its characteristics in terms of geographical and temporal boundaries, and scope. It is suggested that you limit the costing of your NAMA to the costs incurred strictly by the entity or entities in charge of implementing it. Costs incurred by the actors affected by the NAMA could be explained under “comments”.
- It is also recommended that the different cost items are made explicit, in particular if support is being sought. The discrimination of these items may facilitate the assessment of support needs as well as the identification of potential sources.
- Comments: in this field any additional information relating to the costs of a NAMA can be inserted. For example:
 - Details of the different expenditures
 - Timing of the different expenditures
 - Information on the approach, data sources and methodologies followed to estimate costs
 - Information on revenues: NAMAs may also receive revenues (for example, a solar plant may receive revenues for the sale of electricity). Being explicit about this revenue may also help you in estimating support needs and identifying support sources.
 - Economic costs: the implementation of the NAMA may lead to broader costs to the national economy or to a group of third Parties. In general terms, sectoral and macro-economic evaluations could be used to assess related costs for national and sectoral goals and strategies.

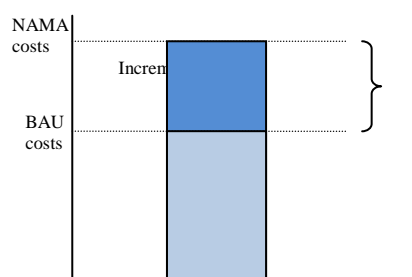
2.8.3 Estimated incremental costs of implementation

This field applies to	
<input type="checkbox"/>	NAMAs seeking support for preparation
<input checked="" type="checkbox"/>	NAMAs seeking support for implementation
<input checked="" type="checkbox"/>	Other NAMAs, for recognition

- Please indicate the incremental costs of the implementation of the NAMA.
- In financial terms, incremental costs refer to the increase or decrease in cost as a result of one or more units of output. The concept could also be used to refer to the costs of delivering the same good or level of service with an extra benefit whereas monetary or of other sort.
- A definition for incremental costs under the UNFCCC does not exist. Users of the registry are invited to estimate the costs incurred in delivering mitigation outcomes and consider whether such costs could be treated as incremental costs.

- For the Global Environmental Facility (GEF) *incremental' or additional costs associated with transforming a project with national benefits into one with global environmental benefits; for example, choosing solar energy technology over coal or diesel fuel meets the same national development goal (power generation), but is more costly.*⁸
- In this line, incremental costs could be evaluated by comparing the costs of delivering a good or service under “business as usual” versus the costs of delivering the same good or service with extra mitigation outcomes (see figure 9).
- Under comments, please provide any other details you consider relevant for users of the registry to better understand your approach to estimating incremental costs, for example:
 - The timeframe for the calculation of incremental costs
 - Methodological basis for the calculation
 - Assumptions

Figure 9. Understanding incremental costs



- Users of the registry should note that incremental costs are not always easy to define or calculate. It becomes particularly challenging with actions that have broader scopes, such as strategies or policies. In some cases, incremental costs could be equal to the total costs of the project. This is the case when the proposed action implies a completely new pathway or the delivery of goods or services not included under business as usual. Examples include a new climate change policy or a project to reforest an area which otherwise would have remained fallow.

An example on incremental costs

A country plans to meet its electricity demand with new combined cycle gas turbine power plants. It proposes a mitigation action to finance solar panels to replace some of the gas generating capacity. The full levelized cost of generating electricity with solar panels is \$150/MWh while that of the combined cycle gas turbine is \$100/MWh. The difference between the two alternatives is \$50/MWh of generated electricity. The incremental costs of the proposed solar panels could be interpreted as being equal to the energy generated by these panels multiplied by the cost difference.

2.9 Support to prepare and implement NAMAs

Decision 2/CP.17 specifies that support for the preparation and implementation of NAMAs should take the form of finance, technology and capacity building.

⁸ See <http://www.thegef.org/gef/policy/incremental_costs>.

- Finance refers to financial support provided by developed country Parties, the entities entrusted with the operation of the financial mechanism, including the Global Environment Facility and the Green Climate Fund, multilateral, bilateral and other public donors, and private and non-governmental organizations. Financial support may be provided under different modalities and using various financial instruments. These modalities and instruments might vary greatly in terms of suitability for the preparation and implementation of specific NAMAs.
- Technology. The IPCC defines technology transfer as a broad set of processes covering the flows of know-how, experience and equipment for mitigating and adapting to climate change. It comprises the process of learning to understand, utilize and replicate the technology, including the capacity to choose and adapt to local conditions and integrate it with indigenous technologies. It is suggested that, for the purposes of providing information to the registry, technology support relates only to equipment (hard-ware), while the processes of technological know-how and learning (soft-ware) are covered under the capacity building.
- Capacity building. According to the IPCC, capacity-building is developing the technical skills and institutional capabilities in developing countries to enable their participation in all aspects of adaptation to, mitigation of, and research on climate change. Capacity-building interventions take place at three levels, individual, institutional and systemic, as described in chapter 2.9.1.2 below. Depending of the type of a NAMA, capacity-building for its development and/or implementation may be required at one or several levels.

2.9.1 Support required to prepare the mitigation action

<p>These fields apply to</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for preparation</p> <p><input type="checkbox"/> NAMAs seeking support for implementation</p> <p><input type="checkbox"/> Other NAMAs, for recognition</p>

2.9.1.1 Financial support

- Under amount of financial support, please indicate the total amount of financial resources that are needed to prepare the NAMA. The value should be in the currency that you have selected to use.
- Under type of financial support, please indicate the type of financial support that you require to prepare your NAMA. The definitions for each category are found in annex II.
- Under comments, please provide any other information that you consider relevant to better understand your needs for financial support. For example, you could provide details on the specific use of the resources and/or a rationale for the type of finance being sought.

2.9.1.2 Capacity building/technical support

- Under amount of capacity building support, please indicate the amount of capacity-building support you require to prepare the NAMA (e.g. number of personnel trained, institutions strengthened or established, e-learning programmes developed, policy or scientific know-how

shared, etc.). In addition, you may express the amount of support required in monetary or man/hour terms.

- Under type of capacity building support, please select the option that applies to the type of capacity building support you seek. The following box provides an explanation of the different types of capacity-building support.

<p style="text-align: center;"><i>Different levels of capacity building</i></p> <ul style="list-style-type: none"> • <i>Individual level:</i> capacity-building is the development of technical and scientific skills and expertise and the improvement in accountability and motivation of relevant personnel. • <i>Institutional level:</i> capacity-building is the strengthening or establishment of relevant institutions and organizations, including their missions, mandates, cultures, structures, competencies, processes, human and financial resources, information resources and infrastructures. • <i>Systemic level:</i> capacity-building is the creation of enabling environments, that is, the overall policy – economic and regulatory – and the accountability frameworks within which institutions and individuals operate. The development of relationships and processes between institutions, both formal and informal, is also a form of capacity-building at this level.
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- Under comments, please insert here any information you consider relevant for the reader to better understand your needs for capacity building support. For example, you could provide a rationale for your selection of the type and the level of capacity-building support required, and your preferred ways of delivery of this support.

2.9.2 Support required to implement the mitigation action

<p>This field applies to</p> <p><input type="checkbox"/> NAMAs seeking support for preparation</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for implementation</p> <p><input type="checkbox"/> Other NAMAs, for recognition</p>

2.9.2.1 Financial support

- Under amount, please indicate the total amount of financial resources that are needed to implement the NAMA. The value should be in the currency that you have selected to use.
- Under type of financial support, please indicate the type of financial support that you require to implement your action. The different types of financial support are described in Annex III.
- The type and amount of financial support depends on several factors including the type of action, the total cost of the NAMA and its overall budget (e.g. costs and benefits). A recipe for selecting types of financial instruments does not exist; however, it is likely that a combination of them be used, particularly for large infrastructure projects.
- Under comments, please provide any other information that you consider relevant to better understand your needs for financial support. For example, you could provide details on the following:
 - A rationale for the selection of the type of financial support
 - The specific activities that will receive the finance
 - The timing at which finance will be required during the lifetime of your NAMA finance.

- Information relating the sustainability of the financial state of your NAMA
- If any, own contributions (and type, for example, financial or in-kind resources)

Financial versus other types of support: Generally, technology and capacity building support may be expressed in monetary terms. If this is the case, NAMA users may decide to include all types of support under “financial support” and include a single amount for all types. The details can be explained under “comments on financial support” while the fields for other types of support are left empty.

2.9.2.2 Technological support

- Under amount of technological support, please indicate the resources that you would require for the purchase of technology. The value should be in the currency that you have selected to use.
- The type of technology should have been identified at the beginning of the form by marking the appropriate options.
- Under comments, please insert here any information that you consider relevant for the reader to better understand your needs for technology. For example, you can include details such as the type of equipment, technical requirements, constraints and any other relevant information.

2.9.2.3 Capacity building

- Under amount of capacity building support, please indicate the amount of capacity- building support you require to implement the NAMA (e.g. number of personnel trained, institutions strengthened or established, e-learning programmes developed, policy or scientific know-how shared, etc.). In addition, you may express the amount of support required in monetary or man/hour terms.
- Under type of capacity building support, please select the option that applies to the type of capacity building support you seek. For an explanation of the different types of capacity building support please refer to chapter 2.9.1.2 above.
- Under comments, please insert any information you consider relevant for the reader to better understand your needs for capacity building support. For example, you could provide details on the following:
 - A rationale for the selection of the type and the level of capacity-building support;
 - The specific activities in the NAMA that require capacity-building support before they can be implemented;
 - Your preferred way of delivering the required capacity-building support;
 - Information on how a long-term sustainability of the capacity built will be ensured;

2.10 Outcomes of NAMAs

This field applies to

☐ NAMAs seeking support for preparation

☒ NAMAs seeking support for implementation

☒ Other NAMAs, for recognition

- Like any investment, NAMAs are expected to deliver outcomes. The ability to identify, describe and document them can provide benefits, for example, it may increase the capacity of governments to manage the national development process; to prioritize and decide where resources deliver more benefits; and to access finance. On this latter, sources of support generally require transparent information on the benefits that their support generates to the recipient.
- Outcomes and benefits are measured through the use of indicators. Guidance in this regard is provided by paragraph 46 of decision 2/CP.17, which invites Parties to provide information on:
 - Estimated emission reductions
 - Other indicators of implementation
 - Other relevant information, including co-benefits for local sustainable development
- Indicators can be quantitative or qualitative. The selection primarily depends on the objective of the action, its scope and specific circumstances of implementation. Detailed background information on this matter is not required by the registry, however, users are encouraged to consider the benefits of providing additional documentation on the selection of indicators, methodologies used, assumptions and other.

2.10.1 Estimated emission reductions

- “Emission reductions” is a quantitative indicator which provides information on the emissions of greenhouse gases that would be reduced if a NAMA is implemented.
- In this field please provide an estimate of the emission reductions that your NAMA expects to deliver during its lifetime. Estimates should be provided in Mt CO₂ eq. per year. An option to express these reductions in cumulative reductions for the lifetime of the project is also available.
- The approach and methodologies depends on the type of action to be implemented as well as the objective set for the estimation of the emissions itself.
- In general terms, emissions reductions can be estimated by comparing a scenario without the NAMA (business as usual) with one in which the NAMA is implemented. Depending on the type of action, the following may be required to perform such estimation:
 - **The Boundaries** define the sources of emissions that would be included in the estimation in terms of time; scope (e.g. sector or technology); greenhouse gases; and geographic and/or jurisdictional boundaries.
 - **The scope** would define if only direct emission reductions are to be considered (e.g. total reductions resulting directly from the activities financed or supported within the NAMA), or also indirect ones (e.g. reductions which cannot be directly measured and attributed to the NAMA but which are considered to be influenced by the NAMA, particularly in the long term).
 - **The baseline** provides an estimation of the emissions that would have occurred if the NAMA is not implemented. It can be constructed as a projection of historical emissions; however, such a projection should take into consideration economic, sociological, and technological factors and their behaviour in the future.
 - **The NAMA scenario** describes the emissions that would occur as a consequence of the implementation of the NAMA, considering all activities and how these are likely to affect emissions.

- In general terms, two approaches could be used to develop the baseline and NAMA scenario:
 - A **top-down** estimation uses aggregate economic data and large Computable General Equilibrium models used in economic and policy planning. Top-down models may be more appropriate for policies and programmes that cut across several sectors.
 - A **Bottom-up** estimation uses detailed data on activities to model individual sectors and subsectors. In general terms, they are more appropriate for individual projects or sectoral/ subsectoral policies and programs.
- The level of accuracy by which emission reductions are estimated depends on factors inherent to the NAMA (e.g., capacity and costs of the proponent, type of action and size). In addition, requirements set from outside may also be relevant to determine the level of accuracy (e.g., any guidance provided by a potential source of finance). In general terms, a higher level of accuracy is required when an action is subject to performance-based incentives or penalties which require detailed measurement of greenhouse gases. For example, the CDM requires a high degree of accuracy as emission reductions are issued as certified emission reductions (or CERs).

The IPCC tier system

A tier represents a level of methodological complexity. The guidelines usually provide three tiers: Tier 1 is the basic method, Tier 2 intermediate and Tier 3 most demanding in terms of complexity and data requirements. Tiers 2 and 3 are sometimes referred to as higher tier methods and are generally considered to be more accurate. Following is a brief description of the three tiers for the Energy sector:

- Tier 1 uses average emission factors for the different fuels
- Tier 2 uses country specific factors for the different fuels
- Tier 3 uses detailed emission models and measurements and data at the individual plant level

2.10.2 Other indicators of implementation

This field applies to

- ☐ NAMAs seeking support for preparation
- ☒ NAMAs seeking support for implementation
- ☒ Other NAMAs, for recognition

- “Emission reductions” is not the only indicator that could be used to provide information on the outcomes of a NAMA. Such outcomes may be directly relevant to mitigation or to benefits in other areas such as social development, health and others. It is suggested that “other indicators of implementation” are used to convey information on mitigation outcomes (different from emission reductions) and that other types of indicators are addressed under “other relevant information, including co-benefits for local sustainable development” (see chapter 2.10.3).
- In this field you may specify which indicators, other than emission reductions, have been selected to provide information on the expected mitigation outcomes of a NAMA.
- The amount of indicators relating to mitigation which could be used is large. Identifying and selecting these indicators also depends on factors inherent to the NAMA (for example, objectives and scope) as well as requirements set from the outside (for example, indicators required by a government agency or specified by a provider of support).

- Some indicators are general and may be used to convey information on how a NAMA could enhance the capacity of a country to reduce emissions. For example, they could be used to illustrate changes in the energy matrix of a country; the GHG intensity a sector or region; gains in efficiency in a particular context; or provide information on the capacity of a country in terms of institutions, human capital or others.
- Other indicators are specific to an action and may be used to convey information on the achievement of an objective or the completion of an activity of a NAMA (for example, installed capacity of wind energy by a project, or hectares of forests planted).
- The field allows you to include as many indicators as you consider necessary. It is important to specify the unit used and, if relevant, the expected result. For example, if "installed capacity of solar energy" is the indicator, a relevant unit (e.g., MW) and expected result (e.g., 10 MW) may also be specified.

2.10.3 Other relevant information, other information, including co-benefits for local sustainable development

<p>This field applies to</p> <p><input type="checkbox"/> NAMAs seeking support for preparation</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for implementation</p> <p><input checked="" type="checkbox"/> Other NAMAs, for recognition</p>
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- As noted in the introduction, NAMAs generate a number of benefits beyond mitigation outcomes. In this chapter you may consider to identify these benefits as well as the indicators that have been selected to convey information on them.
- As with mitigation outcomes, the list of indicators on co-benefits can be extensive. Their identification and selection will depend on external factors and factors inherent to the NAMA. In broad terms you may consider to use indicators relating to:
 - Health, for example, percentage reduction in a specific lung disease
 - Social and economic issues, for example, jobs generated
 - Environment, for example, reduction in the levels of a given pollutant
 - Other

2.11 Links to national policies and other NAMAs

<p>This field applies to</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for preparation</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for implementation</p> <p><input checked="" type="checkbox"/> Other NAMAs, for recognition</p>

- NAMAs submitted to the registry may have been formulated in the context of other initiatives such as national or sectoral policies or programs. Some of these broader initiatives may have also been considered as NAMAs by a Party.

2.11.1 Relevant national policies

<p>This field applies to</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for preparation</p> <p><input checked="" type="checkbox"/> NAMAs seeking support for implementation</p>

☒ Other NAMAs, for recognition

- Insert links or references to national or sectoral policies that you consider relevant for the NAMA that is being submitted. You could provide a description of these policies or a link where more information can be found.

2.11.2 Links to other mitigation actions

This field applies to

- ☒ NAMAs seeking support for preparation
- ☒ NAMAs seeking support for implementation
- ☒ Other NAMAs, for recognition

- If the NAMA to be submitted is being implemented in the context of another NAMA that has been recorded in the registry, the user will have the option to identify that NAMA in this field.
- Please select from the drop down menu the identifier number of the NAMA.

2.12 Attachments

This field applies to

- ☒ NAMAs seeking support for preparation
- ☒ NAMAs seeking support for implementation
- ☒ Other NAMAs, for recognition

- The template allows the user to upload accompanying documentation. There are no limits to the amount of documents that can be uploaded, however, please bear in mind that the size of the document may affect uploading and downloading times.

The screenshot shows a web interface for uploading attachments. It features a table with two columns: 'Title' and 'Description'. Below the table, there is a text box for 'K.1 Attachment description' and a 'Browse...' button for 'K.2 File'. An 'Upload File' button is located at the bottom right of the form.

- Documents that you may wish to upload to provide further details may include:
 - Available feasibility studies and/or background documentation
 - Design documents and technical specifications
 - Methodological basis used for estimating, for example, costs, needs for support or outcomes including emission reductions
 - Records of meetings and consultations with various groups
- To upload a document, first add the description of the document in the text box. Then press **browse** to locate and select the document you wish to upload, finally press upload. All documents and descriptions will appear in a tabular format at the end of the template.

2.13 Support received

This field applies to

- ☒ NAMAs seeking support for preparation
- ☒ NAMAs seeking support for implementation
- ☐ Other NAMAs, for recognition

- Where a NAMA has received support from an entity that is not listed in the registry the template allows this to be entered directly by the NAMA approver or developer. This can be done by entering the details of support received in the “outside the registry” box.
- In the space available, provide details on type, amount and recipient of support from the relevant entry.
- Where support has been provided by an entity listed as a source of support in the registry then information on support received should be entered via the steps set out in 4.2.2.2. When this is done, the information on support received will appear under the “within the registry” section of the description of the relevant NAMA.

3 Filling in the template for information on support

Decision 2/CP.17 invites the submission of information on financial, technology and capacity-building support available and/or provided for the preparation and implementation of NAMAs. This information can be submitted by:

- Developed country Parties through their national agencies and programs, including ministries, bilateral agencies and other government entities
- National development banks
- The entity or entities entrusted with the operation of the financial mechanism, including the Global Environment Facility and the Green Climate Fund
- Other climate funds
- Multilateral and regional development banks
- Private entities, such as banks, funds or other.
- Non-governmental organizations and other private philanthropic sources

Paragraph 48 of decision 2/CP.17 provides further details on information on support and, therefore, has been used as the basis to develop the template to submit this information to the registry.

When considering the submission of information on support into the registry, providers of support may wish to note that the term NAMA is specific to the UNFCCC. However, programs of support with a focus on mitigation which do not specifically mention the term NAMAs in their objectives or modalities may also be relevant to NAMAs. Organizations, entities and Parties are invited to create entries for those programs within the registry.

3.1 Sources of support

With a view to simplifying the submission of information on support, sources of support from developed country Parties can follow two different routes:

- Support can be provided to NAMAs directly by a government agency, such as a ministry, a department or a bilateral agency; or

- Support can be provided to a NAMA using an intermediary, such as a multilateral agency, bank, a fund or any other mechanism which is independent from the source government.

In addition, support for NAMAs is not restricted to public sources. Any organization (foundations, banks or others) which has established programs of support using their own resources can also create entries into the registry without the need to identify a source Party.

3.1.1 Support title

- Enter the title of the support program for NAMAs.

Note: There are no limits on the number of support programs that can be created by a single organization or agency. It will be up to the organization to decide how many entries it wishes to create for support programs or lines. For example, if a program consists of different components or lines which are different in terms of scope and applicability, the organization may decide to create individual entries for each.

3.1.2 Support description

- Provide a short description of the support program or line, indicating the main objectives, the activities that can be supported, sectors and regional scope and any other information that you consider important to describe the support offered.

3.1.3 Party or Parties

- Select the Party (or Parties) which are the source of the provision of support. If the program is supported by more than one Party, several countries can be selected.
- If the source of support is not linked to a government, leave this field empty.

3.1.4 Government entity providing the resources

- If the support is directly provided by a public entity, please indicate the name of the entity and identify a contact person who could provide information on the support program.
- If the support is provided through an intermediary, please leave this field empty.

3.1.5 Organization channelling the resources

- This field should be filled by any organization that
 - Is serving as an intermediary to channel funds from a government to a NAMA; or
 - Has established a program to support NAMAs using its own resources or those of a third Party.
- If the organization is channelling public resources, the Party or Parties should be identified in the previous field.
- If the support is to be provided directly by a government agency to a NAMA, this empty should be left empty.

- Details of the implementing agency will help those interested in receiving support to get in contact with the support provider. Please insert full contact details, including one or several email addresses of the people who could respond any enquiries.
- In this field, the contact information of the agency or organization directly providing support to NAMAs should be included. If the support is being channelled by an organization, contact details of the organization should be included here only.

3.1.6 Type of organization

- Indicate the appropriate type of organization by selecting one or multiple options.

3.2 Used currency

- Please indicate the currency used for any financial support to be provided through your programme. Please note that the registry will also provide the value in US dollars (see chapter 2.7 above).

3.3 Support available

- Support can be delivered as finance, technology and capacity building. Each should be described in terms of type and amount. There is also the ability to include a maximum amount of support per NAMA.
- Additionally, the registry includes a field for inserting comments to allow the provider of support to include any information required to better understand the support being provided.
- Please identify if your support program is applicable to the preparation or implementation of NAMAs, or both (see chapter 2, above)

3.3.1 Regional scope

- Select the region to which the support program applies. Multiple options can be selected.
- Under target country, if relevant, please identify the country (or countries) to which the program applies.
- Under comments, please provide additional information on the regional scope, for example, if the program applies only to a sub division of the categories selected above (e.g. East Africa).

3.3.2 Financial support

- Under Amount of financial support, please indicate the total amount of financial resources that are available under your program. The value should be in the currency that you have selected.
- Under type of financial support, please indicate the type of financial support offered by your program. The categories are explained in Annex II.
- Under comments, please include any information you consider relevant for users of the registry to better understand your program. For example, you could provide further details on:

- Eligibility criteria
- Minimum and maximum amounts being offered
- Percentages of total costs and requirements for leveraging
- Conditions under which the support is to be provided
- Other requirements

3.3.3 Technological support

- Under amount of technological support, if relevant, please indicate the amount of your program, in the currency selected. Please also indicate if this amount is included under financial support.
- Under type of technological support, please indicate the type of technology or technologies of your program.
- Under comments, please insert here any information that you consider relevant for the user of the registry to better understand your program of support. For example, you can include details such as the type of equipment, technical requirements, constraints and other.

3.3.4 Capacity building support

- Under amount of capacity building support, please indicate the amount of your program, in the currency selected. Please also indicate if this amount is included under financial support.
- Under type of capacity building support, please indicate the type or types of capacity-building support available through your programme. For an explanation of each category please refer to chapter 2.9.1.2 above.
- Under comments, please insert any information that you consider relevant for the user of the registry to better understand your program of support. For example, you can include details such as the type and scope of training courses, learning materials and programmes, possibility to organise experience exchange workshops, etc.

3.4 Types of actions that may be supported

- In this chapter, please identify the sector and the type of action that may be supported. Multiple options may be selected. If the list of options does not fit your program, you may identify one that does.
- The NAMA registry uses a typology of sectors based on the categories used by the continuation of Working Group III to the Fourth Assessment Report of the IPCC: Energy supply; transport and its infrastructure; residential and commercial buildings; industry; agriculture; forestry; and waste management.
- A description of the types of actions is found in annex II.

3.5 Process for the provision of support

- Please provide a brief overview of the process to apply to your program of support. You could, for example, indicate the broader framework under which your program operates, the channels and steps to be followed, and the expected timeframes for approval and other. Finally, you could also provide a link where further information is available.

3.6 Attachments

- The template allows the user to upload accompanying documentation. There are no limits to the amount of documents that can be uploaded, however, please bear in mind that the size of the document may affect uploading and downloading times.
- Documents that you may wish to upload to provide further details may include:
 - Details of the program
 - Available modalities and procedures
 - Requirements and conditions
 - Available forms or other documentation required to apply for the support
 - Other
- To upload a document, first add the description of the document in the text box. Then press **browse** to locate and select the document you wish to upload, finally press upload. All documents and descriptions will appear in a tabular format at the end of the template.

Title	Description
No records to display.	

K.1 Attachment description

K.2 File

Browse...

Upload File

3.7 Information on support provided

- Where support has been provided to a NAMA not recorded in the registry, support editors have the option of including in the template information on this support. This information can be entered in the in the “Outside the registry section” box.
- In the space available, provide details on type, amount and recipient of support from the relevant entry.
- Where support has been provided to a NAMA listed in the registry, information on support provided should be entered in the registry via the steps set out in 4.2.2.5.

Annex I: Types of activities

With a view to understanding the diversity of NAMAs and facilitating the submission of information into the registry, this annex provides an overview of the different types of NAMAs submitted by Parties. The objective of this information is not to provide guidance on what may or may not constitute a NAMA. The distinction between different types of NAMAs may facilitate the matching function of the registry as sources of support generally have restrictions on the type of actions they can support. **Users of the registry are invited to consider this classification; however, they are not obliged to use it as they prepare NAMAs or use the registry.** They are also invited to identify additional categories, in case existing ones do not match their NAMAs.

National quantified goals are quantified objectives to reduce GHG emissions or undertake any other activity which has an impact on emissions, for example, increasing the share of renewable energy. As quantified objectives, these goals state an end result and do not specify measures to achieve it. They may be defined at the national, sub national level or sectoral level and can be expressed in different manners. Some Parties have expressed their goals using greenhouse gas emissions as the main indicator. Examples include:

- Relative to a reference year, for example, achieve a 20% reduction in GHG emissions by 2020 compared to 2002 levels;
- Relative to business-as-usual, for example, achieve a 30% reduction below business-as-usual emissions in 2020
- Relative to another indicator, for example, lower CO₂ emissions per unit of GDP by 30% by 2020 compared to 2005 levels

Other Parties have communicated goals in non-GHG terms. They have expressed them as absolute targets, for example, “reduce net deforestation of primary forests to zero” or “achieve carbon neutrality”; or in relative terms, for example, reach a 15% share of non-fossil fuels in primary energy consumption by 2020.

Strategies are comprehensive plans of measures and actions undertaken by governments that aim to achieve long-term mitigation objectives. They provide the overarching framework under which a set of mitigation measures can be undertaken. A strategy’s most distinguishing feature is that it sets out a long term vision for nations, sectors or regions. Examples include:

- National and regional climate strategies, for example, national action plan on climate change, climate compatible development plan.
- Technology strategies, for example, plan to develop the use of photovoltaics.
- Sectoral strategies, for example, development of urban transport plans or plans to increase use of renewable energy.

Programs and policies are concrete measures undertaken by governments to achieve a specific objective. Implementation is typically led by the public sector and linked to public budgeting and legislative processes. Examples include:

- Regulations and standards, for example, improvement of standards for the construction of buildings.

- Economic or finance schemes, for example, tax incentives for investments in renewable energy
- Labeling and certification programmes
- Certificate and trading schemes

Projects, or bundles of projects, are specific investments undertaken by the private or public sectors with fixed boundaries, clearly defined activities and a financial investment in services, infrastructure or machinery. Some examples include:

- Investments in technology:
 - Renewable energy (e.g. project to install 150,000 solar home systems)
 - Energy efficiency (e.g. efficient motors, buildings insulation, compact fluorescent light bulbs)
 - Fuel switch (e.g. change the fuels used for household stoves and furnaces)
 - Fugitive emissions, carbon capture and storage and other end-of-pipe technologies (e.g. project to utilize methane from landfill sites).
- Investments in infrastructure (e.g. railway projects with trains that run with electricity from renewable energy.)
- Management & systems improvements
 - Better practices (e.g. increase carbon retention in soils through better agricultural practices)
 - Management systems (e.g. improve traffic flow through transit management systems)
- Behavioral change/education (e.g. education of experts/farmers/decision makers with regard to the application of mitigation measures/technologies in the agriculture sector)

Annex II: Types of financial support

- **Grants** are financial resources that do not require repayment by the recipient to the donor
- **Loans** are financial resources in the form of borrowing with the condition for the recipient to repay the principal amount along with interests and other finance charges to the lender. The conditions typically include the term or maturity of the loan, the interest rate, the currency and the collateral.
 - **Sovereign loans** are provided by governments, typically through public entities, where conditions are usually negotiated directly between the government providing the funds and the borrower.
 - **Private loans** are resources to be borrowed from a private lender.
 - **Concessional loans** are provided on terms substantially more generous than market loans. The concessionality is achieved through special conditions that may apply to the interest rate of the loan, the term and timing of repayments, the provisions for collaterals and possibly other conditions.
- **Guarantee** is a legally binding agreement under which the guarantor agrees to pay any or the entire amount due on a loan instrument in the event of non-payment by the recipient.
- **Equity** is the provision of finance in the form of capital and, thus, entailing joint ownership of the project/company.
- **Foreign Direct Investment (FDI)** refers to investment by a resident entity in one economy that reflects the objective of obtaining a lasting interest in an enterprise resident in another economy. The lasting interest implies the existence of a long-term relationship between the direct investor and the enterprise and a significant degree of influence by the direct investor on the management of the enterprise.
- **Carbon finance** are resources provided to a project to purchase greenhouse gas emissions reductions. It can be provided through different financial instruments, like loans, equity, direct investments, purchase of emission reduction credits, etc. and/or a combination of various instruments.

Annex III: Index of template fields

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