

# BR virtual team room (BR VTR)

Tools for BR2 reviews

3<sup>rd</sup> BRs and NCs lead reviewers meeting



## A tool to support reviews

- **Reference Library:** One-stop-shop for BR review participants to relevant documents and guidelines
- **ERT Workspace:** ERT documents and information during individual reviews
- **Questions and Answers:** Communication between ERTs and Parties, including data storage
- **Report Preparation:** Collaborative preparation of review reports and monitoring of progress

→ **Enhanced efficiency** – less emails, less efforts to monitor progress, co-authoring, enhanced transparency, data storage



# BR VTR application – Reference Library

The screenshot shows a web browser window with the URL <https://process.unfccc.int/sites/br-vtr/ReferenceLibrary/Pages/ReferenceLibrary.aspx>. The page header includes the United Nations Framework Convention on Climate Change logo and the name Bernd Hackmann. The left sidebar contains navigation options: Home, Reference Library, Reviews, Status Report, Configuration, and Workflow. The main content area is divided into two sections: Reference Documents and Party Specific Templates and Documents. Both sections feature a tree view on the left and a table of files on the right. The Reference Documents section shows a tree with '1\_Reference documents' and '2\_Virtual Team Room', and a table with two entries. The Party Specific Templates and Documents section shows a tree with 'Party Specific Templates and Documents' containing six entries for centralized reviews, and a table with six entries.

United Nations  
Framework Convention on  
Climate Change

18 Bernd Hackmann

Home > Reference Library 15, FEBRUARY, 2016 - 13:39 [GMT+1]

### Reference Documents

Reference Documents

Filename	Modified	Modified By
1_Reference documents		
2_Virtual Team Room		

### Party Specific Templates and Documents

Party Specific Templates and Documents

Filename	Modified	Modified By
1st Centralized Review - CHE, DNK, EST, NOR		
2nd Centralized Review - BEL, DEU, MLT, NLD		
3rd Centralized Review - EU, FIN, LVA, SVK		
4th Centralized Review - HRV, LTU, NZL, SWE		
5th Centralized Review - BGR, GBR, ITL, POL		
6th Centralized Review - AUS, AUT, CZE, HUN		

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# BR VTR application – ERT Workspace

The screenshot displays a web browser window with the URL <https://process.unfccc.int/sites/br-vtr/Reviews/2016/ITA/ErTWorkspace/Pages/ErTWorkspace.aspx>. The page header includes the United Nations Framework Convention on Climate Change logo and the user name Bernd Hackmann. The main content area is titled "BR VTR" and shows a breadcrumb trail: Home > Reviews > 2016 > Italy > ERT Workspace. A date stamp indicates the current session is on 25, FEBRUARY, 2016 - 14:11 [GMT+1].

The interface is divided into a left sidebar and a main workspace. The sidebar contains navigation options: Hide top header, Home, Reference Library, Reviews, Status Report, Configuration, and Workflow. The main workspace is titled "General Working Space" and contains a file explorer view. The file explorer shows a tree structure of folders under "General Working Space":

- BR\_TRR\_CHECKLIST
- Cross-cutting Issues
- PaMs
- Proection Graphs (terr)
- Review Officer
- Support
- Target

The file explorer also displays a table of files with columns for "Filename", "Modified", and "Modified By". The files listed are:

- BR\_TRR\_CHECKLIST
- Cross-cutting Issues
- PaMs
- Proection Graphs (template)
- Review Officer
- Support
- Target

Below the file explorer is a section titled "BR/NC Submissions" which is currently empty.



# BR VTR application – Question and Answers

The screenshot displays a web browser window with the URL <https://process.unfccc.int/sites/br-vtr/Reviews/2014/DEMO3/QuestionAnswer/Pages>. The browser's address bar shows the page title as "Question & Answer".

The page header features the United Nations Framework Convention on Climate Change logo and the text "United Nations Framework Convention on Climate Change". A user profile for "Xuehong WANG" is visible in the top right corner, along with a notification icon showing "10".

The main content area is titled "BR VTR" and includes a breadcrumb trail: "Home > Reviews > 2014 > DEMO3 > Question & Answer". A date and time stamp in the top right corner reads "13, FEBRUARY, 2014 - 17:34:25 [GMT+1]".

The interface is divided into several sections:

- Left Sidebar:** Contains navigation links for "Home", "Reference Library", "Reviews", "My Tasks", and a list of years (2014, DEMO3, DEMO4, Netherlands) and topics (ERT Workspace, Question & Answer, Report Preparation).
- Question & Answer Section:** Features a sub-header "Question & Answer" and a list of categories: "Education, Training and Public Awareness", "GHG Emissions and Trends", "National Circumstances", "Others", "Policies and Measures", "Projections", "Provision of Support", "Research and Systematic Observation", "Target and Progress Towards Target", and "Vulnerability and Adaptation".
- Form Area:** Includes tabs for "Approve Questions LR", "Raise a Question", "My Questions", and "Rejected Questions". A "Questions Queue" section states "You don't have any questions in the queue!". Below this is a "Raise a new question" form with fields for "Question Category" (set to "Education, Training and Public Awareness"), "Question Title", and "Question Comments". A rich text editor toolbar is visible above the comments field. At the bottom of the form are "Raise question +" and "Cancel" buttons.

The bottom of the browser window shows the Windows taskbar with various application icons and the system tray displaying the time "17:34" and date "13/02/2014".



# BR VTR application – Report Preparation

The screenshot shows a web browser window with the URL <https://process.unfccc.int/sites/br-vtr/Reviews/2016/ITA/ReviewWorkspace/Pages/R...> and a tab titled "Report Preparation". The page header includes the United Nations Framework Convention on Climate Change logo and the user name "Bernd Hackmann".

The main content area is titled "Home > Reviews > 2016 > Italy > Report Preparation" and shows a date of "25, FEBRUARY, 2016 - 14:14 [GMT+1]".

On the left, there is a navigation menu with options: Hide top header, Home, Reference Library, Reviews, Status Report, Configuration, and Workflow.

The main content area is divided into several sections:

- Italy**: Review Year 2016, with a list icon showing 1, 2, 3 items.
- I-1 ERT/LR**: Current Activity, with a bar chart icon.
- 8 [+16] of 8 days**: Expected Duration.
- Timeline**: A vertical timeline showing the workflow steps: "I-A" (grey), "Preparation of ZOD I-1 ERT/LR" (green), and "Quality control (QC) of document" (grey).
- Current activity description and events**:
  - Preparation of ZOD**:
    - ERT:** As an ERT member prepare your assigned sections of the review report and submit your section to the Lead Reviewers. Please follow these steps:
      1. Open the template (if you are working with a version of Microsoft Word older than 2010, the co-authoring option will not work. In that case, please submit your assigned sections via email directly to a Lead Reviewer)
      2. Prepare your assigned section(s)
      3. Save your assigned sections in the application (Link to FAQ/Manual). This is accomplished by selecting 'save' in the word document.Please note that the application does not allow for uploading of documents in the workflow. Therefore, you need to work with the provided co-authoring document within this application.
    - For this task you have 8 working days.
    - Lead Reviewer:** As Lead Reviewer, you are responsible for completing your assigned sections, ensuring that the individual sections of the draft review report from ERTs are complete, and submitting the finalized draft to the secretariat for quality control. Through the co-authoring function (only supported by Microsoft Word 2010 and up), the compilation of the individual sections is done automatically.
- Documents and current available actions**:
  - Access to review document**: Open review, Preview review
  - Access to party comments document**: Not available



## Improvements and next steps

- **Based on your feedback and the lessons learned during BR1 reviews, we:**
  - Improved the user-friendliness
  - Improved the operations and workflows
  - Reduced bugs and software problems
- **We continue to improve the BR VTR further, by:**
  - Listening and learning
  - Working on a BR VTR 2.0
  - Developing harmonized but yet customized VTR applications for all transparency activities (BR, BUR, Inventory)

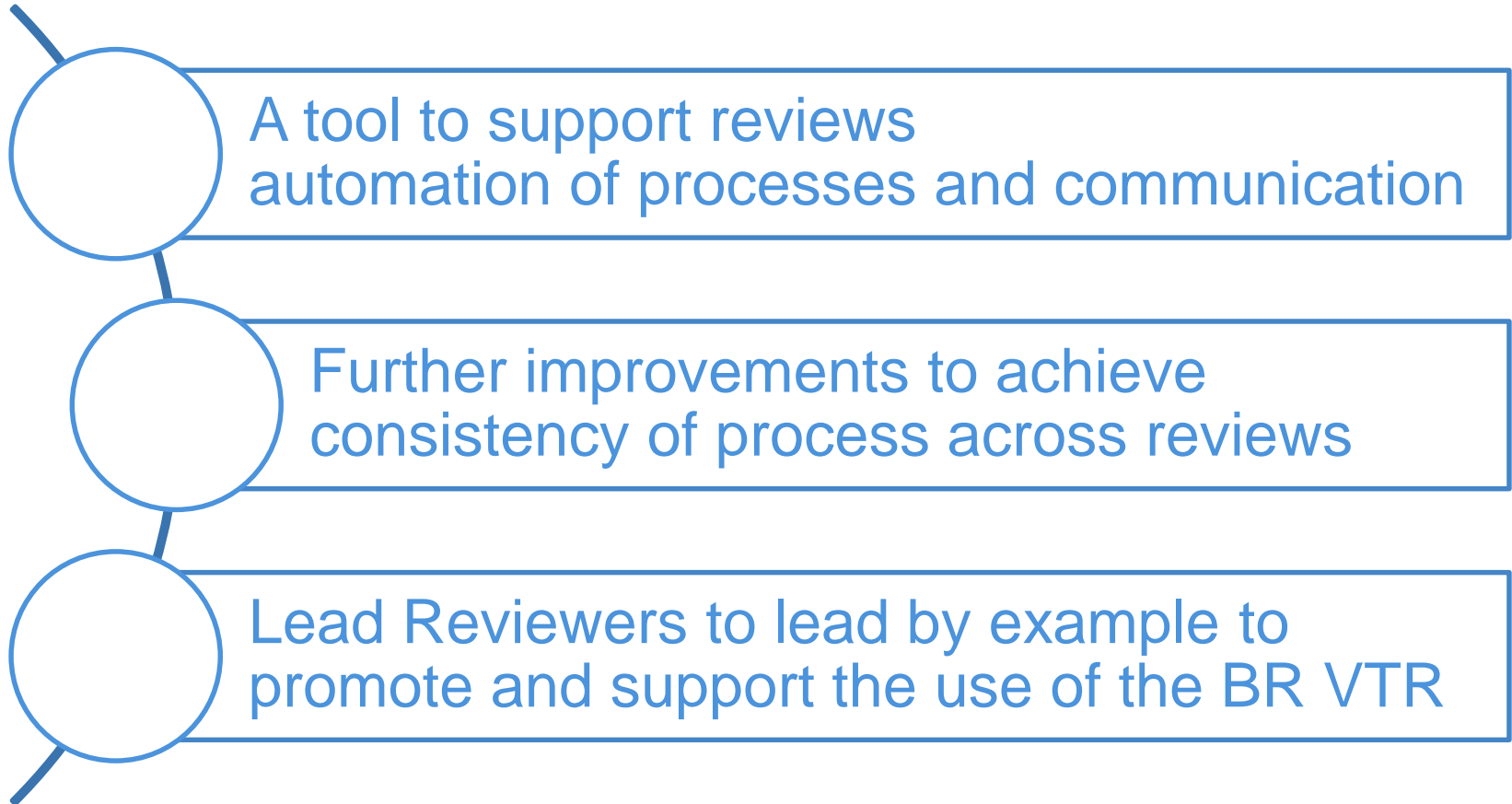


## Lead Reviewers Role

- **Lead by example:** Use all functionalities of the BR VTR during your review
- **Support your ERT:** Encourage your team to use the BR VTR
- **Help us to improve:** Take note of all bugs, problems and ideas for further improvements







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Thank you!!

