

Biennial Reports/National Communications Virtual Team Room (BR VTR) application



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Presentation structure:

- Objective
- Scope
- Reference Library
- ERT Workspace
- Questions and Answers
- Report Preparation

Objective of the BR VTR

The Biennial Reports/National Communications Virtual Team Room (BR VTR) aims to provide a collaborative and shared working environment to support:

1. The work of Expert Review Teams (ERTs) and the secretariat in **preparation of the technical review** of BRs and NCs;
2. The work of ERTs, Parties and the secretariat **during the technical review** of BRs and NCs;
3. The work of ERTs, Parties and the secretariat in **preparation of the review report**.

In particular, the application should help ERTs and the secretariat in the following tasks:

1. To provide **access to, share and store documents** supporting the review;
2. To **share (and store) documents and information** exchanged among the Party and ERT during review, including questions and answers;
3. To support the **collaborative preparation of review reports** and enable monitoring the progress of the preparation of these reports.



Scope

- BR VTR consists of 4 elements:
 - 1. Reference library**
 - 2. ERT Workspace**
 - 3. Questions and Answers**
 - 4. Report preparation**
- Opportunity to further customize it over time.

Reference Library

- Shared online space for all ERTs containing common material and documentation for the reviews of all BRs and NCs;
- Replacement of the FTP link (used in previous reviews to provide relevant information documents to ERTs).

Functionalities:

- Provides review materials, including reference documents, training material, templates and relevant policy documents;
 - Documents can be accessed by the ERTs (read only);
 - The secretariat uploads and updates all documents and maintains the Reference Library;
 - Intuitive structure and navigation;
- Stores the documents permanently to use them in the next review cycle.

BR VTR application – Reference Library

The screenshot displays the BR VTR application's Reference Library interface within a web browser. The browser's address bar shows the URL <https://process.unfccc.int/sites/br-vtr/ReferenceLibrary/Pages/ReferenceLibrary.aspx>. The browser's title bar indicates the page is titled "Reference Library".

The application's header features the United Nations Framework Convention on Climate Change logo on the left and the user's name, Bernd Hackmann, on the right. The main content area is titled "BR VTR" and includes a breadcrumb trail: Home > Reference Library. A timestamp in the top right corner indicates the date and time: 17, FEBRUARY, 2014 - 10:36:36 [GMT+1].

The interface is organized into four main sections, each with a header and a table of content:

- Reference Documents:** This section contains a table with columns for "Filename", "Modified", and "Modified By". The table lists a folder named "Reference Documents" which contains a sub-folder "Reference documents".
- Training Materials:** This section contains a table with columns for "Filename", "Modified", and "Modified By". The table lists a folder named "Training Materials" which contains a sub-folder "Training Material".
- Templates:** This section contains a table with columns for "Filename", "Modified", and "Modified By". The table lists a folder named "Templates" which contains a sub-folder "Templates".
- Relevant Policy Documents:** This section contains a table with columns for "Filename", "Modified", and "Modified By". The table lists a folder named "Relevant Policy Documents" which contains a sub-folder "Relevant Policy Documents (pdg)".

Each section also includes a set of icons for file management (refresh, view, print, download) and a "Reference Documents" or "Training Materials" header.



ERT Workspace

- Shared online space for each ERT containing information specific to the individual Party review;
- Collaboration platform for managing communications and documents specific to the individual Party review amongst the ERT, secretariat and the Party (preparation, review week and follow-up).

Functionalities:

- Provides country specific review materials, including:
 - Submissions: BR/NC submission, CTF tables;
 - Archived Review Material: previous NC and annual review reports;
 - Logistics: e.g. information on the venue, hotel and the initial meeting;
- Provides individual workspace for the ERT members (General Working Space), to store and share relevant information.



BR VTR application – ERT Workspace

The screenshot displays the BR VTR application's ERT Workspace. The browser address bar shows the URL: <https://process.unfccc.int/sites/br-vtr/Reviews/2014/DEMO1/ErWorkspace/Pages/Er>. The page header includes the United Nations Framework Convention on Climate Change logo and the user name Bernd Hackmann. The left sidebar contains navigation links: Home, Reference Library, Reviews (selected), My Tasks, and a list of reviews (2014, Demo, DEMO 1, etc.). The main content area is titled "BR VTR" and shows the breadcrumb path: Home > Reviews > 2014 > DEMO 1 > ERT Workspace. The date and time are displayed as 17, FEBRUARY, 2014 - 10:40:18 [GMT+1].

The interface is divided into four main sections:

- General Working Space:** Contains a table with columns for Filename, Modified, and Modified By. The table lists folders: Support, Cross-cutting Issues, Review Officer, Target, and PaMs.
- BR/NC Submissions:** Contains a table with columns for Filename, Modified, and Modified By. The table lists a folder: DEMO1. Below the table, it states "No records to display."
- Archived Review Material:** Contains a table with columns for Filename, Modified, and Modified By. The table lists a folder: Archived Review Material. Below the table, it states "No records to display."
- Logistics:** Contains a table with columns for Filename, Modified, and Modified By. The table lists a folder: Logistics. Below the table, it states "No records to display."



Questions and Answers

- Tool to manage and keep track of the communication (questions and answers) between the ERT and the Party.

Functionalities:

- Manages the questions and answers between the ERT, the secretariat and the Party;
- Stores and keeps track of the questions and answers;
- Provides information on the status of the questions and answers;
- Provides the possibility to pool questions in a queue and to send all questions together;
- Integrates workflow for clearance of questions to the Party (ERT → LR → RO → Party);
- Includes automated notifications and reminders within the application and through email to all actors.

BR VTR application – Question and Answers

The screenshot displays the BR VTR application interface. The browser address bar shows the URL: <https://process.unfccc.int/sites/br-vtr/Reviews/2014/DEMO3/QuestionAnswer/Pages>. The page title is "Question & Answer".

The interface includes a sidebar on the left with the following navigation options:

- Home
- Reference Library
- Reviews
 - My Tasks
 - 2014
 - DEMO3
 - ERT Workspace
 - Question & Answer
 - Report Preparation
 - DEMO4
 - Netherlands

The main content area is titled "BR VTR" and shows a breadcrumb trail: Home > Reviews > 2014 > DEMO3 > Question & Answer. A timestamp indicates the current date and time: 13, FEBRUARY, 2014 - 17:34:25 [GMT+1].

The "Question & Answer" section has a sub-header with tabs: Approve Questions LR, Raise a Question (active), My Questions, and Rejected Questions. Below this, there is a "Questions Queue" section stating "You don't have any questions in the queue!".

The "Raise a new question" section contains the following fields:

- Question Category: Education, Training and Public Awareness (selected from a dropdown menu)
- Question Title: (empty text field)
- Question Comments: (empty text area with a rich text editor toolbar)

At the bottom of the form, there are two buttons: "Raise question +" (green) and "Cancel x" (red).



Report Preparation

- Tool to manage and support the collaborative preparation of review reports (ERT, secretariat, Party).

Functionalities:

- Manages and tracks the review report preparation process;
- Provides co-authoring mode to collaboratively prepare the review report;
- Stores and keeps track of all prepared draft versions and final review reports;
- Provides possibility to track the status of each review report (secretariat can track the status of all review reports);
- Includes automated notifications and reminders within the application and through email to all actors.

BR VTR application – Report Preparation



United Nations
Framework Convention on
Climate Change



10+



Bernd Hackmann

Hide top header

Home

Reference Library

Reviews

My Tasks

2014

Demo

DEMO 1

ERT Workspace

Question & Answer

Report Preparation

DEMO3

DEMO4

Luxembourg

Netherlands

New Zealand

United States of America

Status Report

Configuration

Workflow

Home > Reviews > 2014 > DEMO 1 > Report Preparation

13, FEBRUARY, 2014 - 17:37:50 [GMT+1]

DEMO 1
Review Year 2014

1
2
3

II-4 RO
Current Activity

1 of 1 days
Expected Duration

Timeline

Last 5 Activities

View all workflow

UNFCCC DOCS Unit edits document

II-3 DOCS

Address edits

II-4 RO

Current activity description and events

Address edits

UNFCCC Review Officer:As review officer, please address the editor's comments in the draft review report and incorporate the comments, as appropriate. Please follow these steps:

1. Open document
2. Revise document
3. Save document in the application (Link to FAQ/Manual)
4. Submit to LR/ERT

For this task you have 1 working day.

Current activity actions

Open document

Preview document

Submit document



Thank you very much

