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



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;
- 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.



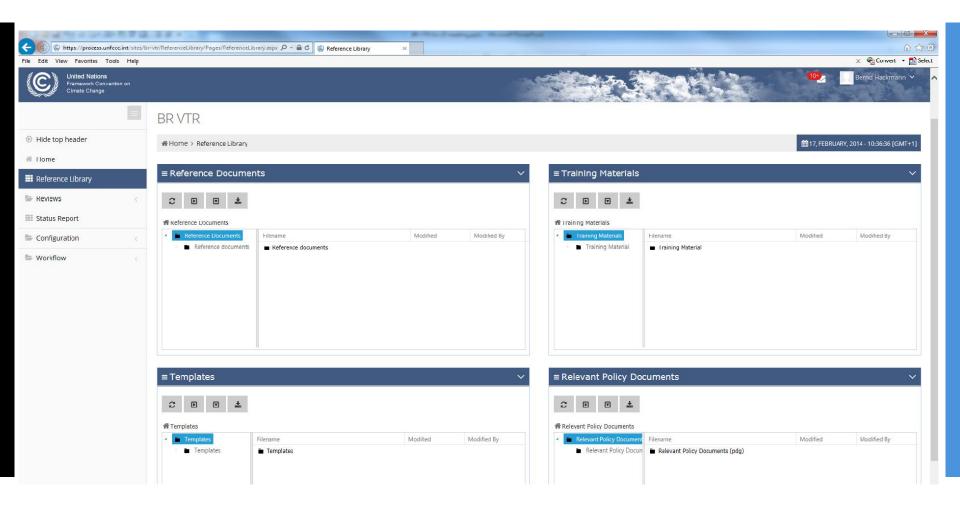
Reference Library

- 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).

- 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





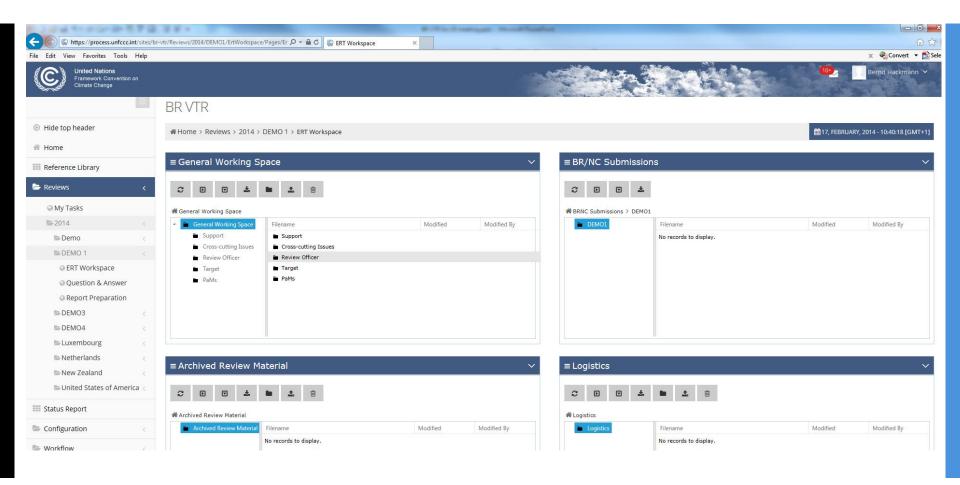
ERT Workspace

- 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).

- 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





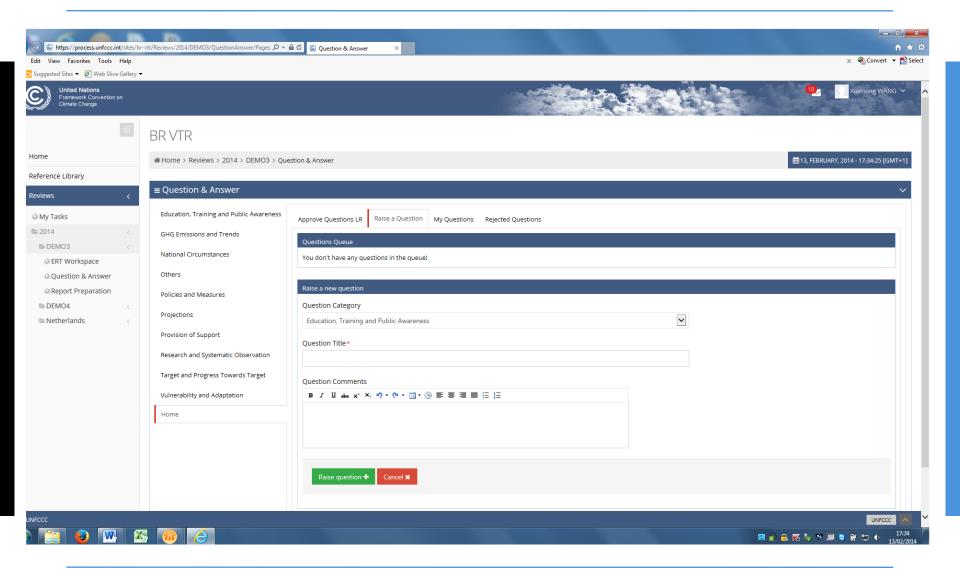
Questions and Answers

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

- 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 \rightarrow LR \rightarrow RO \rightarrow Party);
- Includes automated notifications and reminders within the application and through email to all actors.



BR VTR application – Question and Answers





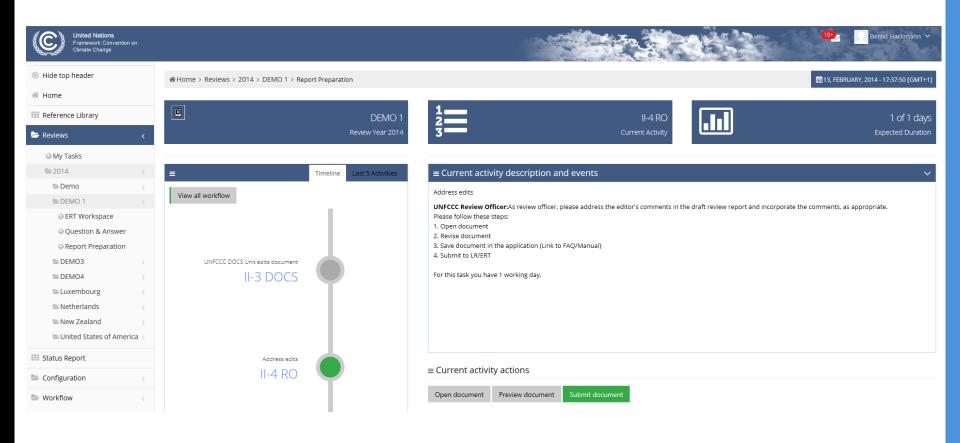
Report Preparation

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

- 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





Thank you very much

