USER MANUAL

ETF Progress Reporting Tool

UN CLIMATE CHANGE
TRANSPARENCY DIVISION

United Nations
Climate Change

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I. Introduction

In accordance with decision 18/CMA.1, Parties are required to submit their first biennial transparency report (BTR) in accordance with the modalities, procedures and guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (MPGs), by latest 31 December 2024. BTRs are to be submitted every two years thereafter. The contents of the BTRs are outlined in decision 18/CMA.1 and include:

- A national inventory report of anthropogenic emissions by sources and removals by sinks of GHGs;
- Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement; and
- Information on financial, technology development and transfer and capacity building (FTC) support provided and mobilized (for developed countries) or FTC support needed and received (for developing countries).

The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement adopted through decision 5/CMA.3 a set of common reporting tables (CRT) to report GHG inventory information and separate sets of common tabular formats (CTF) for reporting information on tracking progress and FTC support.

The Parties requested the secretariat to incorporate the agreed formats and approaches in electronic reporting tools to enable Parties' reporting of the CRT and CTF. For this purpose, the secretariat developed three electronic reporting tools for the reporting of the CRT and CTFs:

- ETF GHG Inventory Reporting Tool
- ETF Progress Reporting Tool
- ETF Support Reporting Tool

A separate user manual has been prepared for each electronic reporting tool.

1.1 Purpose and Scope of the Manual

This manual guides the user in preparing the submission of the CTF for Progress.

For the user manual on establishing user management roles within the Party for all three reporting tools, refer to https://unfccc.int/etf-reporting-tools-help.

This manual has been prepared with the version of the ETF Progress Reporting Tool (hereinafter referred to as the reporting tool) available as of XX October 2024. Some features, such as preparing a CTF from an existing version, elements in the Quality Assurance/Quality Control screen, multilingual support and data visualization are still under development.

This manual will be updated in the future to accommodate additional features, if applicable as well as to explain any further refinements to enhance user friendliness.

1.2 Organization of this Manual

This manual is organized as follows:

- Section 1: **Introduction**- provides background and general information on the ETF Reporting Tools, focusing on the **ETF progress reporting tool**
- Section 2: **Layout of ETF progress reporting tool –** describes the features of the header bar, including “CTF Versions”, “Data entry”, “Reporting Tables”, “QA/QC” and the sub-header bar.
- Section 3: **Getting Started –** provides information necessary for the user to initiate a working version of the CTF, including specifying version settings that reflect national circumstances.
- Section 4: **Preparing CTF versions –** describes the steps required for data entry when preparing an official CTF submission.
- Section 5: **Submission** directs the user on the next steps to submit the official CTF version as part of the BTR submission.
- Section 6: **Abbreviations and Acronyms** used in the manual are described in this section.

1.3 Technical information

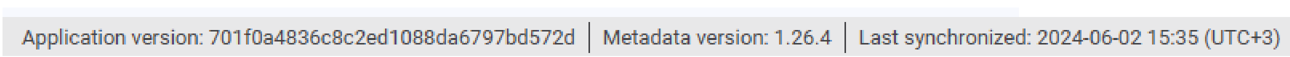
The **ETF** Progress Reporting tool is web-based and can be used on any modern internet browser (e.g., Firefox, Edge, Chrome, or Safari).

Table 1 provides the application, metadata and .json data exchange versions for which this manual was developed.

Table 1. Technical information upon which this version of the manual was based

Application version	75855fd7738a0809481f6c4f5e8d1557
Metadata version	1.29.8
Data exchange .json	1.2
URL	https://myapps.unfccc.int

Information on the application version and metadata version of the version of the reporting tool can be found on the footer bar of the user interface, visible in all views.



1.3.1 Software Requirements

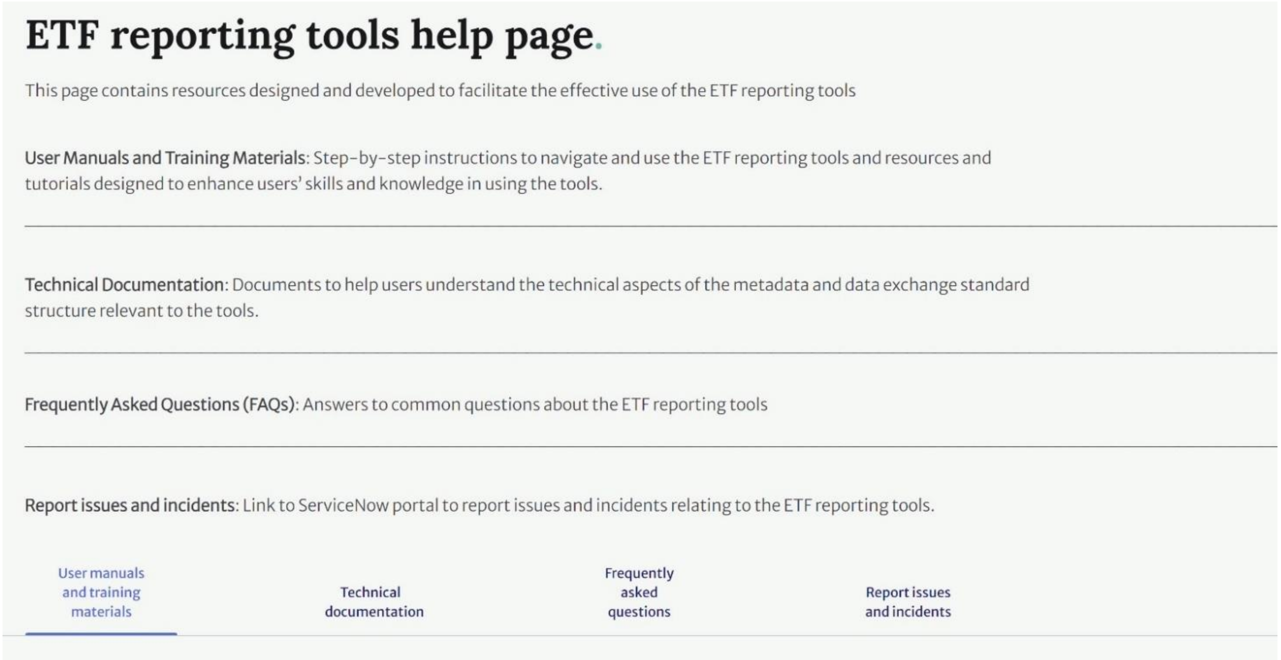
To be able to fully use the functionalities available in the reporting tool, the user's computer should be equipped with:

- Modern browsers following the latest HTML standards – this version has been tested in recent desktop versions of Microsoft Edge, Mozilla Firefox, Google Chrome and Safari.
- Microsoft Excel 2010 or higher–allows for export and import of data entry grids in Excel format and the generation of reporting tables into Excel.
- Operating systems: Windows, Macintosh compatible.

1.3.2 User Support

The UNFCCC secretariat is committed to provide efficient and effective support to users and to continue enhancing the reporting tool**.** Users are encouraged to immediately report any questions, bugs or suggestions for improvements regarding the use of the tool.

For further information about the use of the tools (e.g. user manuals, technical documentation, etc.) or to report any issues or otherwise provide feedback, refer to https://unfccc.int/etf-reporting-tools-help.



1.3.3 Overview of the Workflow for CTF Submission

The reporting tool allows the user to electronically report their CTF version to the UNFCCC in the agreed structure of the CTF.

The overall workflow for a Party preparing a CTF submission is as follows:

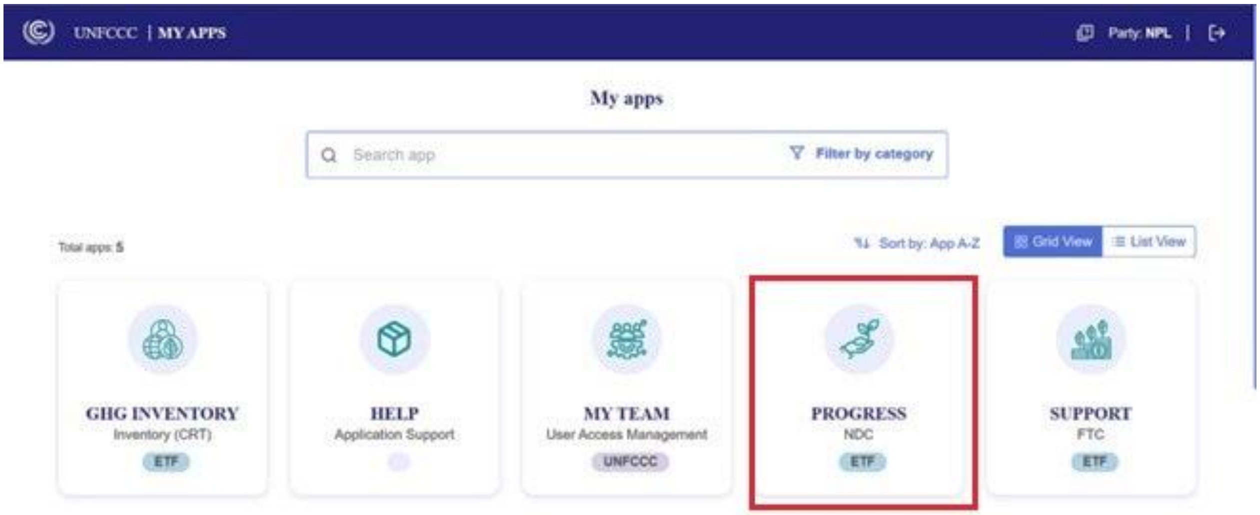
1. **Collecting information:** Collecting and compiling information on progress occurs outside the reporting tool. Parties may have various institutional arrangements for preparing such information (e.g. Excel files or a database system).

2. The reporting tool **contains a series of data entry grids for each element for the CTF** and allows users to enter information related to policies and measures, the structured summary, and projections. Data can be imported from a pre-defined Excel or .json file. Users may also manually enter their information on progress into the reporting tool.

3. The reporting tool has an **integrated function to generate the reporting tables**, in the agreed format of the CTF, and to submit the CTF to the UNFCCC. The tool will also prepare a .json file containing the information on progress.

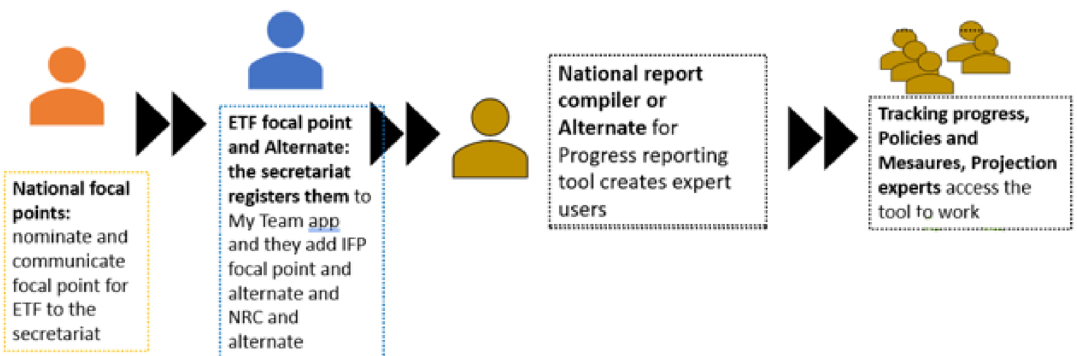
1.4 Accessing the Reporting Tool

Users can access the reporting tools at UNFCCC My Apps (https://myapps.unfccc.int). The user can view apps, including the reporting tools, at the landing page of UNFCCC My Apps, depending upon the user's access rights. The user needs to click the icon of the reporting tool to access it.



Access to the reporting tool, and actions each user may take, depends on the role individual users have been assigned. Table 2 provides an overview of the different user roles, the actions each user may take related to CTF, and the flow of work among them. For more information, please refer to the User Manual on User Management for the ETF Reporting Tools, available at https://unfccc.int/etf-reporting-tools-help.

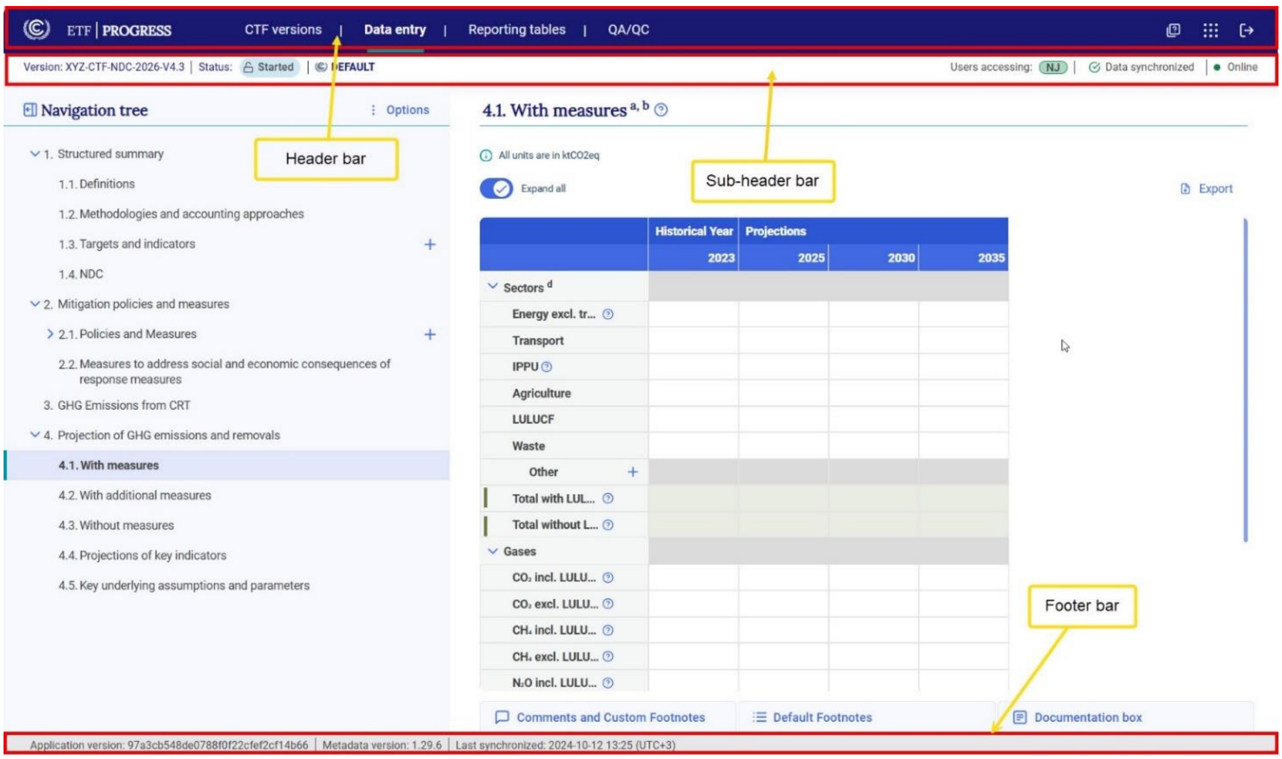
Table 2. Overview of the different roles in the ETF progress reporting tool



ETF Reporting Tool Role	User Roles	Actions they can take in the tools	Maximum number of users
Overarching	ETF Focal Point (FP)	Add/remove all users, view CTF versions	1
	ETF FP Alternate		1
Progress	Progress NRC	Add/remove progress experts, create Progress CTF versions and complete/edit version settings	1
	Progress NRC Alternate	Add/remove progress experts, create Progress CTF versions and complete/edit version settings	1
	Expert tracking Progress	Enter/edit data on tracking progress of NDC	Multiple
	Expert Mitigation Policies and Measures	Enter/edit data on Mitigation, Policies and Measures	Multiple
	Expert Projections	Enter/edit data on Projections	Multiple

II. Layout of the ETF Progress Reporting Tool

This section of the manual describes the layout and functions in the header, sub-header and footer bars of the reporting tool. These bars are viewable from all screens of the tool.



2.1 Header Bar

The header bar provides access to the main functions available in the reporting tool. From the header bar, the user may:

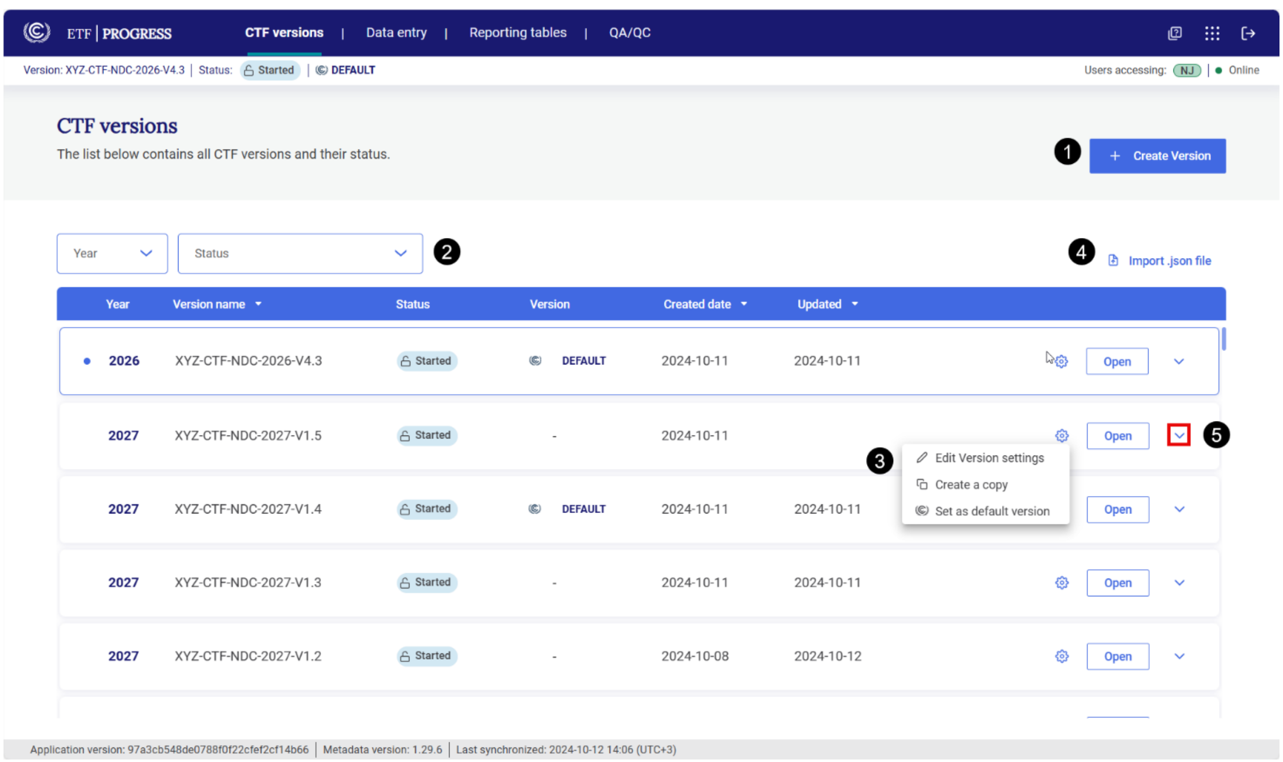
1. Select the tabs for CTF versions**, Data entry, Reporting tables, and QA/QC**.
2. Access the ETF reporting tools help page by selecting the icon of boxes with a question mark.

3. Switch to the other reporting tables (**ETF GHG inventory Reporting Tool** and **ETF Support Reporting Tool),** provided the user has access to those tools, by selecting the icon with nine dots.
4. Log out by selecting the exit icon.

This section introduces the layout of each main page (CTF versions, Data entry, Reporting tables, QA/QC) below, including the functions that can be carried out there. More detailed information on how to carry out the various functions can be found in subsequent chapters.

2.1.1 CTF Versions

In the **CTF versions** page, the user can access all CTF versions created within their Party. From this page, the user can perform the following actions:



1. To create a new blank version of CTF, select +**Create Version** button. For more information about **Create Version**, see section 3.1 Create Blank CTF Version.

2. **The list of existing CTF versions is displayed with the following attributes**:

a. **Year** – refers to the submission year for a CTF version. The last version accessed by the user will always appear at the top of the list. It will have a blue border and be preceded by a blue dot.
b. **Version name** – is a unique name for a CTF version. E.g., XYZ-CTF-NDC-2027-V0.21 where XYZ refers to the three letter ISO Code for Party name, CTF-NDC refers to the type of submission, 2027 refers to the submission year and V0.21 refers to the version number of the CTF.
c. **Status** – provides the status of a version. The first five sections of this manual explain steps during the first two stages (Initiated and Started). Section 6 elaborates how the CTF version flows through the approval process in the reporting tool:
    i. **Initiated:** The version has been created but the version setting has not been completed yet to allow for data entry
    ii. **Started:** The version is ready for data entry and the user is able to edit/enter data.
    iii. **QA/QC:** The CTF is locked and is ready for the QA/QC within the Party. The CTF is in read-only state. All users may QA/QC the CTF version.
    iv. **Awaiting approval**: The version is waiting for ETF FP approval.
    v. **Approved:** The version has been approved by the ETF FP.
    vi. **Awaiting submission:** The version is made visible in the NRSP for submission to UNFCCC secretariat.
    vii. **Submitted:** The final CTF version published on the secretariat website.
    viii. **Returned:** A read-only archived version, returned from the NRSP.
    ix. **Withdrawn**: A read-only archived version, withdrawn by the Party NRSP user.

d. **Version** – A version marked as **Default** is the common working versions that the Party currently plans to use for future submission to the UNFCCC. Only one CTF version in a submission year can be labelled as the Default version.
e. **Created date** – The date on which the CTF version was created.
f. **Updated** – The date on which the CTF version was last updated.

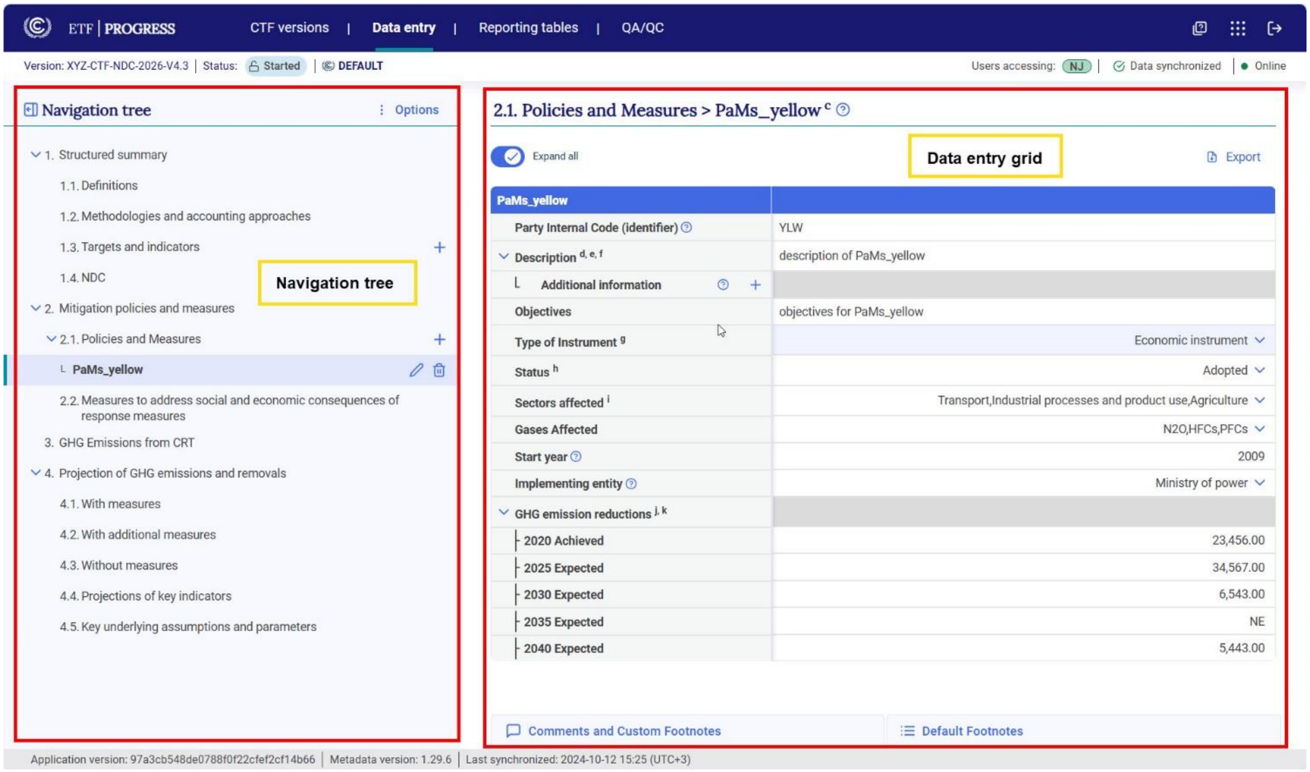
The list of existing CTF versions can be filtered by year or status and can be sorted by version name, created date or updated.

3. For each CTF version (i.e. row), the user may click on **Open** to work on the selected version. Alternatively, the user may click on the gear icon to **edit the version settings** (see section 3.1.2.6 Edit Version Settings), **Create a copy** of the CTF version or **Set as default version** the selected CTF. Only the role of National Report Compiler (NRC) can create a copy or set the CTF version as default version.

4. The user may also import a .json file into an existing CTF version from this screen (see section 4.2.3.3 Import of a .json).

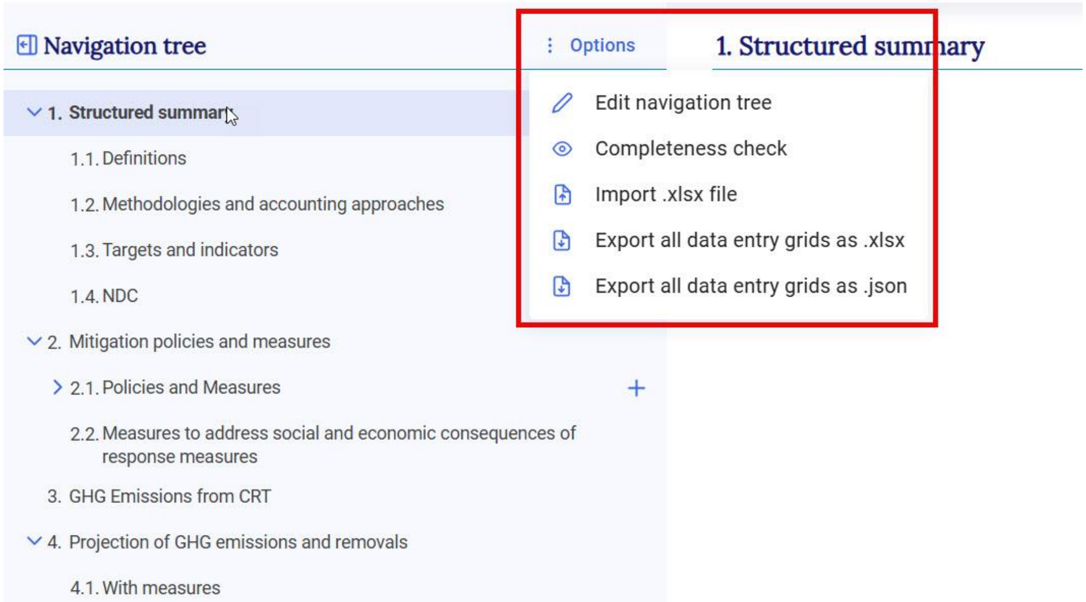
2.1.2 Data Entry

In the data entry tab, the user can enter/edit the data in the CTF version. The data entry page is organized in two sections: the **navigation tree** and the **data entry grids**.



The **Navigation tree** reflects the elements of the CTF that are to be reported pursuant to the MPGs. The user may customize the navigation tree by adding/removing elements in certain places. The navigation tree contains **grandparent nodes** (level 1), **parent nodes** (level 1.1) and **child nodes** (under the parent node). Parent nodes may contain one or more child nodes, which can be opened by selecting the chevron. In the figure above, “PaMs_yellow” is a child node of the parent node 2.1. Policies and Measures. The grandparent node is 2. Mitigation policies and measures.

Further options to import and export data using .xlsx and .json are available to the user by clicking the **Options** button in the navigation tree.



For more information on how to customize the navigation tree, see section 4.1 Customizing Navigation Tree**,** see section 4.1 Customizing . For more information on the **import and export of data entry grids**, see sections 4.2.2 Export and Import with Excel and 4.2.3 Export and Import of a .json File. For information on conducting a completeness check, see section 5.1 Completeness check.

Selecting an item in the navigation tree provides the user with the corresponding **data entry grid** for that element, which will appear in the right-hand side of the page. Some items in the navigation tree do not have a corresponding **data entry grid** such as 1. Structured summary, in which case a message indicating this will be displayed in the right-hand side of the page.

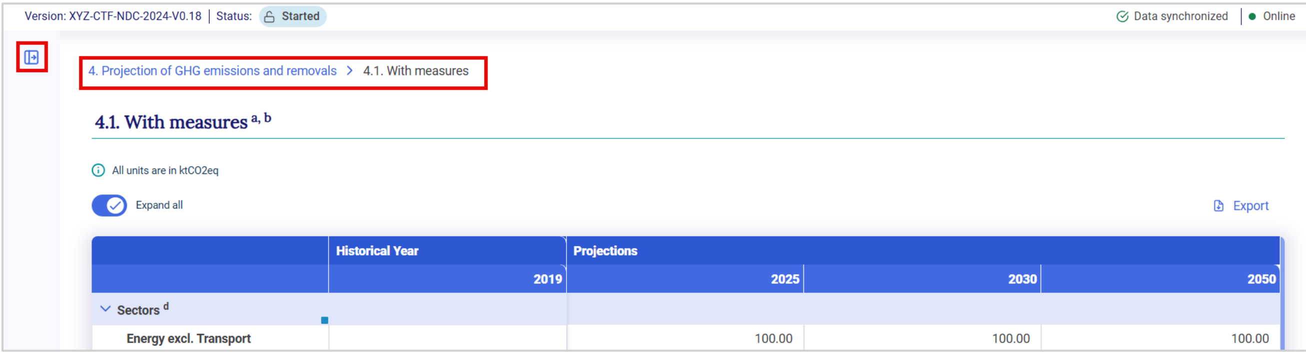
The data entry grids are the primary workspaces where the user may enter information for NDC progress (as selected for reporting in the version settings – see section 3.1.2 Version Settings). The data entry grid(s) for each item will depend on the specific information required for reporting in the corresponding agreed table/format of the CTF.

In addition to entering data, there are further functions available in the data entry grids:

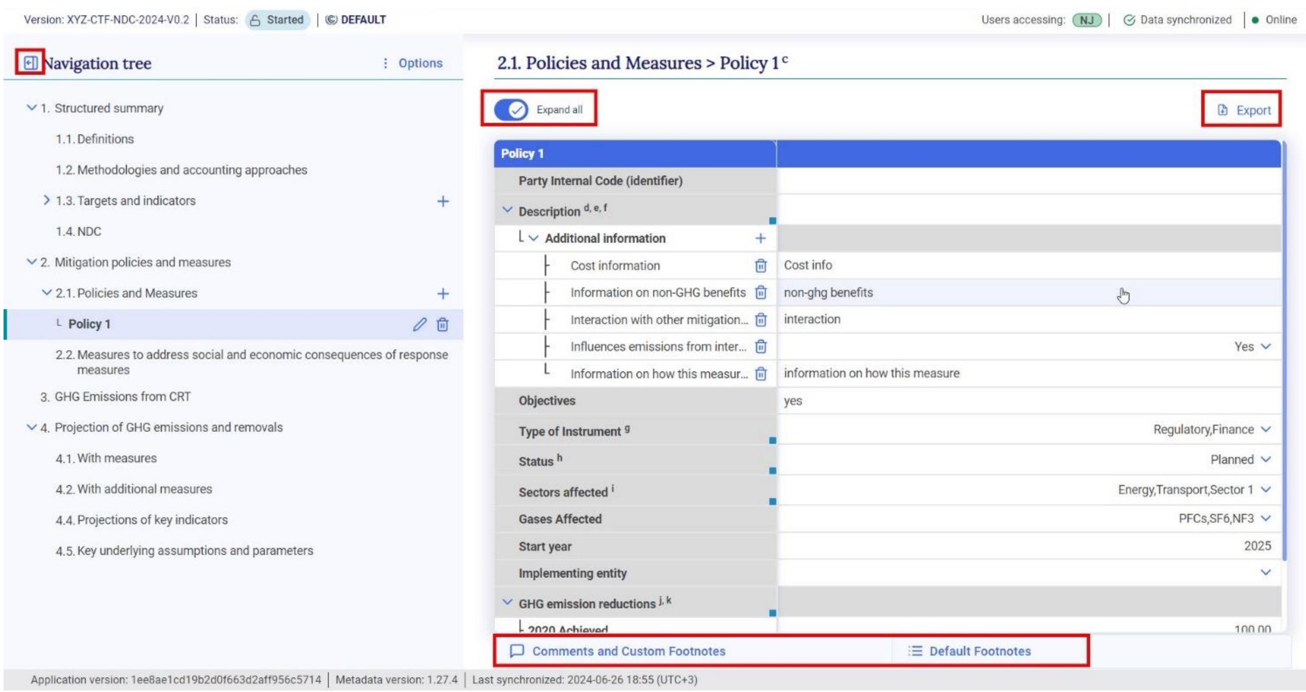
- **Export** the data entry grids in .xlsx format to enter/edit data (see section 4.2.2.1 Export to Excel.
- Under **Comments and custom footnotes**, add specific user or Party comments or custom footnotes, as applicable (see section 4.4.2 Comments and)
- Review **Default Footnotes** from the specific table of the CTF (see section 4.5 Default Footnotes.
- Enter information in the **Documentation box**: additional explanations for information entered in the table can be entered here as needed.

The user can customize the view of the navigation tree and data entry grids to allow more space for the data entry.

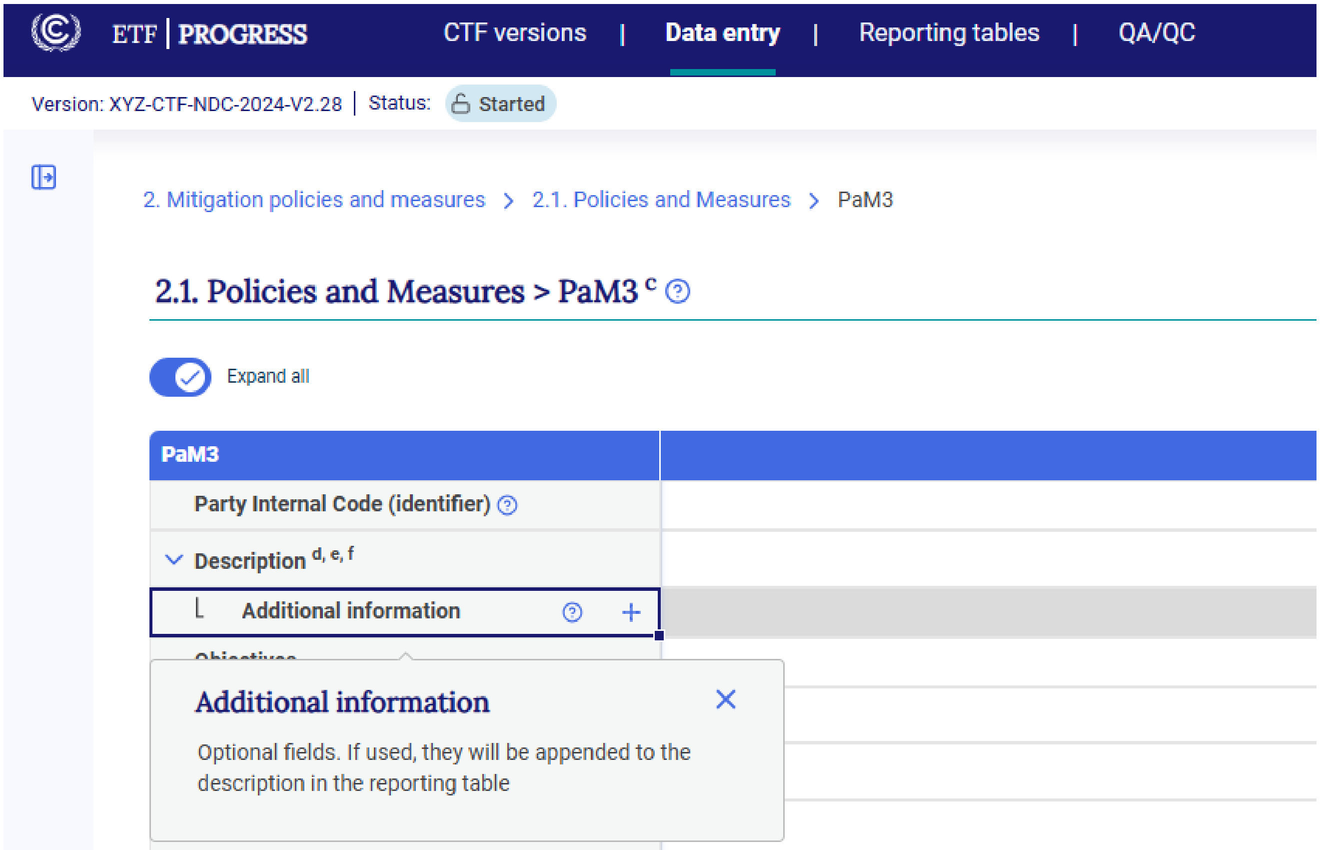
- **Hide/Unhide navigation tree:** The user can hide the navigation tree to allow viewing of more space in the data entry grids. Click on the arrow sign next to the Navigation tree to hide/unhide the navigation tree. When the navigation tree is hidden, the path of the active element is displayed above the data entry grid.



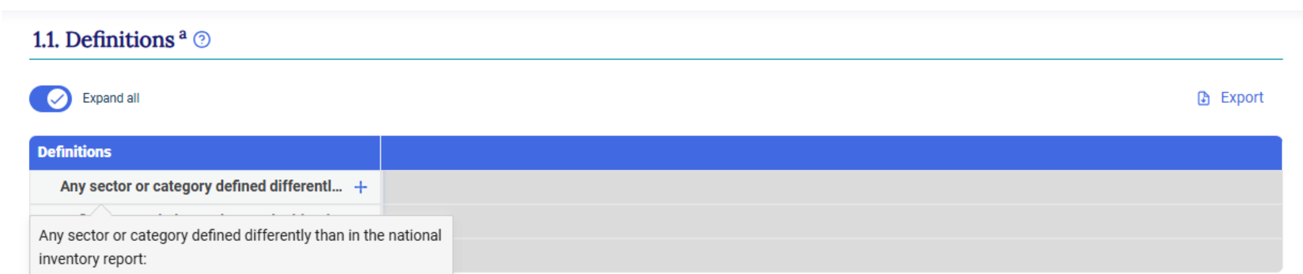
- **Expand all:** Selecting the Expand all toggle will make visible all rows of the data entry grids of the item. If unchecked, all expandable entries in the data entry grid will be collapsed.



Tooltips: Some items have a question mark in a circle next to them. Click on this icon to see additional information about the item.



Truncated text: When data is too large to fit into the cell on the screen, partial data is displayed with an ellipsis (…) at the end. To view the full information, pause the cursor over the cell momentarily.



To learn more about entering NDC Progress information in the data entry grid, please refer to 4.2 Data Entry.

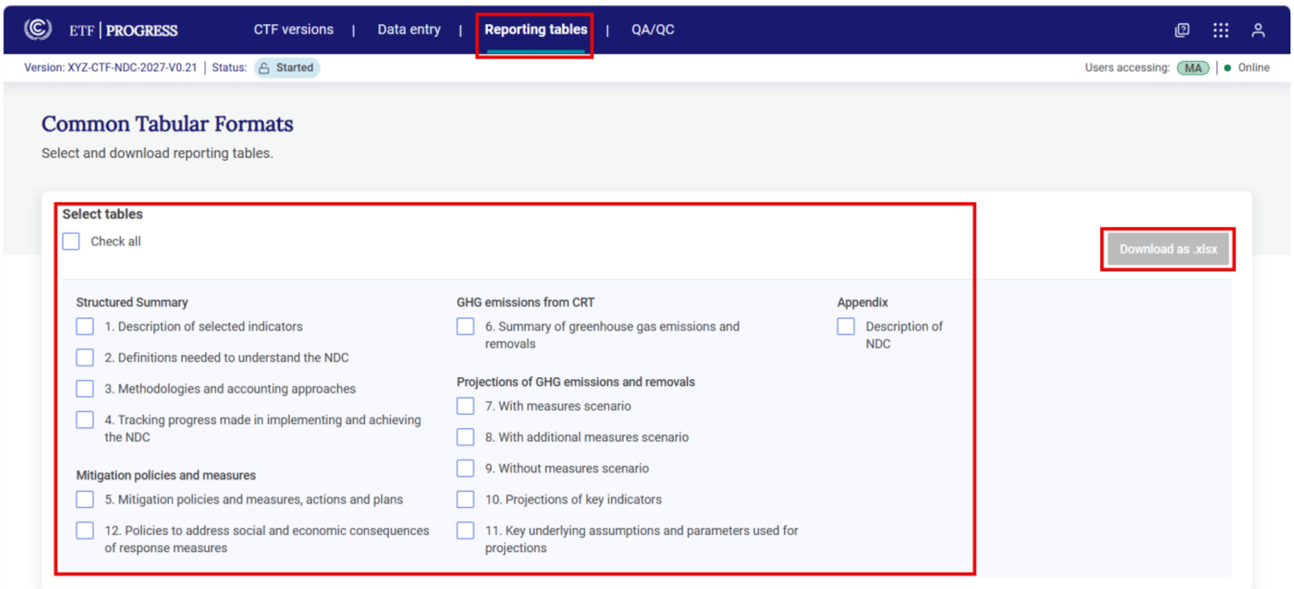
2.1.3 Reporting Tables

After entering data in the data entry grids, the user may generate the reporting tables of the CTF in Excel format. The reporting tables tab allows the users to select and download the reporting tables for the active CTF version. All data provided in the data entry grids are mapped to the respective cells of the reporting tables, with some exceptions that are for information purposes only:

- Party internal code under Policies and Measures
- Totals for sectors under Projections (the totals for gases are the totals shown in the reporting tables)

The interface allows the user to select which reporting table(s) will be generated. The user may generate and download one or more reporting tables in .xlsx format.

Refer to 4.3 Generate Common Tabular Formats for further information on the generation of reporting tables.



2.2 Sub-header Bar

The sub-header bar is immediately below the header bar, and visible in all views when using the reporting tool.

The sub-header bar provides the following information:

- **Version** – This is the unique name of the version the user is working on (ISO code, Tool, Submission year, Version number)
- **Status** – State of the CTF version (e.g., Initiated, Started).

- **Default** – When present, it means that the current version for a given year is identified as the common version within a Party that will eventually be submitted. If the current version is not the default, the icon © DEFAULT will not be displayed.
- **Users accessing** – Indicates, through user initials, other users from the Party actively working in the CTF version at the same time.
- **Data synchronization status** – Provides the synchronization status:
    - **Data synchronized.** At this status, data have been saved and the user can generate reporting tables or close the system without data loss.
    - **Updating changes.** At this status, the latest inputs are being saved to the database. If the user exits the data entry grids when the system is updating changes, e.g. by attempting to generate reporting tables, the latest data input may be lost. The user can see the last time data were synchronized on the left-hand side of the bottom-most bar, visible on all screens.
    - **Data sync paused.** Typically, data are synchronized in real time. The user will see this alert when the user is working offline, or after import of either a. json or .xlsx file. Upon returning online, or after the import, the system will be in draft mode until the user selects save (see sections 4.2.2.2 Import through Excel and 4.2.3.3 Import of a .json)
- **Online /Offline** – Indication if the user is working in Online (green dot) or Offline (red dot) mode. The user may work offline on a CTF version after it has been created and is in "**Started**" status. While working offline, the user may enter data manually and through import and export functions (.xlsx and .json). Progress is saved locally on the user's browser and will synchronize the next time the user is connected to the internet. In offline mode, the user is not able to view data entered by other users within the Party, modify version settings or create a new version.

2.3 Footer Bar

The footer bar provides technical information on the application and metadata versions. The user can also see here the last time data were synchronized online. This bar is visible on all pages. It is helpful to note the application and metadata versions when contacting UNFCCC with questions or issues related to the tool.

Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-15 08:46 (UTC+3)

III. Getting Started

To begin working on a CTF version, the user must first **create a version.** Please note that only the NDC National Report Compiler (NRC) can create a version. There are three options to create a **new** version of a CTF (Table 3).

Table 3 Options for creating a CTF version

Create blank version	When this option is selected, the user will be presented with blank data entry grids from which the CTF version is prepared.
Create from an existing version	This option allows the user to create a new CTF version for a different submission year, building on an existing CTF version. This option is currently greyed out as it is still under development
Upload a file	This option allows the user to create a CTF version by uploading a .json file. The user can also upload a .json file to an existing blank version from the CTF versions page. To learn how to prepare a .json file that can be imported by the tool, see section 4.2.3 Export and Import of a .json File.

3.1 Create Blank CTF Version

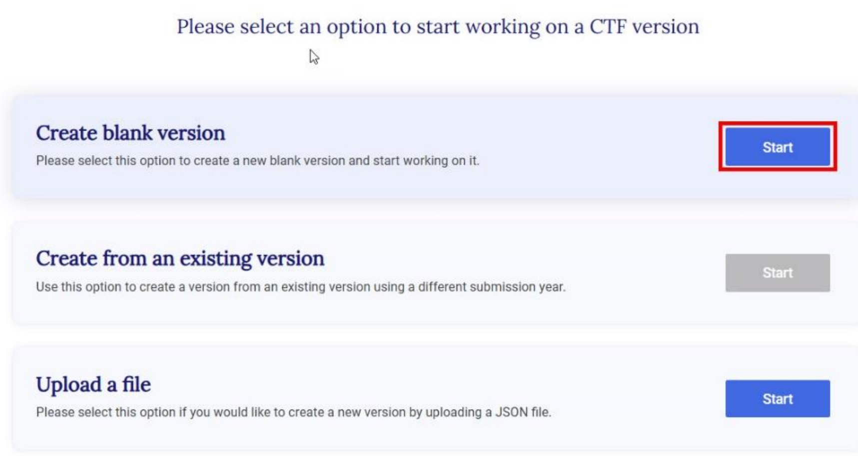
This selection may be most relevant when preparing a first CTF version. After navigating through the prompts, the user will be presented with blank data entry grids to prepare the CTF. Use of this option still allows the user to import data through .xlsx or upload data to the newly created blank CTF version through .json upload.

To create a blank CTF version:

The user may create a blank CTF version upon first entering the **reporting tool**

1. **Select** the Progress App from the UNFCCC My Apps landing page (https://myapps.unfccc.int).

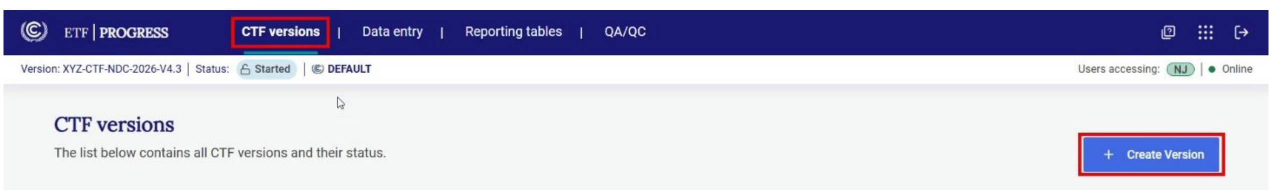
2. Select **Start** next to **Create blank CTF version**



If the user is already in another tab of the header bar (e.g. Data entry), then:

1. Select **CTF versions f**rom the header bar

2. Select **+ Create version**



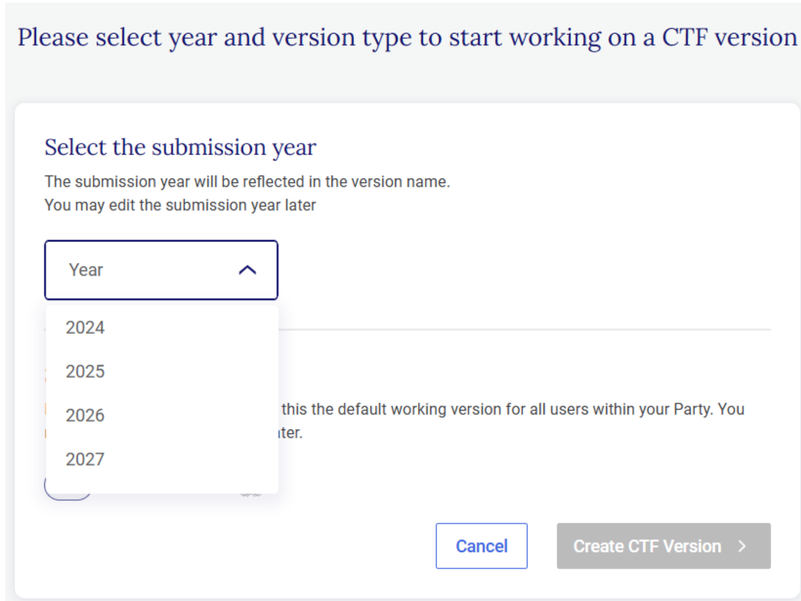
3. The user is then be presented with the option to **Create blank CTF version**.

The user will then be asked to select **Submission settings** and **Version settings**.

3.1.1 Initial Settings

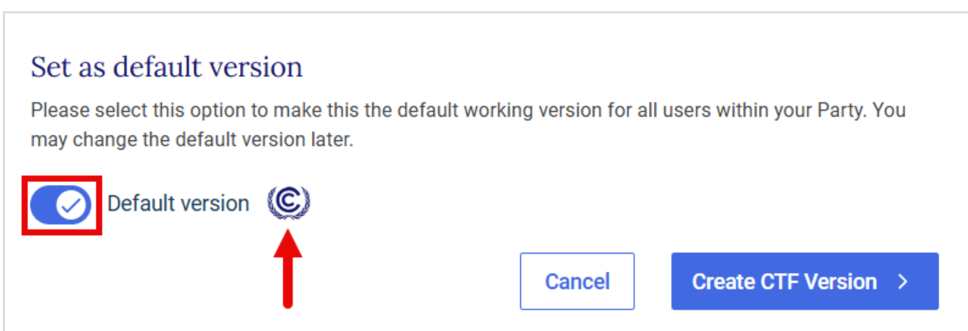
Once the version is created, the user must specify the submission year and the flag for the default version.

- **Select the submission year** from the dropdown list. Note that the Submission year is the year in which the CTF will be submitted. This will be different than the data years covered by that submission.



- **Default version**: A default version is marked by in the list of CTF versions (see section 2.2 Sub-header Bar).

  A newly created CTF is not automatically a default version. To make the newly created CTF the default version, select the toggle next to **Default version** so that a check mark is displayed. The UNFCCC logo will become dark blue.



3.1.2 Version Settings

Version settings ensure that the CTF reflects the national circumstances and reporting preferences selected by a Party. The user may also change the version settings of an existing version after data entry has started.

The user selects version settings related to application of flexibility provisions as well as for mitigation policies and measures, GHG Inventory information, Structured summary, and Projections. See section 2.1 Header Bar to review how to later change the version settings for a particular CTF version.

All the elements in the version settings that are mandatory for proceeding to next steps are identified in the tool.

3.1.2.1. Flexibility Provisions

Parties should select **Yes** if they elect to apply the flexibility provisions in light of their capacities and **No** if they do not wish to apply the flexibility provisions.

If Yes is selected, the user is prompted to select the flexibility provision(s) they wish to apply. The user indicates their intention to use the flexibility provisions included in Table 4 by selecting the toggle so that the checkmark is displayed.

The user will be able to use notation key “FX” in certain data entry grids only when the relevant flexibility provisions is applied.

To read the full paragraph of each flexibility provision, select the question mark icon.

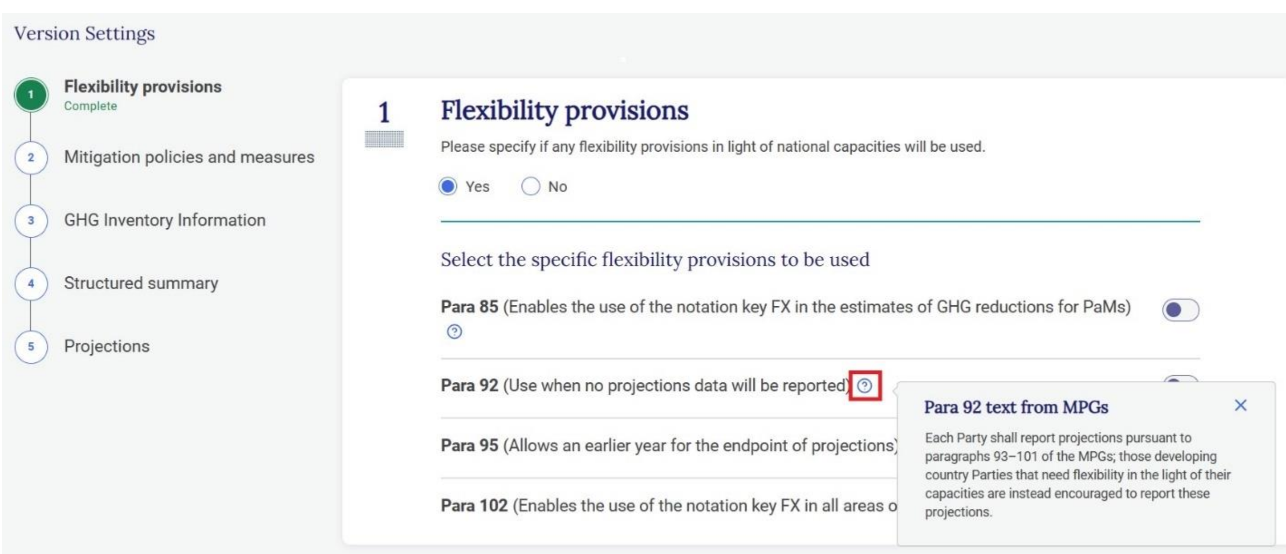


Table 4. Version Settings Related to Use of Flexibility Provisions

Settings	Explanation if Flexibility is Applied
Para 85 **(Estimates of GHG reductions for PaMs)**	The Party can use the notation key FX in place of estimates of GHG reductions for PaMs, and provide an explanation in the corresponding documentation box.
Para 92 **(Projections)**	Allows the user to not report any projections. If this is selected, then the two remaining flexibilities for paragraphs 95 and 102 are no longer available as they are not relevant.
Para 95 **(Shorter timeframe for projections)**	Allows the user to provide projections for a shorter timeframe provided that it extends at least to the end point of its NDC.
Para 102 **(Methodology and coverage)**	Allows the user to use a less detailed methodology or coverage if it needed flexibility in the light of its capacities with respect to paragraphs 93–101 of the MPGs.

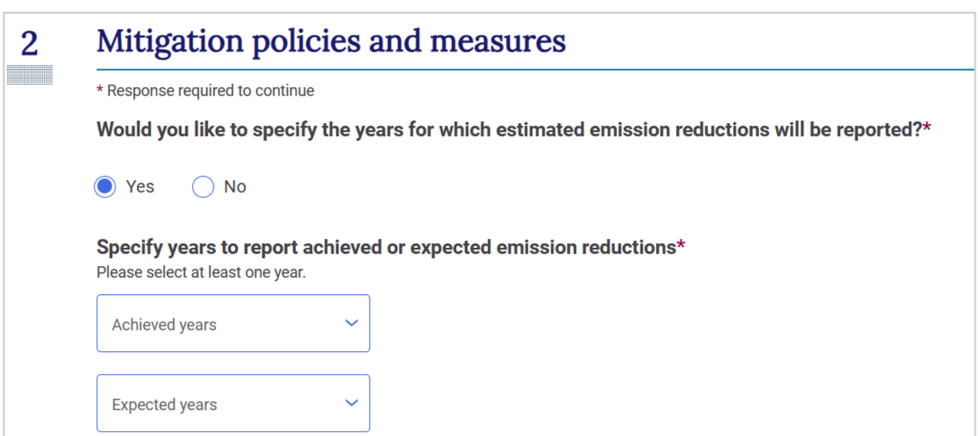
Once the desired settings for all flexibility provisions have been entered, select **Next.**

3.1.2.2 Mitigation Policies and Measures

The user would need to indicate whether they would like to specify the years for which estimated emission reductions will be reported.

If **Yes** is chosen, the user must select the years for which achieved and/or expected emission reductions will be reported.

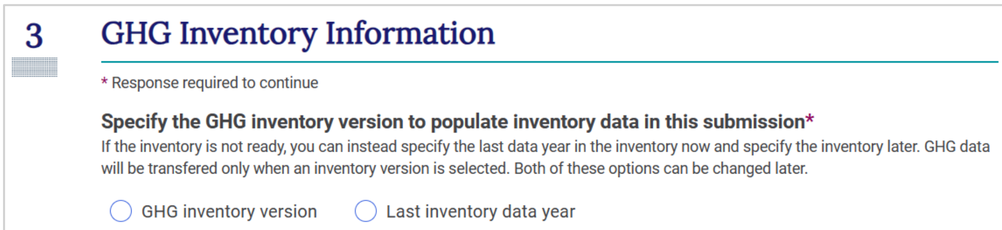
If No is chosen, information can be reported for estimated and achieved emission reductions without specifying the year.



Once information has been entered for version settings in Mitigation policies and measures, select **Next.**

3.1.2.3 GHG Inventory Information

The user must specify the GHG inventory version from the ETF GHG inventory Reporting Tool to be used to populate inventory data in this submission. If the inventory is not yet ready, the user can instead specify the last data year and later on specify the inventory version. GHG data will be automatically transferred only when an inventory version is selected. Both of these options can be changed later.



Following the option selected, a box will open where the user will be required to select a GHG inventory from the dropdown list or to enter the latest inventory year of the GHG inventory submission.

Once information has been entered for version settings in GHG inventory information, select **Next.**

3.1.2.4 Structured Summary

The user must specify the start and end date of implementation of the NDC that will be reported in the current submission.

In addition, the user needs to specify whether:

- the information reported in this submission is for the first NDC under Article 4 of the Paris Agreement: **Yes** or **No**
- this submission contains information for the end year of the NDC and therefore an assessment of achievement of the target(s) for the NDC?: **Yes** or **No**
- the Appendix table Description of a Party's nationally determined contribution under Article 4 of the Paris Agreement, including updates, will be reported: **Yes** or **No**

4 Structured summary

* Response required to continue

Please specify the start year and end year of implementation of the NDC reported in this submission*

Enter start year | Enter end year

Is the information reported in this submission for the first NDC under Article 4 of the Paris Agreement?*

Yes: Enables reporting of information relevant to the first NDC.
No: Enables reporting of information relevant to the second or subsequent NDCs.

Yes ○ No ●

Does this submission contain information for the end year of the NDC and therefore an assessment of achievement of the target(s) for the NDC?*

Yes: Enables reporting of estimates of achieved GHG emission reductions for mitigation policies and measures, actions and plans. Also enables reporting on the assessment of achievement of the NDC.
No: Enables reporting of estimates of expected GHG emission reductions for mitigation policies and measures, actions and plans.

Yes ○ No ●

Please specify whether the appendix table Description of a Party's nationally determined contribution under Article 4 of the Paris Agreement, including updates will be reported.*

Yes ○ No ●

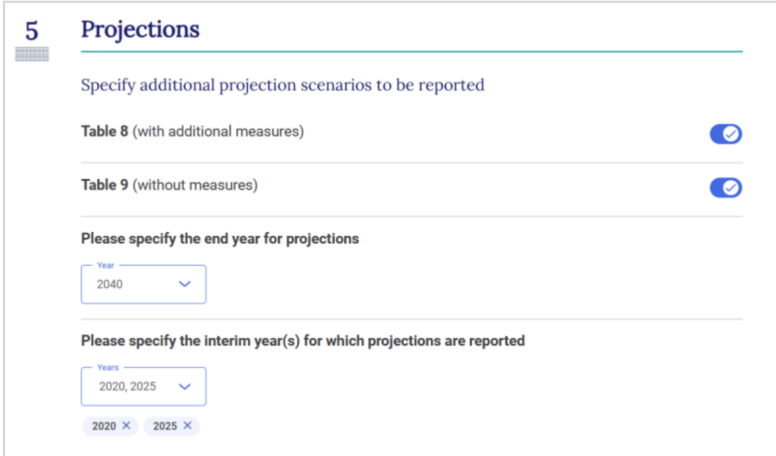
Once information has been entered for version settings for Structured Summary, select **Next.**

3.1.2.5 Projections

If in the flexibility provision the user selected not to report any projections data (paragraph 92), these settings will not be available.
In all other cases, this version setting is mandatory and a response is required before proceeding.

The user needs to specify:

- Whether additional measures projections scenarios will be reported: Use the toggle keys to generate grids for table 8, with additional measures scenario, and/or table 9, without measures scenario.
- The end year for projections: select from the dropdown list the last year for which projections will be reported.
- The interim year(s) for which projections are reported: select the other years for which projections will be reported from the dropdown list. Note that if the paragraph 95 flexibility provision has not been applied, at least two interim years must be selected.



Once all projections-related settings have been selected, select **Go to data entry.**

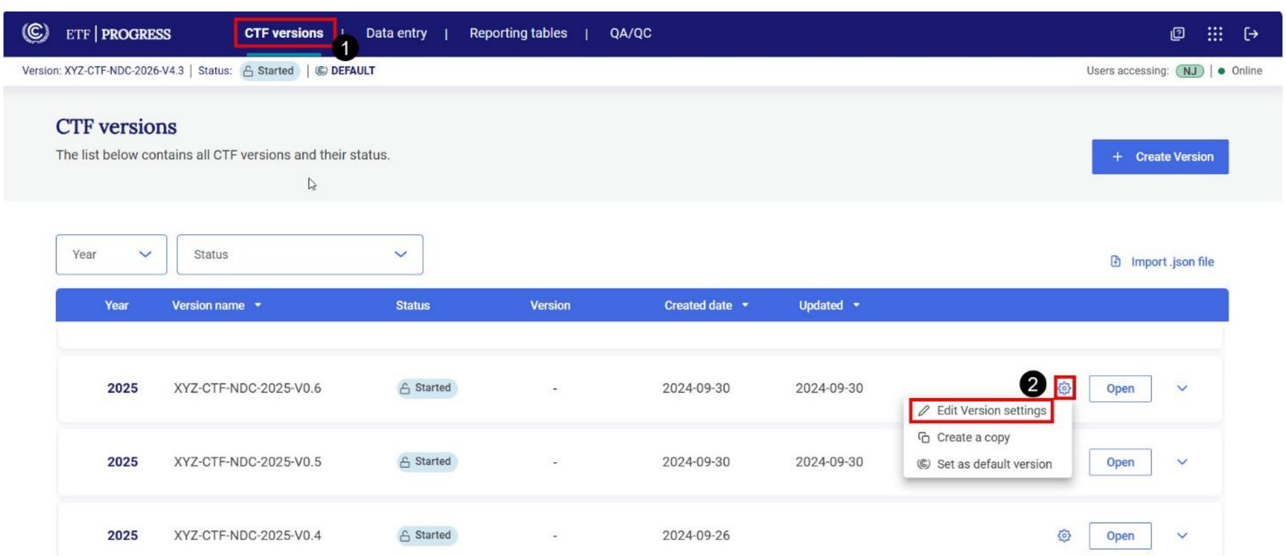
3.1.2.6 Edit Version Settings

A user may edit version settings for any existing version that is in “Initiated” or “Started” status. For CTF versions in other statuses, version settings are viewable in read-only mode. The ETF FP and the Progress NRC and their respective alternates have access to all version settings to modify them. Users with expert roles have access to modify only the version settings related to their role.

To edit version settings:

1. Go to **CTF versions** tab on the **header bar.**

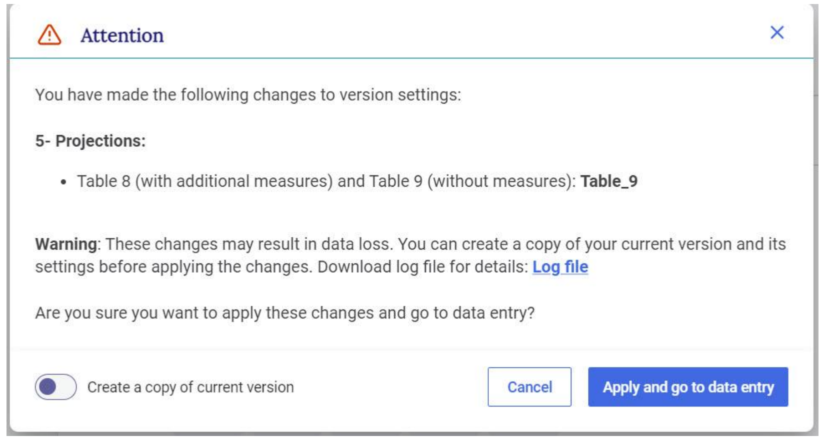
2. Select the CTF version for which version settings are to be edited by clicking on the gear icon in its row and selecting **Edit version settings**.



3. Make the desired changes to the version settings (see section 3.1.2 Version Settings) and select **Go do data entry**

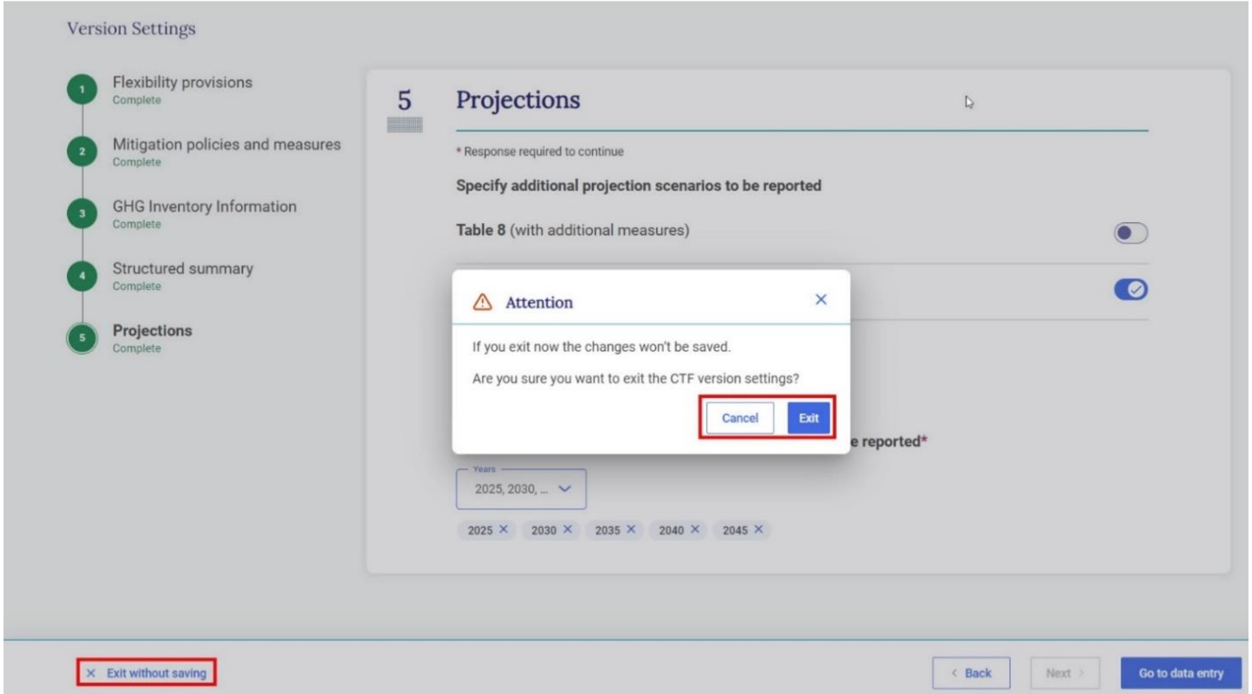
4. A pop-up box notifying the user of the changes made to version settings will appear requesting the user to confirm the changes made. Depending on the changes made, loss of data may occur, so the user must carefully consider the information presented before selecting **Apply and go to data entry.**

   The user may download and view the log file to see a list of all changes that will be applied as a result of the change to the version settings. The user may also create a copy of the current version of the CTF version prior to confirming the change in version settings. To do this, toggle **Create a copy of current version** so the checkmark is displayed.



5. If the user does not wish to save the new version settings, they may select **Cancel.**

6. If at any point in the process the user wishes to exit the version settings, they may do so by selecting **Exit without saving** in the lower-left hand side of the page. A pop-up will appear asking the user to confirm they wish to exit the settings without saving any changes made.



3.2. Upload a File

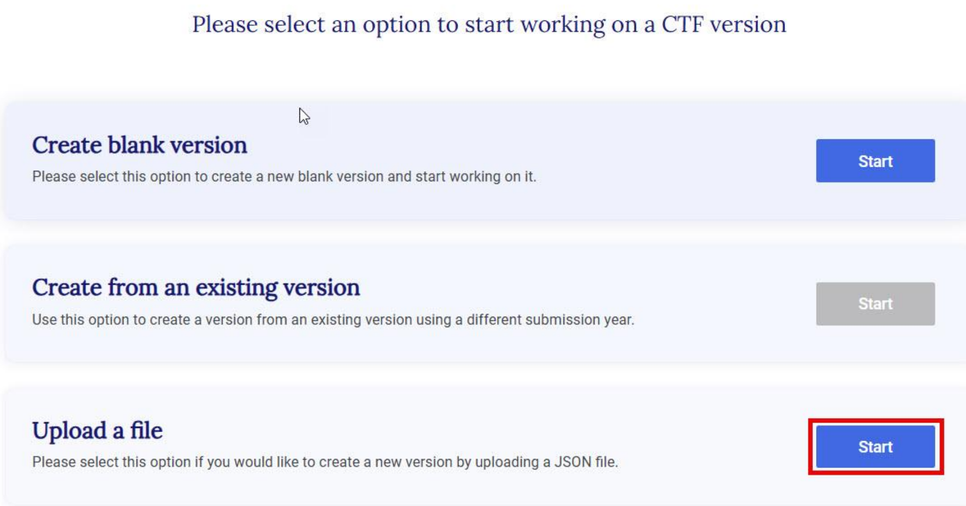
The user may create a CTF version from an upload of a .json file. After navigating through the prompts, the user is presented with data entry grids that contain the information from the uploaded json file.

After creating the CTF version, the user can enter/edit data in the data entry grids (see section 4.2 Data Entry), or can also upload an additional json file(s), noting that where a subsequent .json file contains information for the same cells already completed in the data entry grid, the new .json file will overwrite the existing data with the specific data in the new .json file.

To learn how to import a .json file into an existing CTF version, see section 4.2.3.3 Import of a .json .

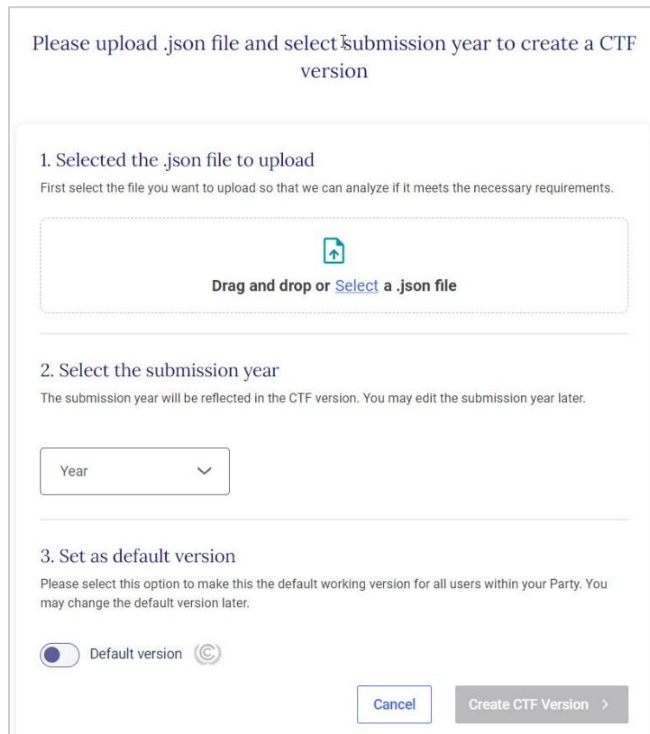
To create a CTF version from upload of a .json file:

1. Select **Start** next to **Upload a file**



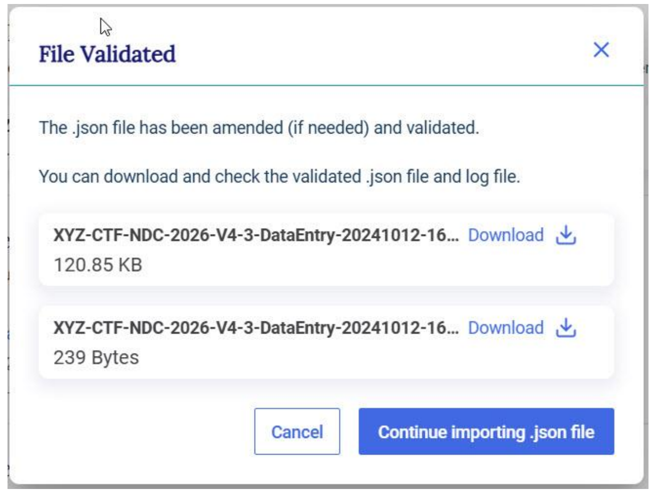
2. Drag and drop or select from the computer the .json file to be uploaded.

3. The user will then be asked to **Select the submission year** and indicate if the version is to be **Set as a default version** (see section 3.1.1 Initial Settings) and then **Create CTF version.**

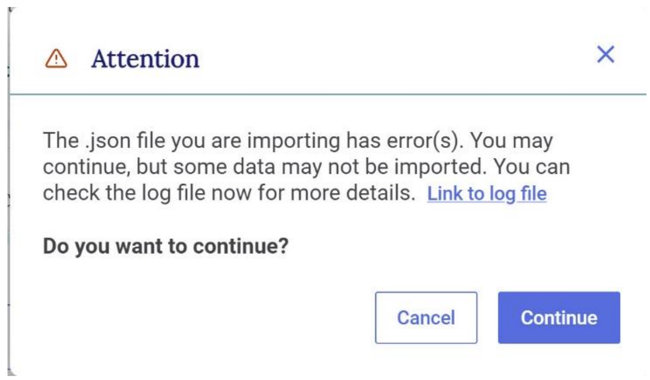


4. The reporting tool will then validate the .json file, amending it (if needed) to meet system requirements. The user will be presented with two files for download, the validated JSON file and a log file that provides details on any amendments made (e.g. data skipped) and reasons therefore.

   After reviewing the log, the user can either **Cancel** the upload, or **Continue importing .json file**.



5. The system will run an additional check of the .json file for compatibility with system requirements. If there are additional issues identified with the contents of the .json for specific data points, the user will receive the following message:



   Select **Link to log file** to download and review the errors identified (see Table 8 for possible errors). After reviewing the log file, correct any errors, as necessary, and **Upload a new file**. Otherwise, select **Continue** to finish creating the CTF version using the existing .json file.

6. The user will then be asked to **set version settings** (see section 3.1.2 Version Settings). The version settings should be selected to align with the data contained in the .json file (e.g. years for which projections are reported).

IV. Preparing a CTF version

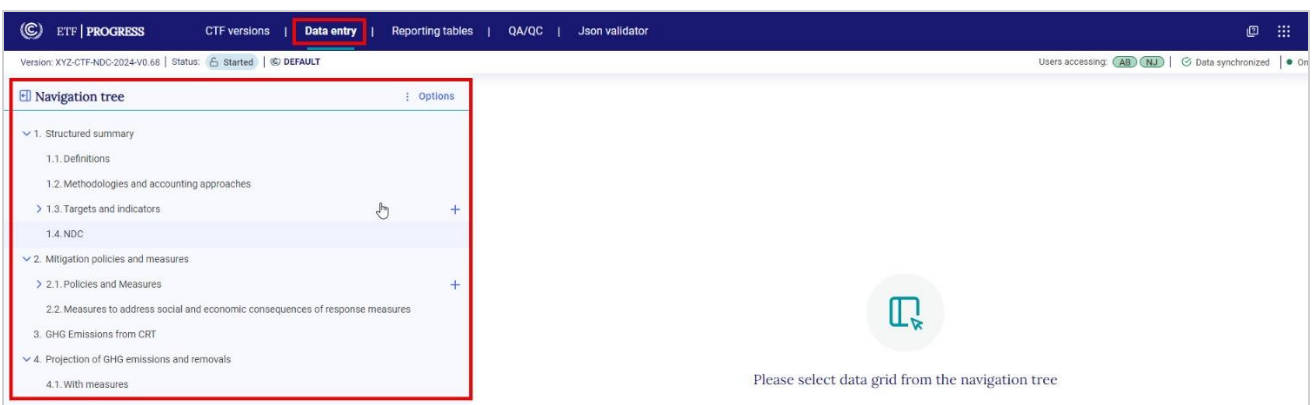
This section outlines the key steps a user will take to enter the information on NDC progress into the ETF GHG Progress Reporting Tool.

To start working on a version that has been already created, the user can open an existing version under **CTF versions** in the **Header** bar (see section 2.1.1 CTF Versions).

4.1 Customizing Navigation Tree

The **Navigation tree** is the main interface for the user to open data entry grids for all entries on information on NDC Progress. The navigation tree contains all type of information required for reporting according to the agreed CTF.

As introduced in the 2.1.2 Data Entry, the user may go to **the data entry** tab from the **Header bar** to access the Navigation tree.



4.1.1 Overview on the Navigation Tree

The structure of the navigation tree when opening the tool reflects choices made in the version settings (see section 3.1.2 Version Settings), specifically the node for projections will not be available if the Party opted to use the flexibility provision for not reporting projections as per paragraph 92 of the MPGs.

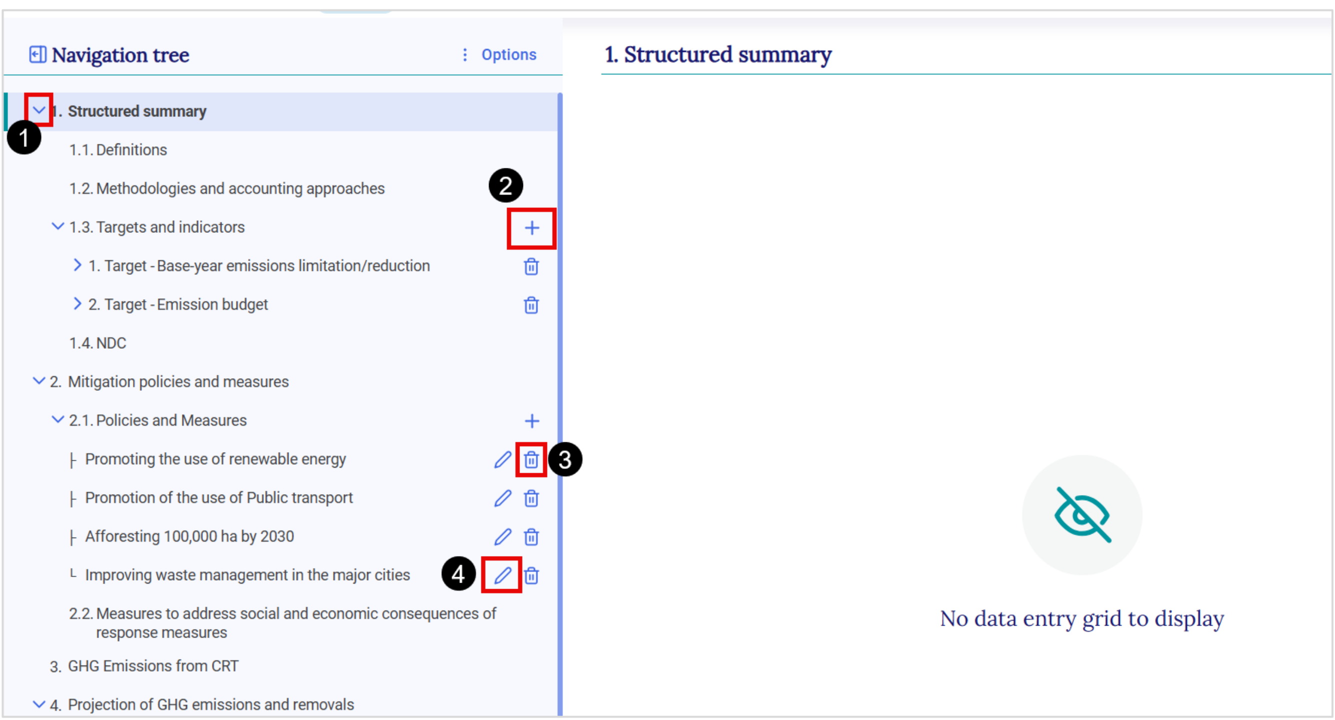
The navigation tree contains four main nodes:

1. Structured summary
2. Mitigation policies and measures
3. GHG emissions from CRT
4. Projections for GHG emissions and removals

Before learning how to edit the navigation tree to reflect country-specific circumstances, it is necessary to understand the symbols it contains (Table 5).

Table 5. Symbols in the Navigation Tree

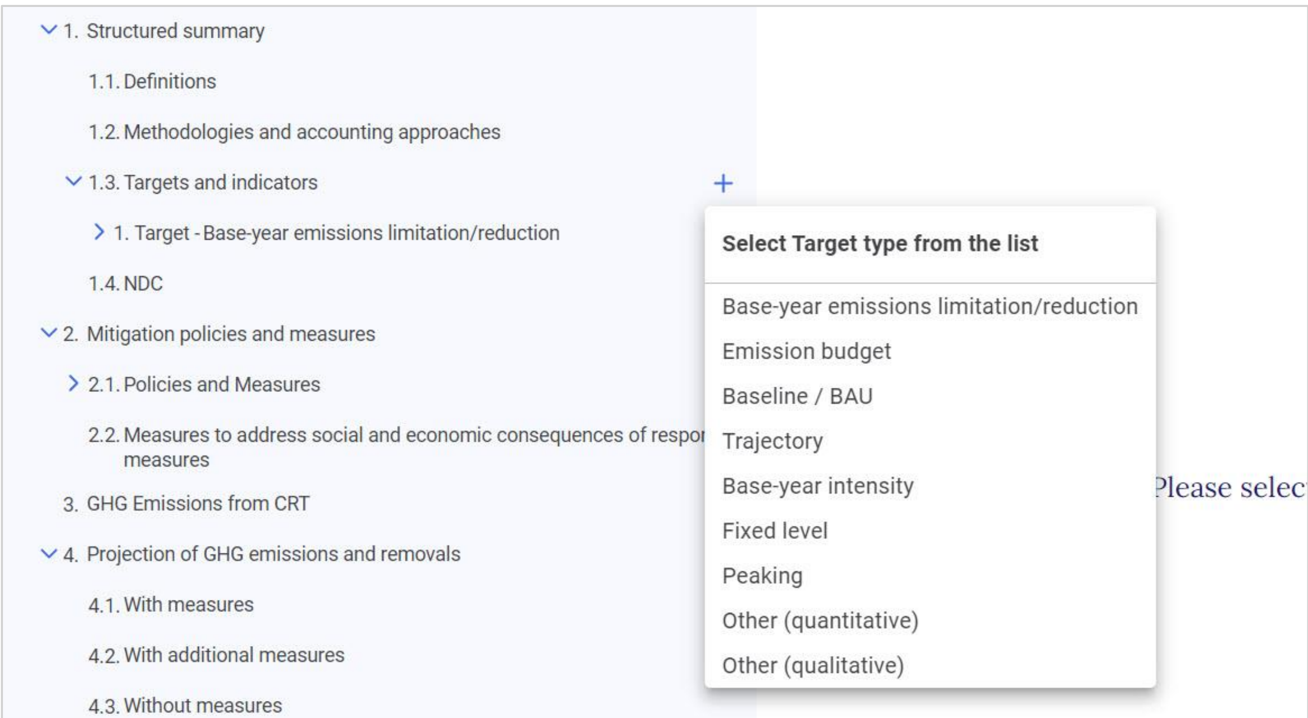
1.	The **chevron sign** means that the element has one or more sub-elements available for data entry. Click on the chevron sign to expand or collapse the elements in the navigation tree.
2.	The **plus sign** is used to add new elements for targets, indicators, or new policies and measures. Once a new element has been created, information can be entered in the corresponding data entry grid
3.	The **trash bin** sign is used to delete an element
4.	The **pencil** icon is used to edit the title of an element, for example the policy and measure name



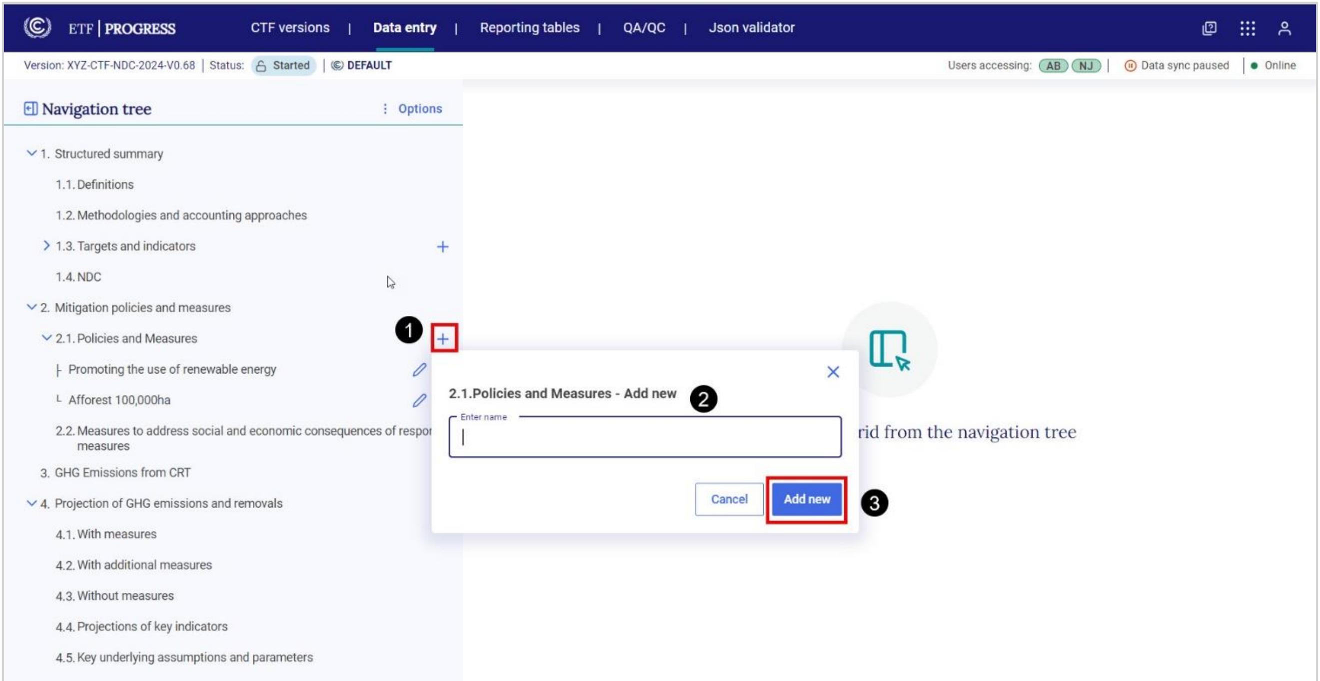
4.1.2 Adding New Element to the Navigation Tree

For items with a plus sign +, there are two ways to add new element:

1. **Select from a drop-down list, consistent with the agreed CTF**.
   The user may select the + sign and check the boxes next to any elements relevant to their country. Only the elements added from the dropdown list will appear in the navigation tree and reporting tables. After selecting the element, each of them will appear in the navigation tree, along with the corresponding data entry grid.
   This applies for example for the targets and indicators where the user can choose the relevant target type(s). There are some pre-defined target types, and the two "other" types can be used to report on any other type of target.



2. **The** + sign provides an opportunity to add new elements without a dropdown list, such as new policy and measure or new indicator. To add a new element:
   1. Select the + **sign**
   2. **If prompted, enter the name of the policy and measure**
   3. Click on **Add new** or click on "Enter" on your keyboard



The user should always check that the sub-header bar displays "Data synchronized" before navigating away from any added node to ensure information has been saved (see section 2.2 Sub-header Bar).

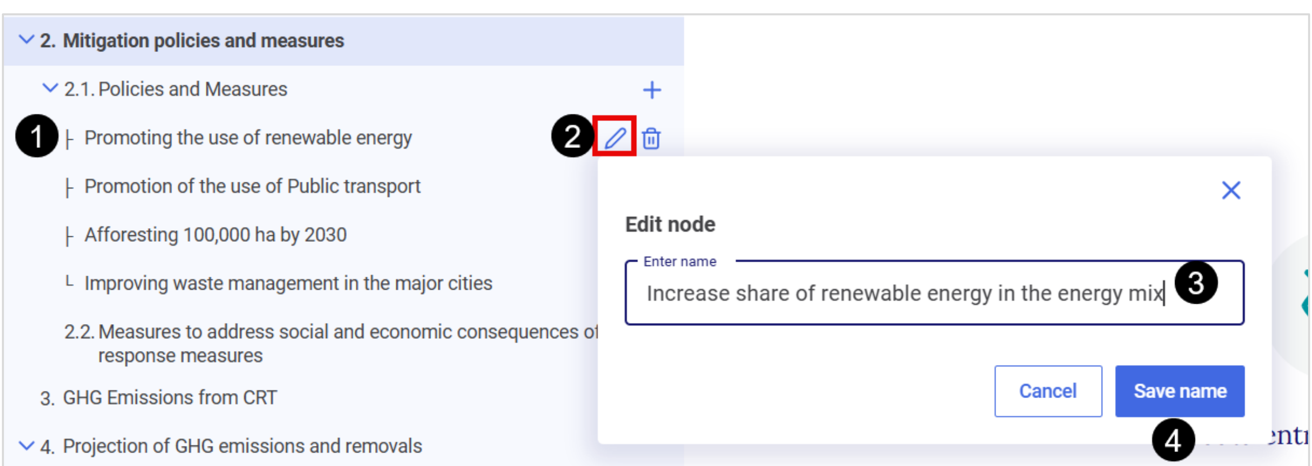
If the user attempts to leave the data entry tab before the data is synchronized, they will get a pop-up message asking for confirmation. Select No to wait for the changes to be recorded.

4.1.3 Modifying User-Added Element of Navigation Tree

The user can edit the name of a policy and measure added to the navigation tree.

To edit the name of a policy and measure:

1. Navigate to the measure in the navigation tree for which the user wants to modify the name
2. **Select** the **pencil icon**  and a box titled **Edit node** will appear
3. **Revise the name**
4. Select **Save name** and changes are reflected.

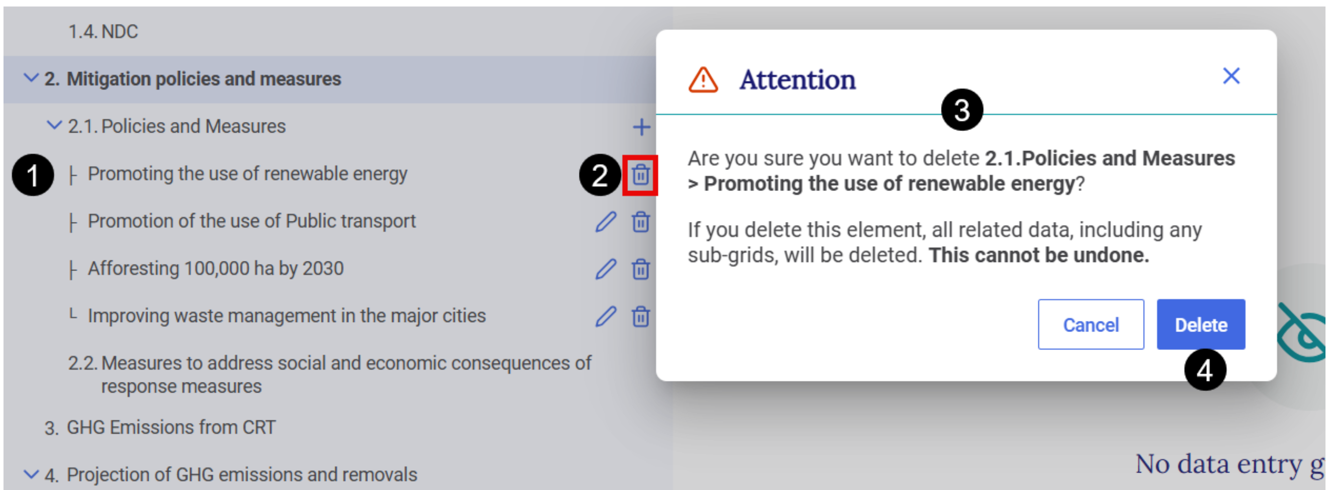


4.1.4 Deleting User-Added Element of Navigation Tree

The user may delete any user-added elements from the navigation tree. However, the user cannot delete standard nodes that pre-existed in the navigation tree.

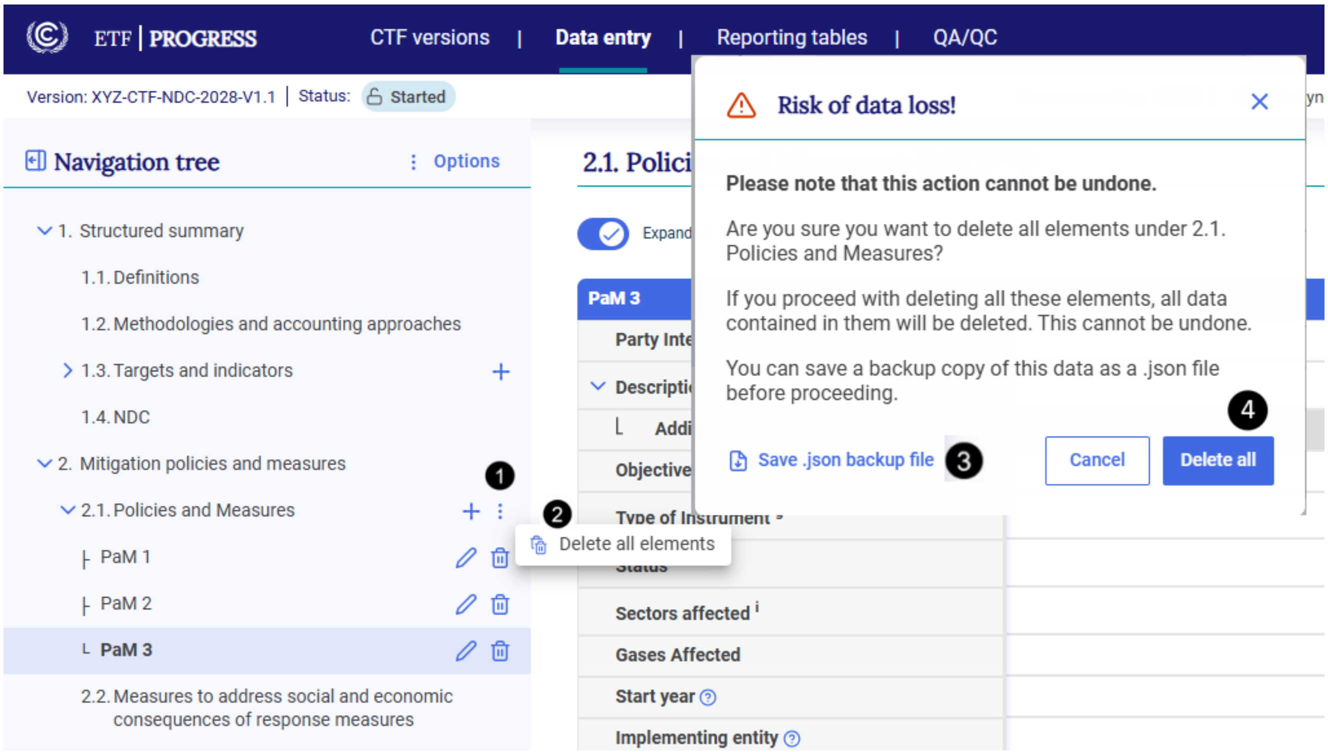
To delete a user-added element:

1. Navigate to the element in the navigation tree the user wishes to delete
2. Select the **trash bin** icon
3. The user will be prompted to answer if they really wish to delete the element. Note that deletion will result to loss of data
4. To confirm, select **Delete**



To delete all user-added elements under 2.1 Policies and Measures:

1. Navigate to the three dots in the navigation tree. Note that the menu will only be active if there are two or more existing elements
2. Select **delete all elements**
3. The user will be prompted to answer if they really wish to delete all Policies and Measures elements. Click on **Save .json backup file** to back up the data prior to deleting
4. To confirm, select **Delete all**



4.2 Data Entry

The data entry grids are the primary workspaces where the user enters the specific information about the structured summary, mitigation policies and measures, and projections. The nodes in the navigation tree are associated with corresponding data entry grids. Some items in the navigation tree do not have a corresponding data entry grid, in which case a message indicating this will be displayed in the right-hand side of the page.

The information required will depend on the selections made in the version settings.

Color codes are used in the data entry grids as shown in Table 6.

Table 6. Meaning of color coding in data entry grids

	White	User can enter data
	Green	Data are automatically calculated by the application
	Brown	Formula in these cells have been overwritten with user entered data
	Blue	Value cross referenced from information entered elsewhere
	Gray	No input necessary
	White with chevron	Data can be selected from dropdown list
	White with text	Documentation box; manual data entry

There are three ways to enter data in the data entry grids:

1. Manual input into the data entry grids in the application

2. Export and import of data using Excel

3. Export and import of data using .json

XML import is not supported in the reporting tool.

Note that for some rows in the data entry grids, input of data is optional. For example, in Policies and measures:

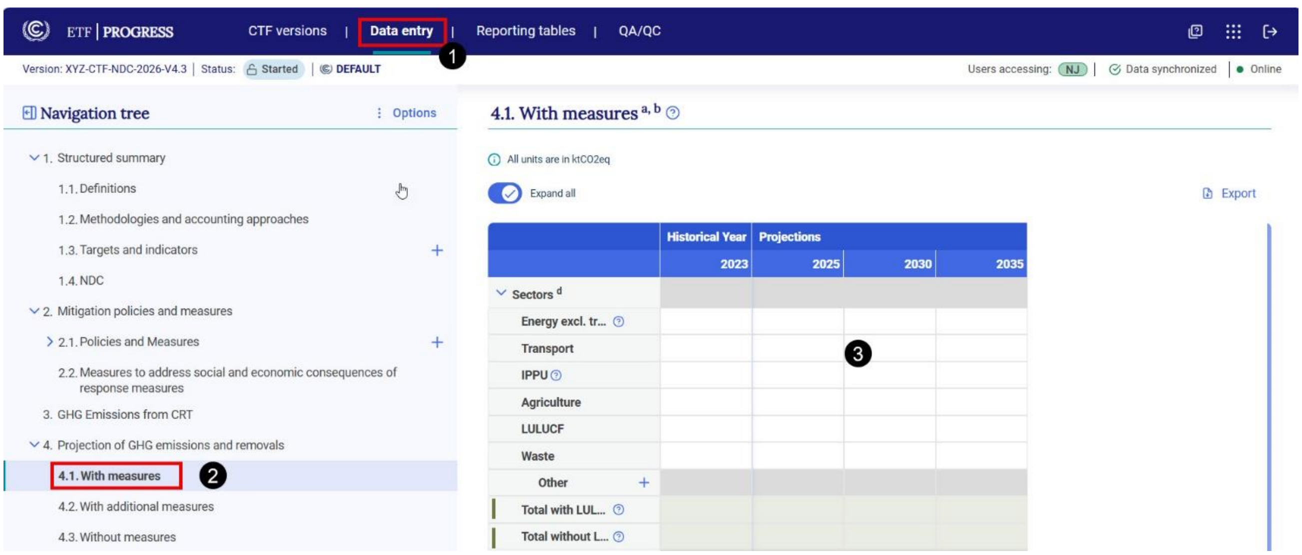
- Party Internal Code (identifier): This is an optional field that Parties might find useful. It will not appear in the reporting tables.
- Included in With Measures projections: This is an optional “Yes” or “No” field
- Additional information description of a policy or measure (cost information, information on non-GHG benefits, interaction with other mitigation actions, whether it influences emissions from international transport and information on how the measure modifies longer-term trends in GHG emissions and removals)

4.2.1 Manual Data Entry

Manual data entry can be done in the respective data entry grid of each element in the navigation tree.

To manually enter data:

1. Go to **Data entry** from the header bar.
2. Select the item of interest from the **Navigation tree;** after clicking, the data entry grid will be displayed in the right-hand window.
3. In the data entry grid, provide the required information in the corresponding white cells. Values in green cells (e.g. Total with LULUCF), are automatically calculated by the tool.



4.2.1.1 Functions to Facilitate Manual Data Entry

The reporting tool contains a number of features to facilitate manual data entry, including copy and paste, drag and drop, and notation key propagation. In all cases, the user may overwrite any propagated/pasted cell.

1. **Copy and paste.** The user may copy/cut and paste data both within a specific data entry grid, across data entry grids, and between Excel and a data entry grid.

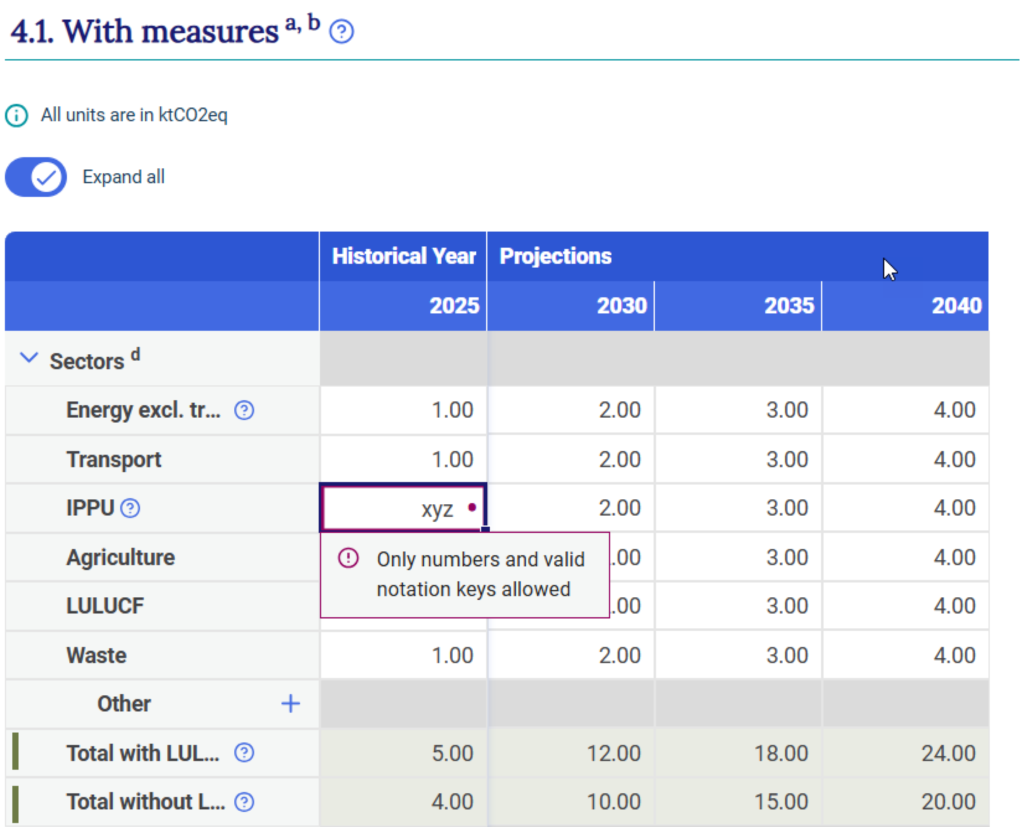
2. **Notation key propagation and drag and drop.** If the user inserts the notation key “FX” into a cell, it can be propagated to the subsequent cells using drag and drop function until the next cell containing data.

4.2.1.2 Validation Rules for Data Entry

There are a number of validation rules embedded in the data entry grids.

- A dot (“.”), not a comma (“,”) must be used to signify a decimal point
- Do not use a comma (“,”) as a thousand separator (e.g. enter 1000 not 1,000). The comma will be automatically displayed by the tool
- The notation keys NA, NE, NO and IE are accepted in cells where numerical values are expected, as appropriate.
- The notation key FX can be used in numerical cells in Projections and Policies and Measures if the appropriate flexibility settings have been selected.

If data entered do not meet the validation criteria, an error message will be displayed and the erroneous data will not be saved (the cell will be outlined in red and a red dot will appear). Clicking on the red dot will provide information on the type of error. Data in an incorrect format will not be saved. See the figure below illustrating incorrect formatting (for the Industry sector for year 2025) while the rest are correct.



	Historical Year	Projections		
	2025	2030	2035	2040
Sectors d				
Energy excl. tr...	1.00	2.00	3.00	4.00
Transport	1.00	2.00	3.00	4.00
IPPU	xyz	2.00	3.00	4.00
Agriculture		.00	3.00	4.00
LULUCF		.00	3.00	4.00
Waste	1.00	2.00	3.00	4.00
Other +				
Total with LUL...	5.00	12.00	18.00	24.00
Total without L...	4.00	10.00	15.00	20.00

4.2.2 Export and Import with Excel

The reporting tool allows for **export and download of data entry grids in Excel format**. The user may then enter, edit and re-import data into the tool. Export and import of data can be done at the grid or sub-grid level, or for the entire CTF.

The import function replaces all existing data in white cells, as well as recalculates data in green cells, where applicable, for the defined set of data imported. Data in green cells are automatically recalculated based on updated data.

Some words of caution when importing a file from Excel:

- The import function will **only work with Excel files exported from the ETF Progress Reporting Tool.**
- The user should **not change the structure of the Excel file <u>(e.g. adding/deleting columns or rows)</u>**. If the structure is changed, the Excel file may not be read by the tool for import, or in some cases (e.g. if a row is deleted in the Excel file), data will not import into the proper location in the data entry grid.

4.2.2.1 Export to Excel

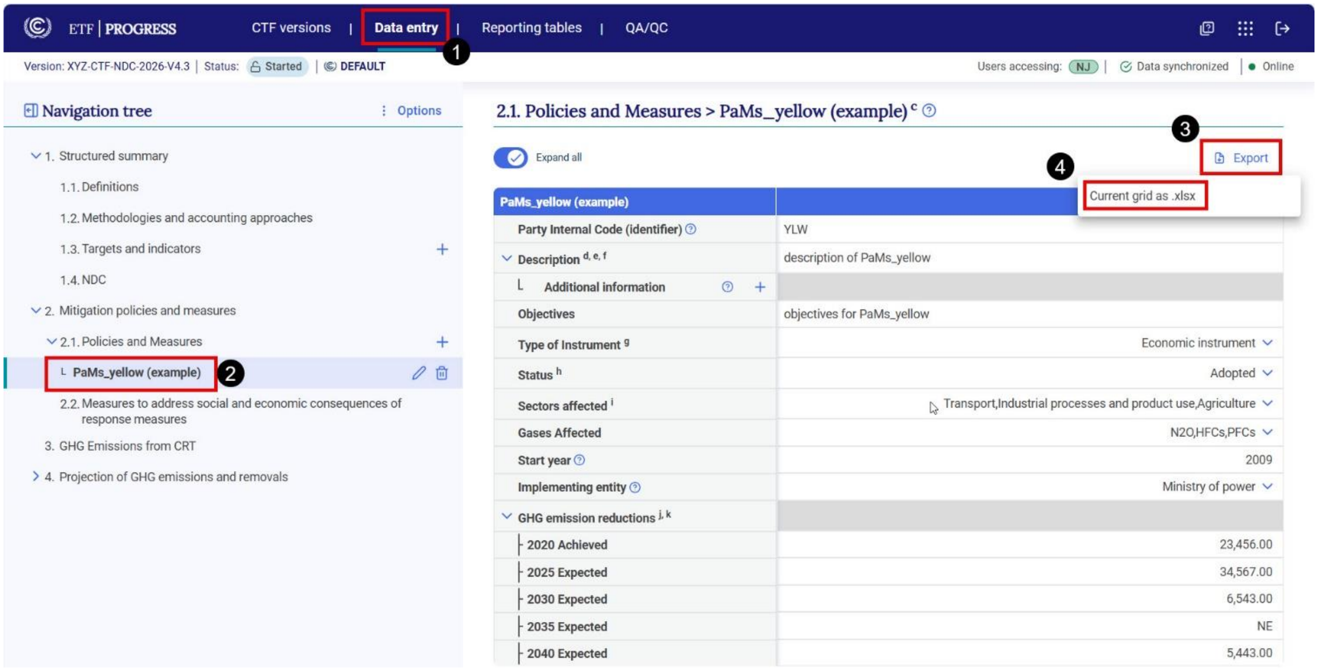
Data can be exported into Excel at various levels, depending on where the user is in the Navigation tree and the selection made (Table 7).

Table 7. Data export into Excel at various levels

If the user selects…	…what will be exported
Current grid	Data will be exported for the currently visible data entry grid
Current grid and its sub-grids	Data will be exported for the currently visible data entry grid, as well as any grids that are under it in the navigation tree.
All data entry grids	Data will be exported for all data entry grids from the Navigation tree.

To export data in Excel for a grid as .xlsx

1. Select **Data entry** from the header bar
2. Navigate to the item of interest in the **Navigation tree**
3. Select **Export** from the upper right-hand side of the data entry window
4. Select **Current grid as .xlsx** to export that single grid



5. This will export to Excel the currently displayed data entry grid. The user can then proceed to enter data in the downloaded Excel file.

   Remember never change the structure of the Excel table. Data should be entered into white cells only, and following the required conventions described in section 4.2.1.2 Validation Rules for Data Entry .

	A	B	C	D	E
1	**TEST**			**XYZ-CTF-NDC-2027-V0.21**	
2	> 4. Projection of GHG emissions and removals > 4.2. With additional measures				
3					
4	**ID**	**Description**		**2025**	**2050**
6	02	Energy excl. Transport		4500	10000
7	03	Transport		3000	7500
8	04	Industry		400	1000
9	05	Agriculture		357	980
10	06	LULUCF		345	730
11	07	Waste		65	98
12	08	Other (specify)			
13	09	Total with LULUCF			
14	10	Total without LULUCF			
15	11	**Gases**			
16	12	CO_2 emissions including net CO_2 from LULUCF		5000	12000
17	13	CO_2 emissions excluding net CO_2 from LULUCF		4800	11000
18	14	CH_4 emissions including CH_4 from LULUCF		300	680
19	15	CH_4 emissions excluding CH_4 from LULUCF		250	580
20	16	N_2O emissions including N_2O from LULUCF		200	430
21	17	N_2O emissions excluding N_2O from LULUCF		100	280
22	18	HFCs		10	50
23	19	PFCs		5	25
24	20	SF_6		1	5
25	21	NF_3		1	3
26	22	Other (specify)			
27	23	Total with LULUCF			
28	24	Total without LULUCF			

To export data in Excel for a sub-grid or for a grid and its sub-grids as .xlsx

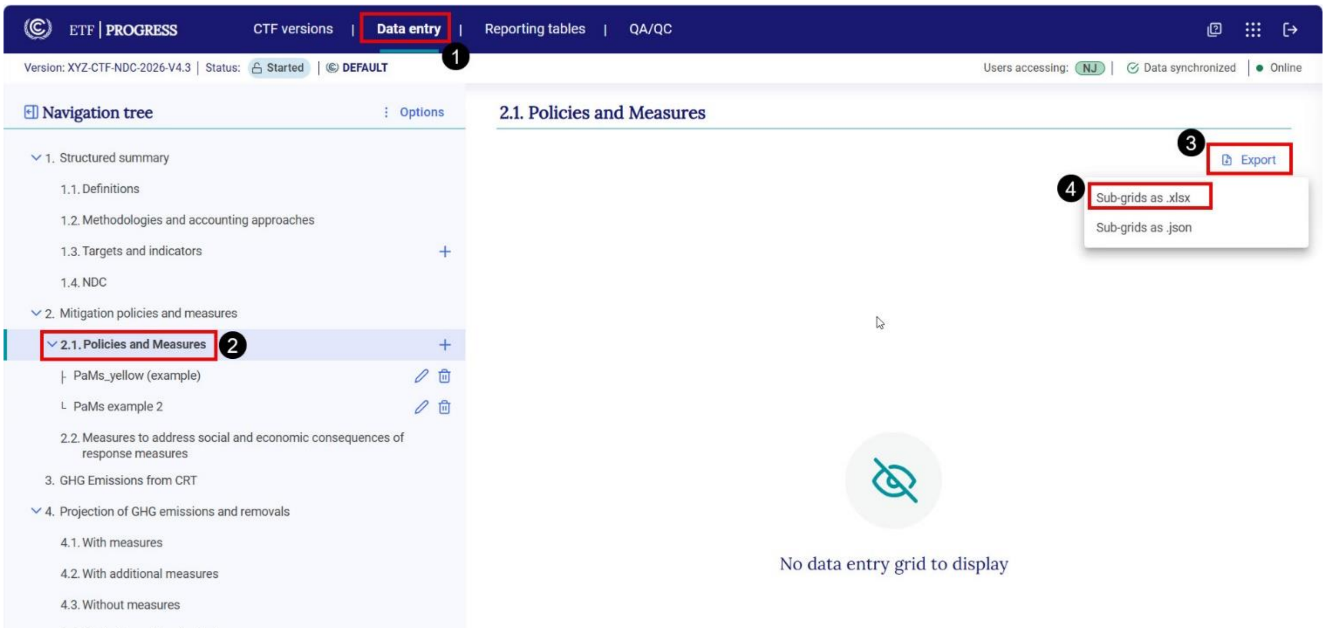
1. Select **Data entry** from the header bar.

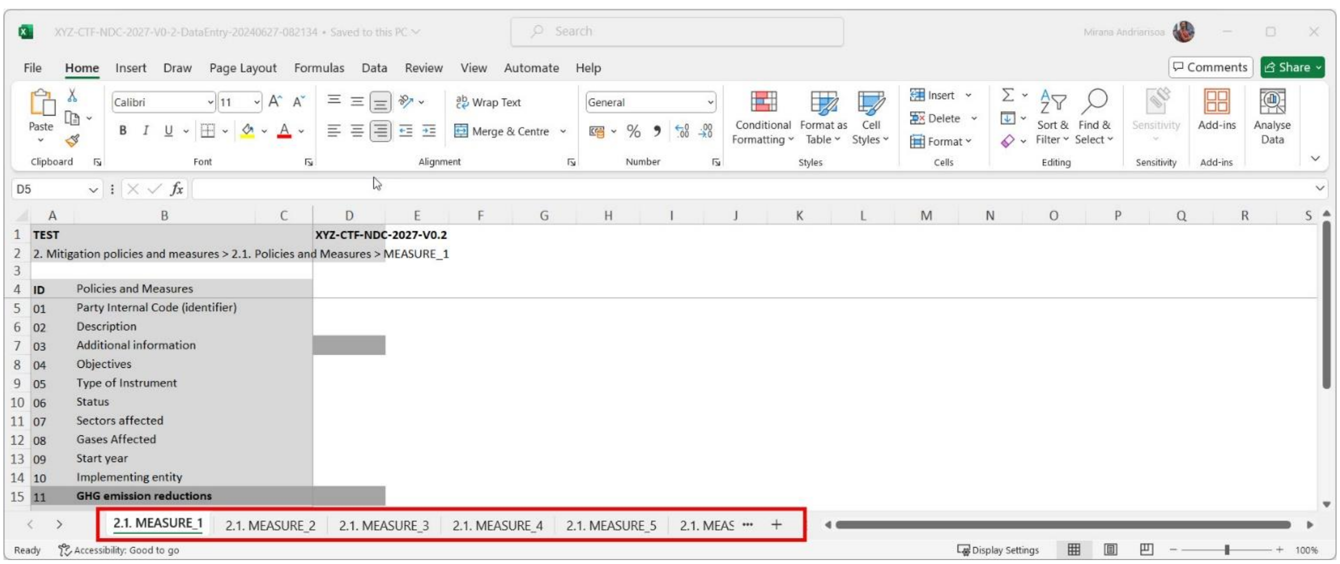
2. Navigate to the item of interest in the **Navigation tree.**

3. Select **Export** from the upper right-hand side of the data entry window.

4. Select **Sub-grid as .xlsx or Current grid and its sub-grids as .xlsx** (see illustration above for export of current grid).

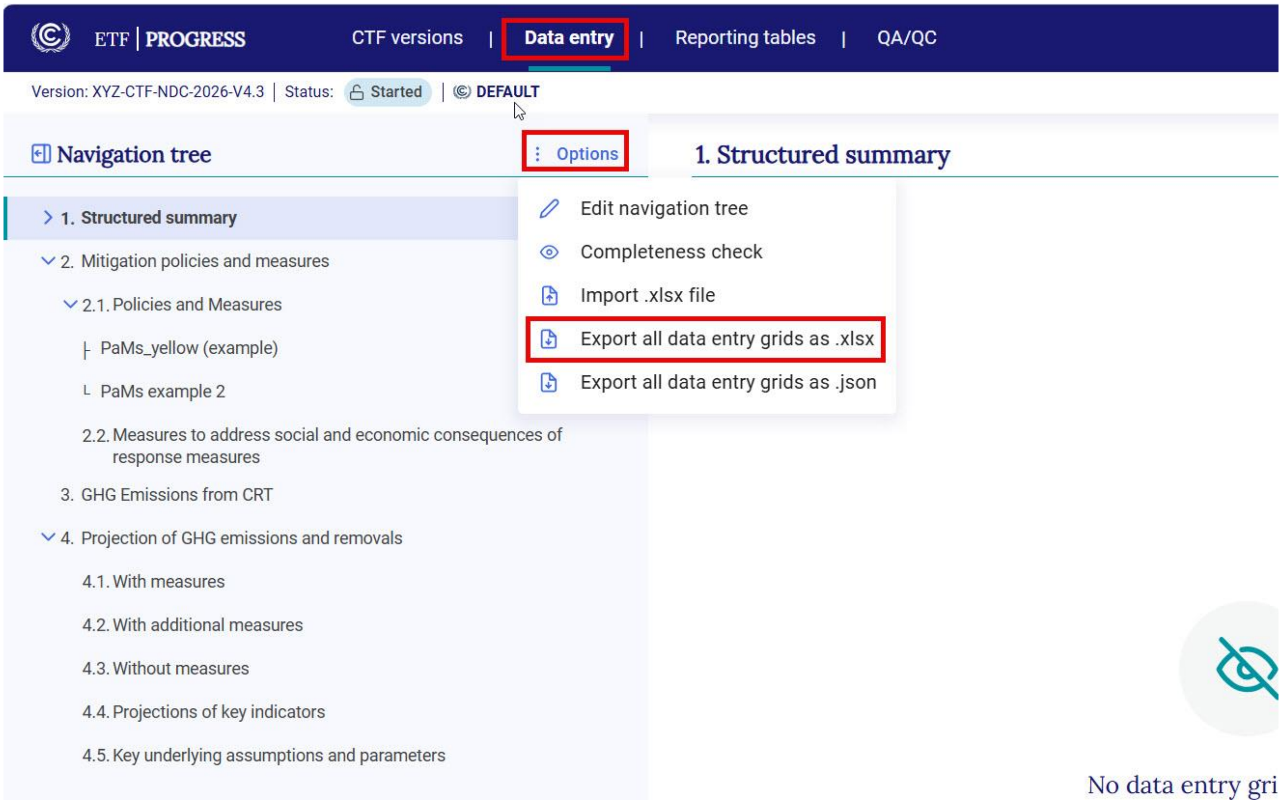
Note that the option to export **Sub-grids** or **Current grid and its sub-grids as .xlsx,** will only be available for selections that have grids under it in the navigation tree.





To export all data entry grids as .xlsx (i.e for the entire CTF version)

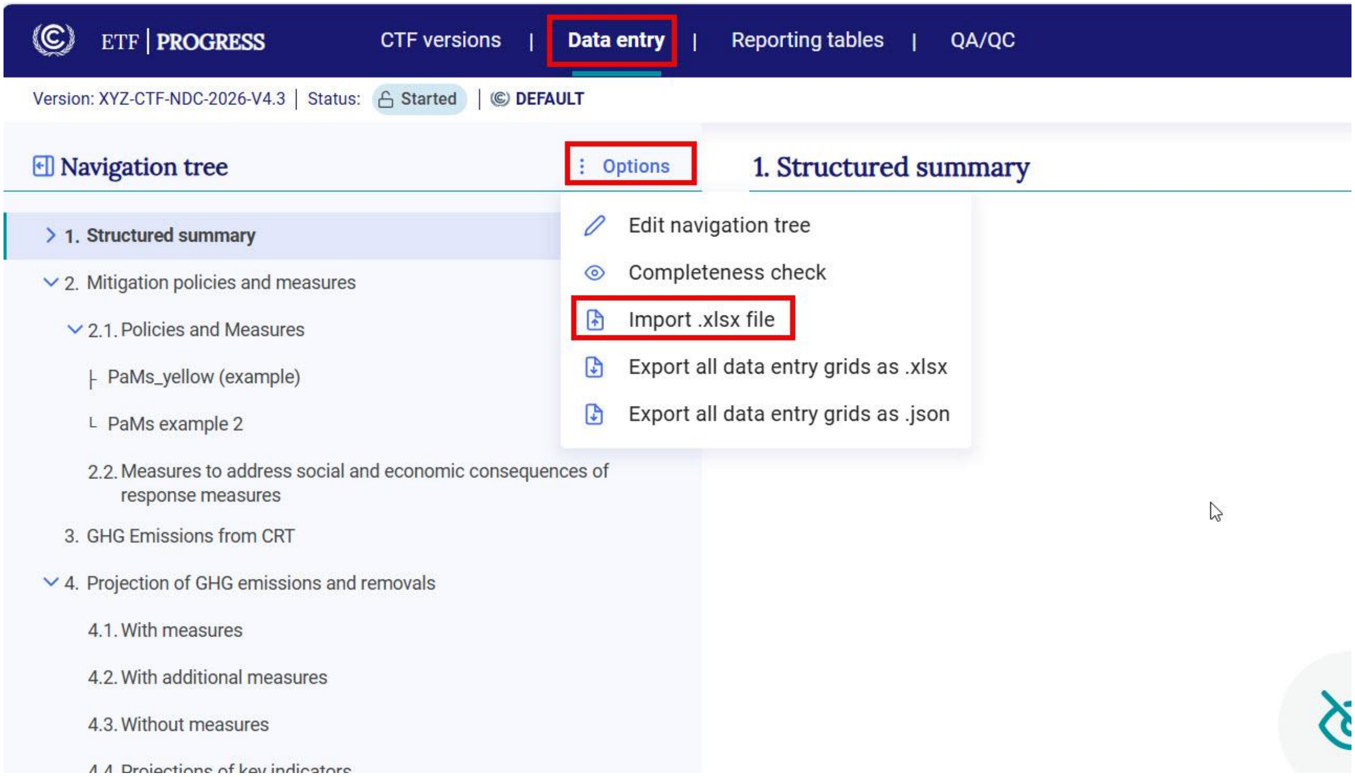
1. Select **Data entry** from the header bar**.**
2. Select **Options** from the upper right-hand side of the **Navigation tree**
3. Select **Export all data entry grids as .xlsx**



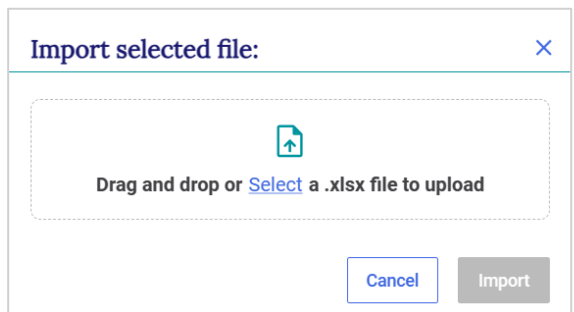
4.2.2.2 Import through Excel

To use Excel for data entry, first ensure the Excel file for import was first exported from the reporting tool, as described in the previous section, before adding or editing data, then:

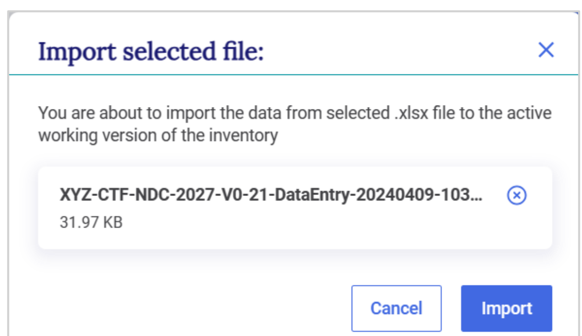
1. Go to **Data entry**
2. Select **Options** from the **Navigation tree** menu
3. From the Option menu, select **Import .xlsx file**



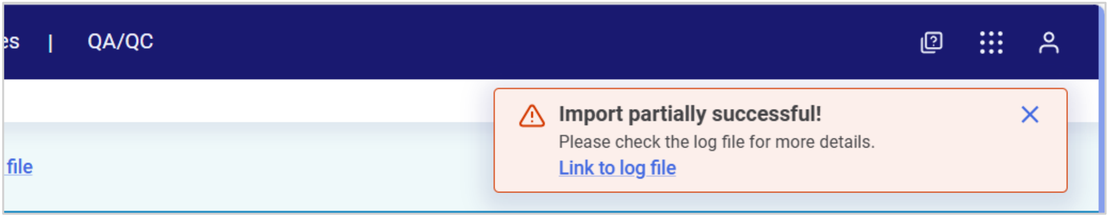
4. **Select the appropriate file** from the user's computer or drag and drop.



5. Select **Import.**

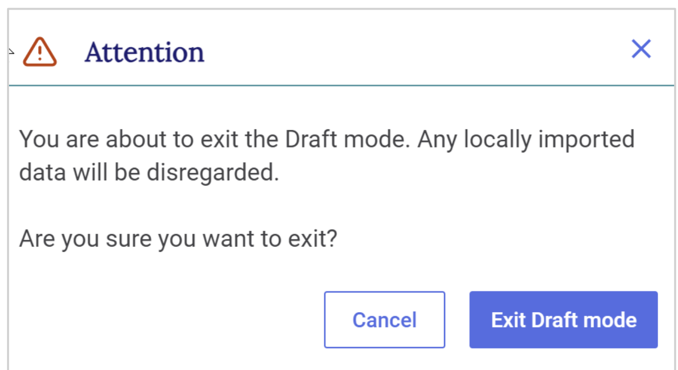


6. Import may be **successful** (information in the Excel file imported, without issue), **partially successful** (the Excel file imported, but some values may be missing, e.g. if a cell does not meet the validation criteria) or **fail** (file did not import). The user can download the import log by clicking on **Link to the log file**. The import log will indicate those values that were successfully changed upon import, and where specific values did not successfully import (for example because data entry was not consistent with the validation rules). If an import fails, the user should ensure the file was first exported using the steps described above.



7. Upon import and after closing the alert illustrated above, the data entry grid will appear. A banner appears just below the **Sub-header bar** indicating the file is in **Preview mode** and **data sync paused.** This allows the user to preview the new data. Imported data are not fully saved and synchronized with the online mode until the user selects **Save.**

Selecting **Cancel** will revert to the data prior to import; the most recent import will be disregarded.



4.2.3 Export and Import of a .json File

In addition to use of Excel, data exchange may happen with the use of a .json file. The system will ensure adherence with system requirements by validating the .json file on import (see section 3.2 Upload a file). For technical information on the file structure, refer to https://unfccc.int/etf-reporting-tools-help#Technical.

4.2.3.1 Export of a .json File

Export of .json is possible for a grid or all data entry grids at once.

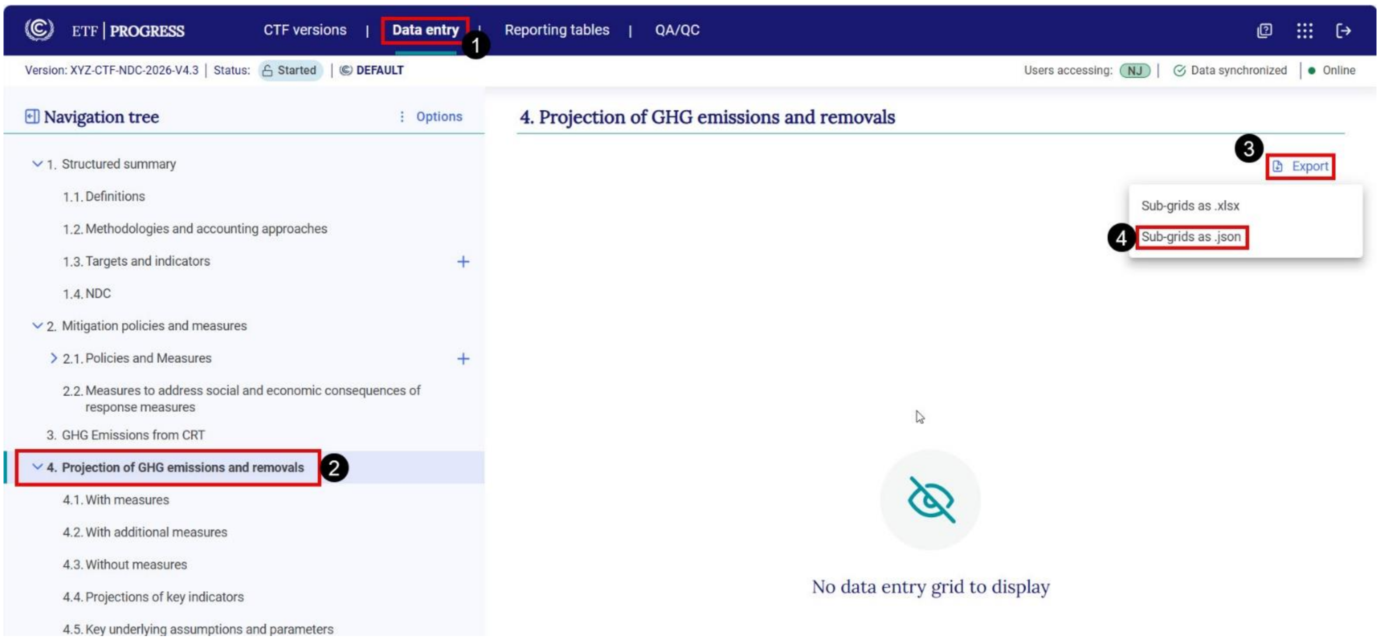
To export a .json file for specific data entry grids:

1. Select **Data entry** from the header bar.

2. Navigate to an item in the **Navigation tree.**

3. Select **Export** from the upper right-hand side of the **Data entry grid.**

4. Select **Sub-grids** or **Current grid and its sub-grids as .json.**



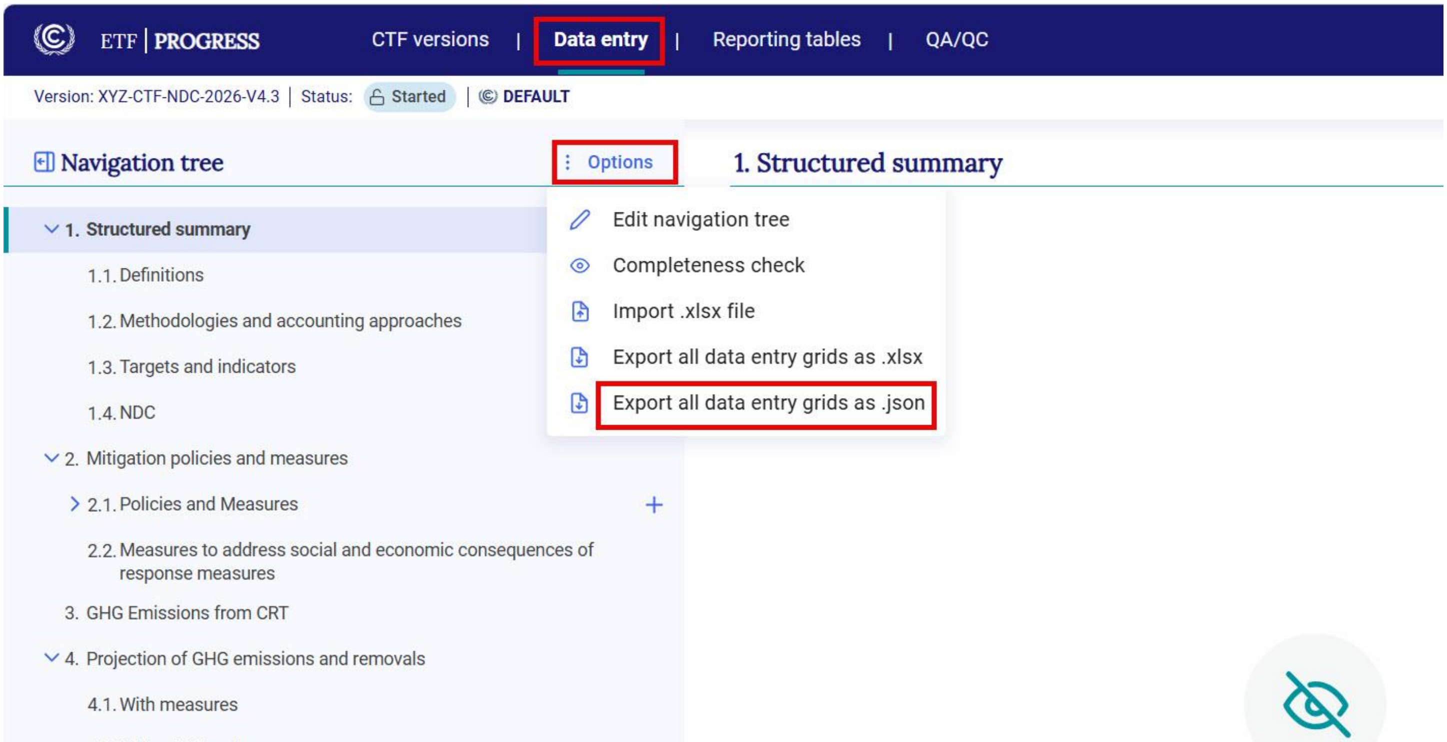
The user can also export all data entry grids in .json format as follows:

1. Select **Data entry** from the header bar.

2. Navigate to any category in the **Navigation tree.**

3. Select **Options** from the upper right-hand side of the **Navigation tree.**

4. Select **Export all data entry grids as .json.**

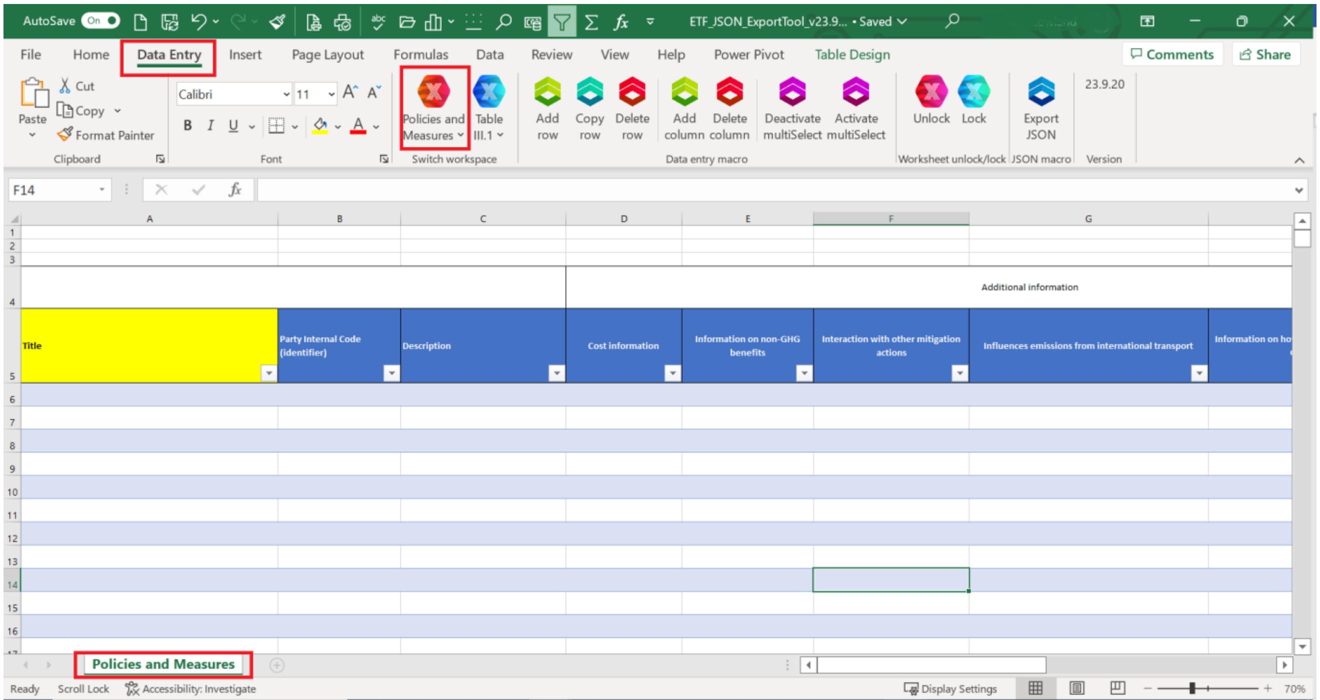


4.2.3.2 Import of a .json file created in the Excel Bulk Data tool

An **Excel Bulk Data tool** is available to the Parties to facilitate the reporting of Policies and Measures information. This tool includes the required information for the CTF reporting table, allowing users to copy Policies and Measures information from their national systems into a single Excel worksheet. The data can then be exported as a .json file and imported into the reporting tool.

The **Bulk Data** tool is available for download under the technical documentation section on the ETF reporting tools help page.

Below is an illustration of the **Bulk Data tool**. Under the Data Entry menu, choose the workspace NDC. This will display the "Policies and Measures" tab, where users can insert all their mitigation measures, using one row for each measure.

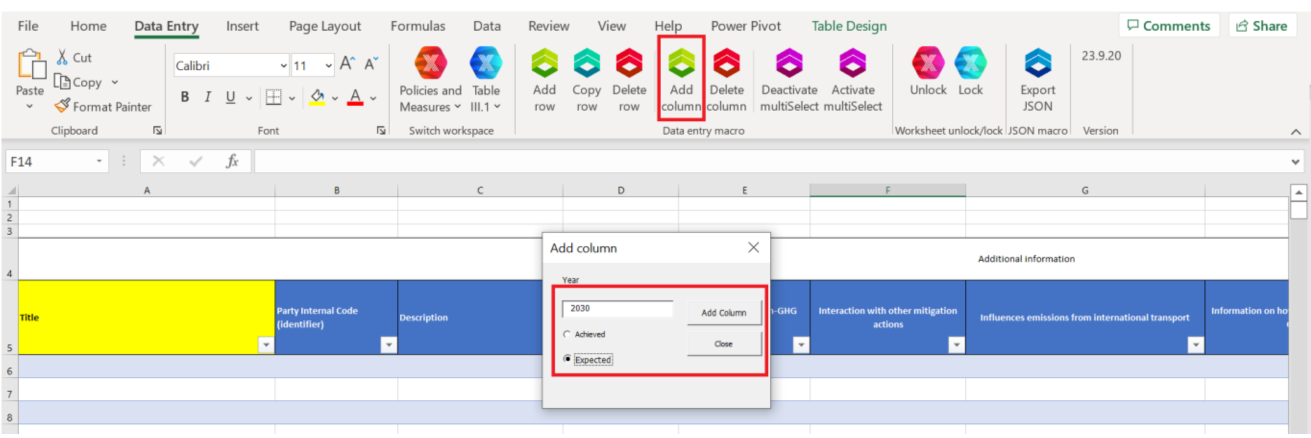


Configuring columns:

Before entering data, the correct configuration of columns for estimated GHG emissions reductions achieved or expected should be made. All other columns in the worksheet are fixed and connot be changed. The user can add or delete columns for the years for which estimated GHG emissions reductions achieved or expected will be reported. These columns **must** match the selections in the version settings in the NDC progress reporting tool for the import to complete successfully.

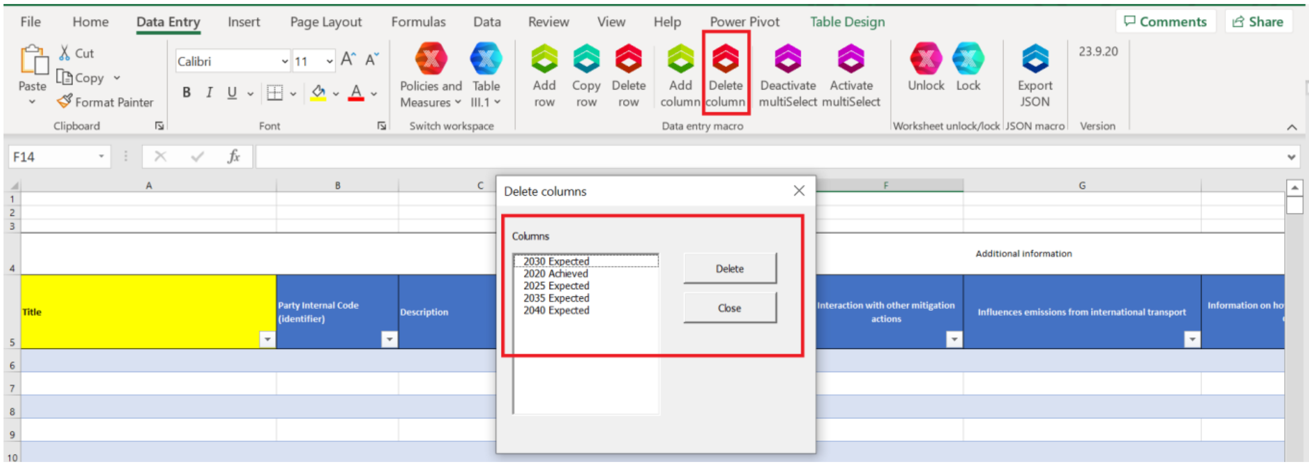
To add columns:

1. Go to data entry tab and select add column
2. Enter the year for the GHG emissions reduction and specify whether it is achieved or expected and select Add column
3. The new column will be added at the end.



To delete columns:

1. Go to data entry tab and select **Delete column**
2. Select the name of the column to be deleted and select **Delete**



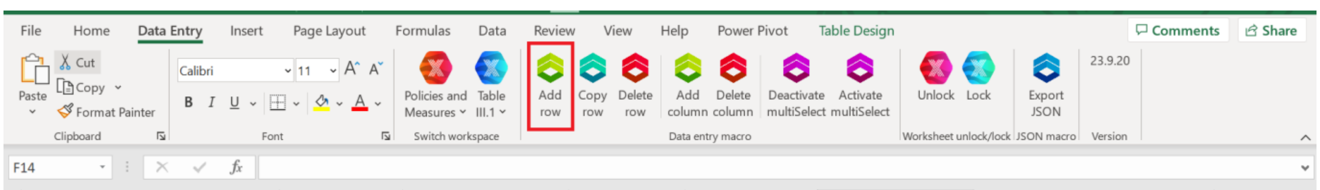
Please note that it is not possible to copy columns. It is also not possible to add or delete any columns except the ones for GHG emissions reduction achieved or expected.

Adding rows:

The user can add, copy or delete rows. Note that the tool comes by default with 1000 rows. Empty rows will be ignored during the .json file generation and do not need to be deleted. Only if more than 1000 rows are needed the following functions can be used.

To add row(s):

1. Go to Data entry and select a cell in the row under which the user wants to add row
2. Select Add row under data entry tab.
3. Indicate the numbers of rows to be added and click OK
4. New row(s) will be added accordingly.



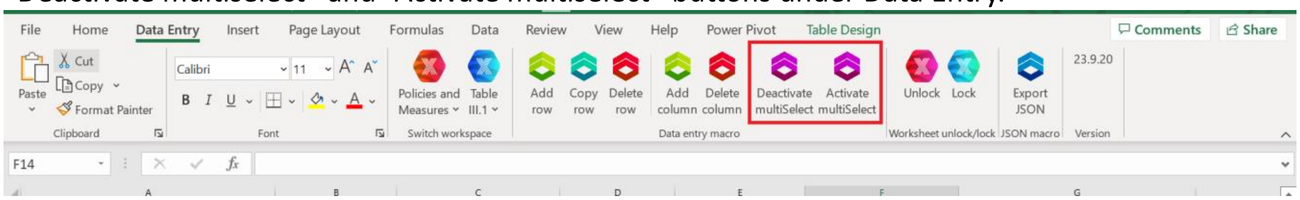
To copy row(s):

1. Go to Data entry and select the row to be copied
2. Select Copy row under data entry tab.
3. Indicate the numbers of copies to make

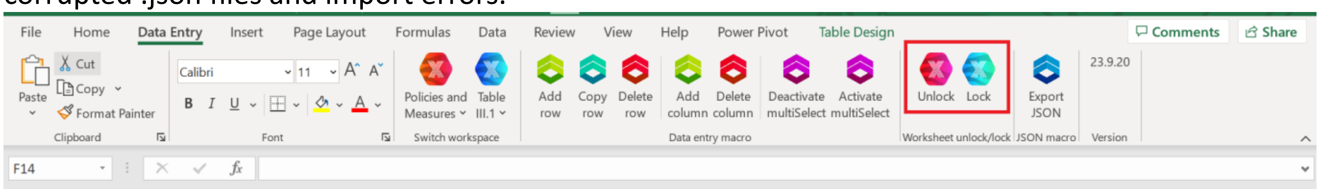
The row will be copied as per the numbers of copies specified.

Entering data:
After the correct number of columns and rows has been created, the user can copy and paste data from another Excel file into this tool. **Always use the "paste values" function, not standard paste.** Only data within the rows and columns created will be exported. The first column contains the measure name, which must be unique. The use of accented characters in measure names will cause import errors. The tool will highlight duplicate measure names in pink and those with accented characters in red. These should be changed before generating the json file. The tool will generate an error message during the .json file generation if duplicate names are detected. Information about each mitigation measure, such as description and other details, can be filled in the subsequent columns.

Multiselect lists:
For columns that have dropdown lists in the NDC Progress reporting tool, the tool has multiselect lists. These can be populated with the terms for that field and then selected from the list when populating the Excel file with data. This functionality can be switched off and on using the "Deactivate multiselect" and "Activate multiselect" buttons under Data Entry.



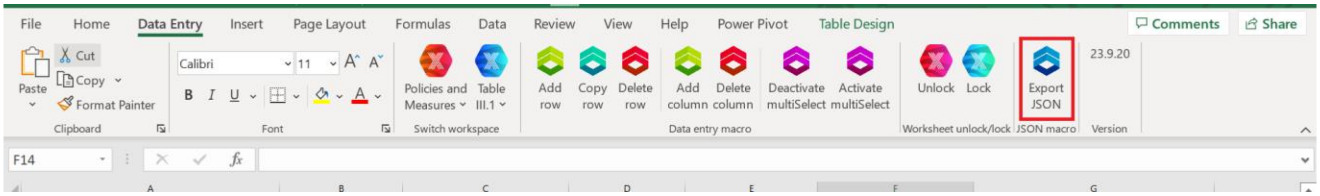
Worksheet lock:
The worksheet can be temporarily unlocked for the purpose of adjusting column and row sizes using the "Unlock" button. The "Lock" button should be used immediately after the adjustments are made. Any other changes made while the worksheet is unlocked, such as deleting columns, can lead to corrupted .json files and import errors.



Exporting .json file:
When done entering data into the tool, the user can export it as a .json file.
To export from the tool as a .json:

1. Select Export JSON
2. Provide your country 3 letters ISO code
3. Provide the submission year
4. Save the file in a location on your computer

This saved .json file can be later imported in the reporting tool as explained in the next section. Note that if after importing the data into the reporting tool, a new json file is generated from the same data and then imported into the reporting tool, it will create duplicate entries. If necessary, use the "Delete all elements" function described under section 4.1.4 to first remove all existing data before importing the new json file.



4.2.3.3 Import of a .json File

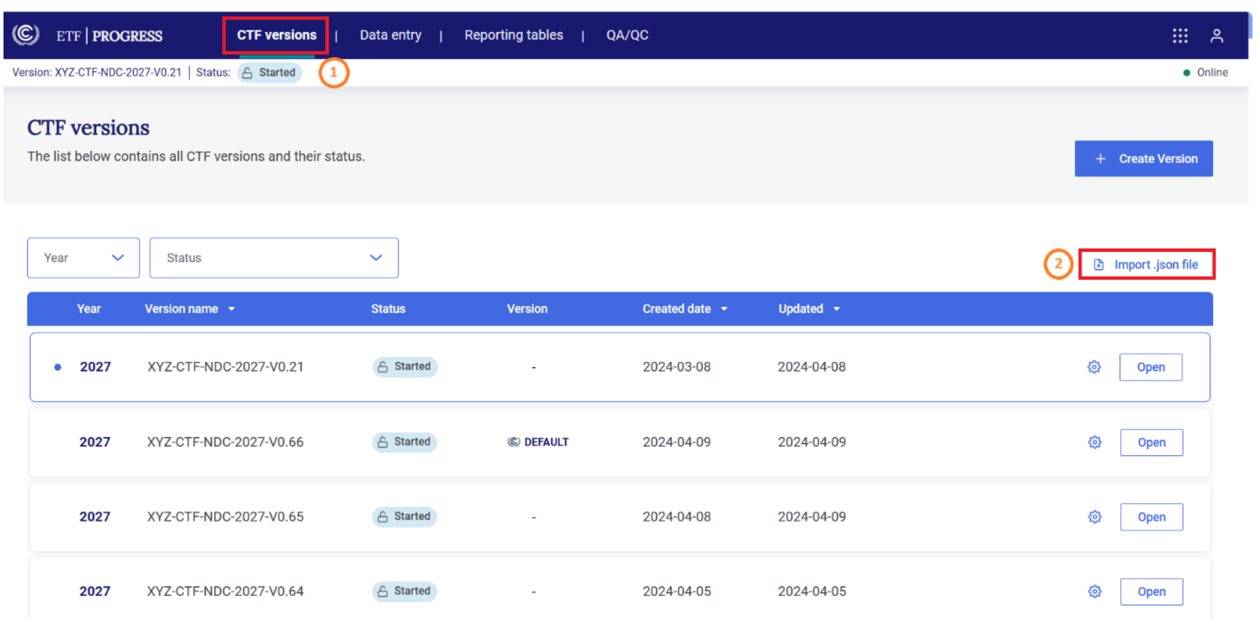
This section refers to how to import a .json file into an existing CTF version. To learn how to **create a version of the CTF** from a .json file refer to section 3.2. Upload a File .

Be aware that the imported .json file will overwrite any data entered in the corresponding data entry grid(s), and recalculate values in cells with formulas **for all cells that are contained in both the existing CTF version and the .json file.**

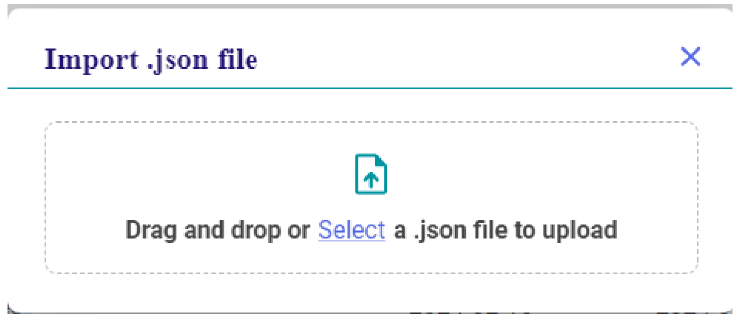
To import a .json file into an existing CTF version:

1. From the header bar, select **CTF versions**

2. Select **import .json file**.



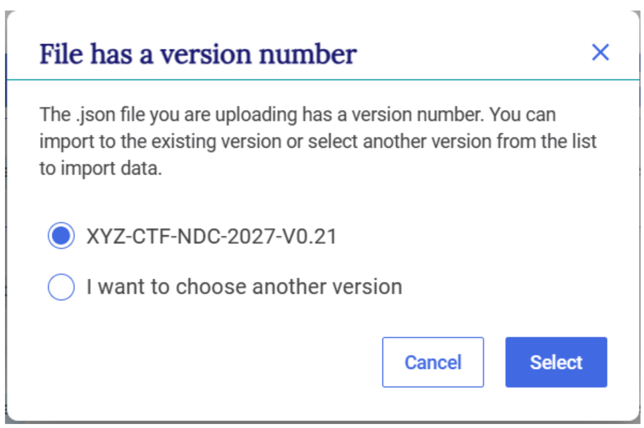
3. Either **drag and drop the .json file** of interest from the computer, or **Select** a file to upload



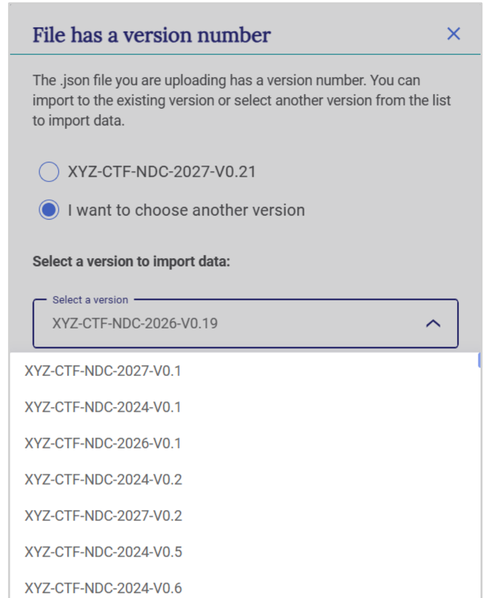
4. **The user will be prompted to indicate into which CTF version they would like to import the .json file.** There are two possibilities:
   - **The .json file does not have a version number** associated with it (e.g. it was created from a national system or the bulk data tool)
   - **The .json file is already associated with a version number** (i.e. it was exported from a CTF version in the reporting tool)

If the .json file does not have a version number associated with it, the user will be asked to select from the dropdown list the CTF version to which the .json file needs to be uploaded. By default, the version selected will be the most recently accessed version.

If the .json file to be imported originated from a previously exported .json file of an existing CTF version in the **ETF progress reporting tool** (see section 4.2.3.1 Export of a .json File) the tool will alert the user that the .json file is already associated with a CTF version and will ask if the user would like to import the .json file into that CTF version, or choose another version.



To choose another version, select from the dropdown list and click **Select.**



5. The reporting tool will **validate the .json file** to be imported, amending it (if needed) to meet system requirements. The user will be presented with two files for download, the validated JSON file and a log noting any amendments made (e.g. data skipped) and reasons therefore. After reviewing the log, the user can either **Cancel** the upload, or **Continue importing .json file**.

6. The user may receive an alert that there are errors and some data may not import, and be asked if they would like to continue. The user may review the log file and decide whether to **Cancel** or **Continue.**

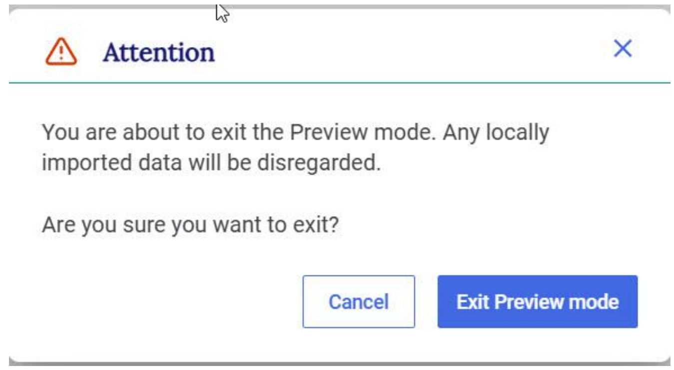
Import may be **successful** (information in the .json file imported, without issue), **partially successful** (the .json file will import, but some values may be missing, e.g. if a cell does not meet the validation criteria) or **fail** (file did not import). The user can download the import log by clicking on **Link to the log file**. If import fails, the user may try again to import an appropriate file. See Table 8 for possible error messages in the log file.

Table 8. Example Alerts upon .json Import

Alert	Meaning
It's a calculated variable	The .json file contains data for a cell that is calculated by the reporting tool. These data are not imported.
Saved value	This value successfully imported.
Reason is Only positive excluding 0.	The .json contains a value for this UID that does not meet the requirements of the reporting tool. In this case, imported data included a negative value or 0, and could not be imported because the cell only accepts positive values
Reason is Only values from variable drop down.	The reporting tool only accepts pre-defined values/text for this cell and the .json does not meet these specifications.

After import, the data entry grid will appear. A banner will appear just below the **Sub-header bar** indicating **Preview mode.** This allows the user to preview the new data. Imported data are not fully saved and synchronized with the online mode until the user selects **Save.**

Selecting **Cancel** will revert to the data prior to import; the most recent import will be disregarded.

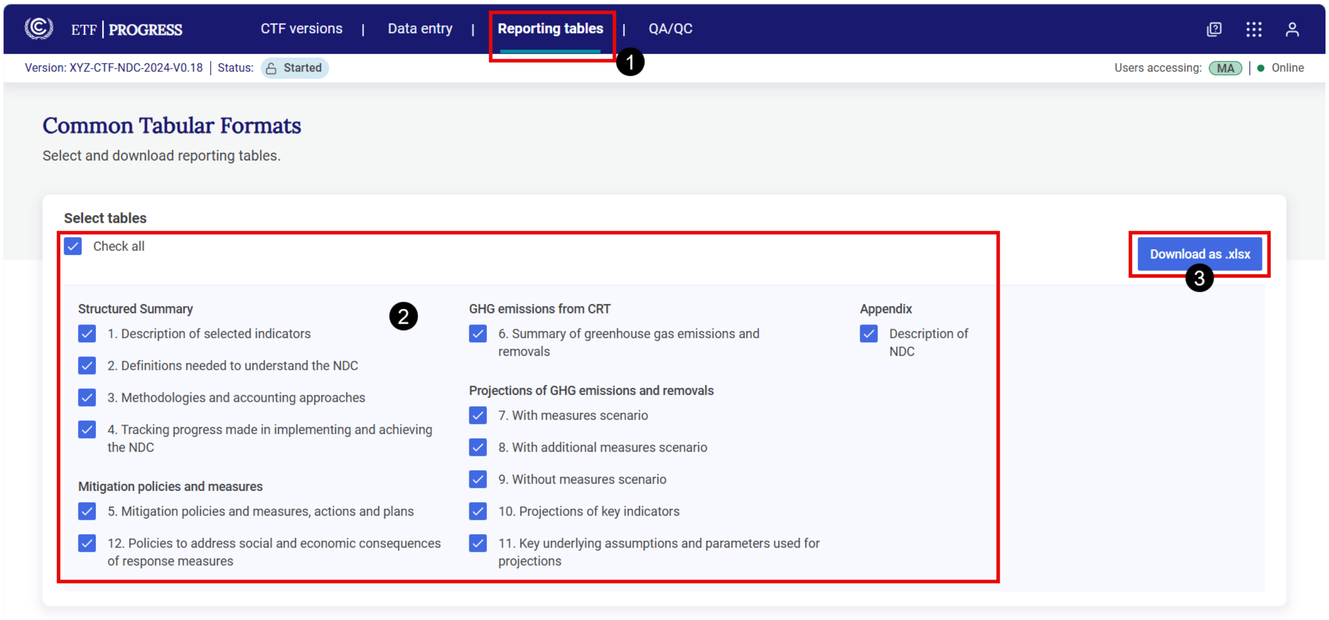


4.3 Generate Common Tabular Formats

The user may generate a single or multiple reporting tables, or the entire CTF. The reporting tables will be generated in Excel following the format and structure of the agreed tables annexed to decision 5/CMA.3. These files may be saved, archived, published or used for QA/QC and other national purposes, but cannot be used for subsequent import into the reporting tool.

To generate the Common Tabular formats

1. Select **Reporting tables** from the header bar
2. A list of all the available tables will appear. **Select the specific table(s)** to be generated. To generate all the tables, select "Check all"
3. Select **Download as .xlsx.**

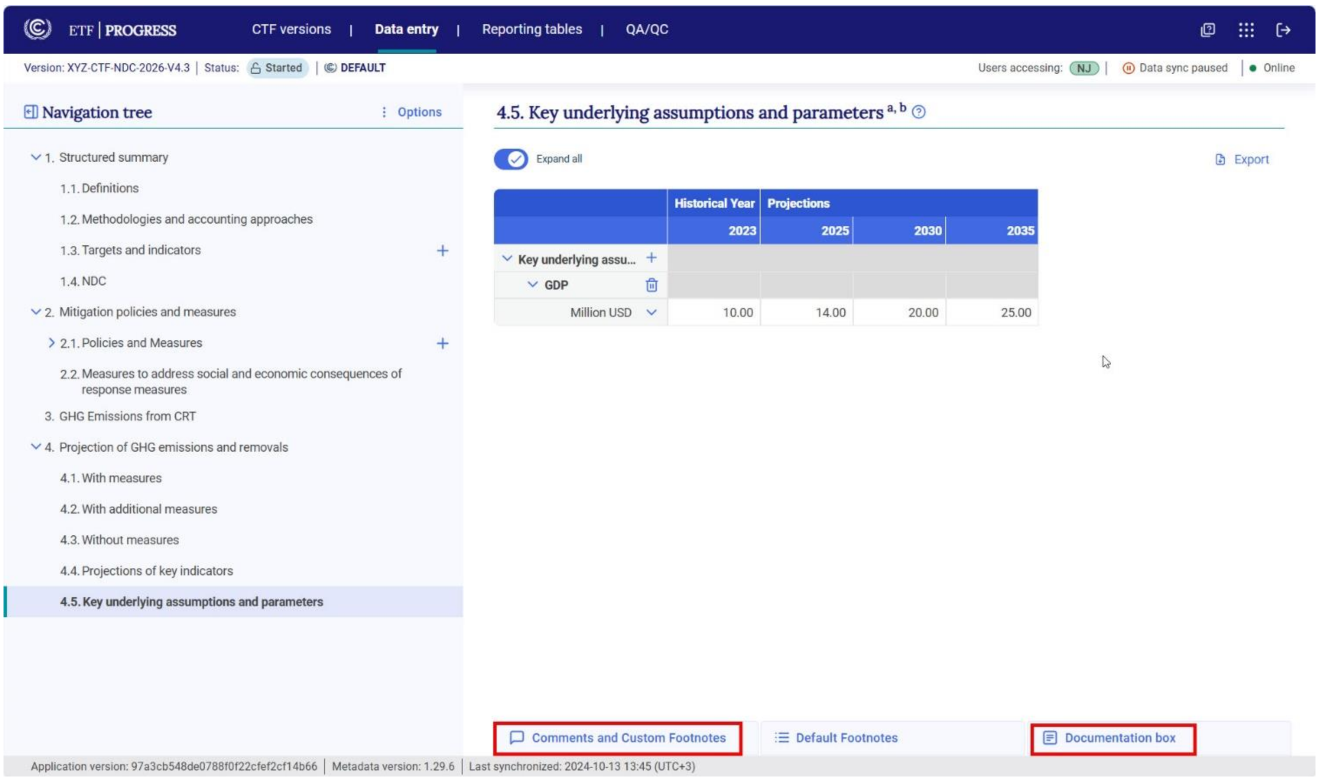


The downloaded tables will be in one Excel file where each table will be in a separate worksheet. Note that it is not possible to fill this generated Excel file and upload it back in the reporting tool.

4.4 Documentation box, Cell comments and Custom Footnotes

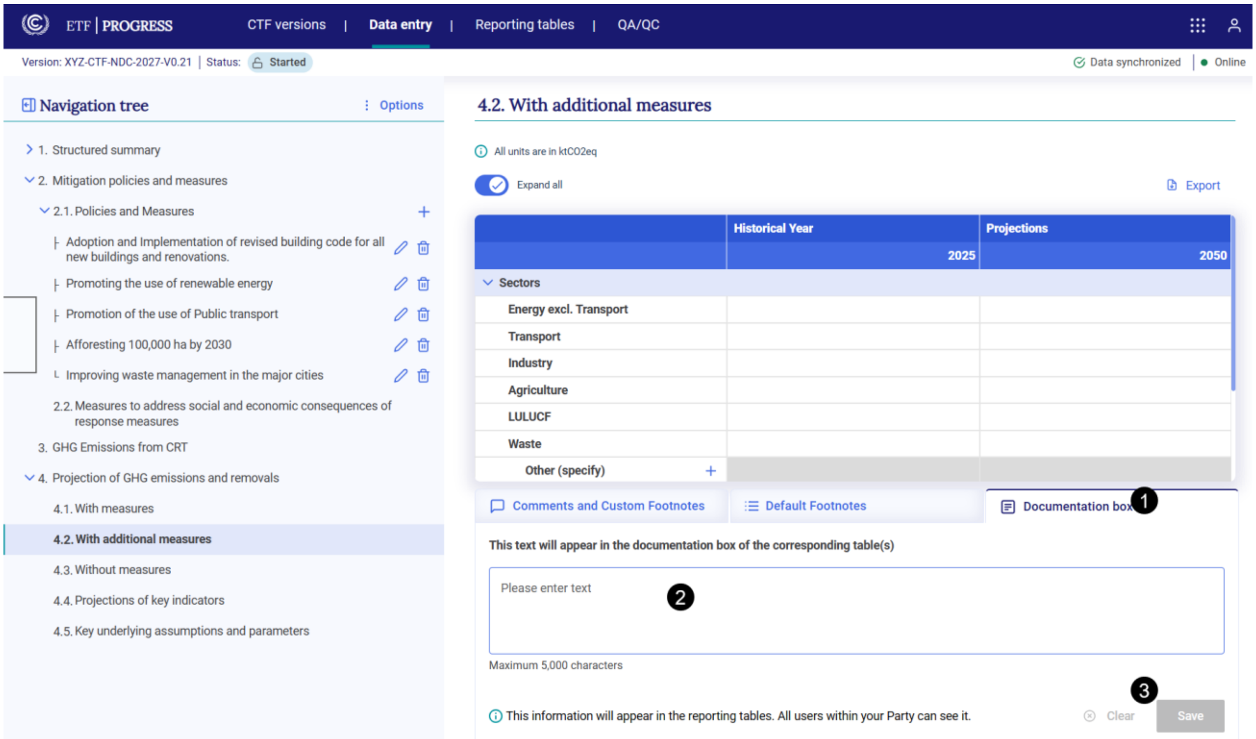
There are two primary places in the data entry grids for the user to provide narrative information to further explain the reporting: the **Comments and customs footnotes** field, and the **Documentation box.** These are located at the bottom of all data entry grids.

In the comments field, the user can create cell comments for himself/herself and other users, while the custom footnotes field generates footnotes that will appear in the reporting tables.



4.4.1 Documentation Box

Many data entry grids include a documentation box. Information entered in the documentation box will transfer to the documentation box in the corresponding reporting table. The documentation boxes, which correspond to each reporting table, can be used for information that is not appropriate for a custom footnote. Below are the steps to enter information in the documentation box.



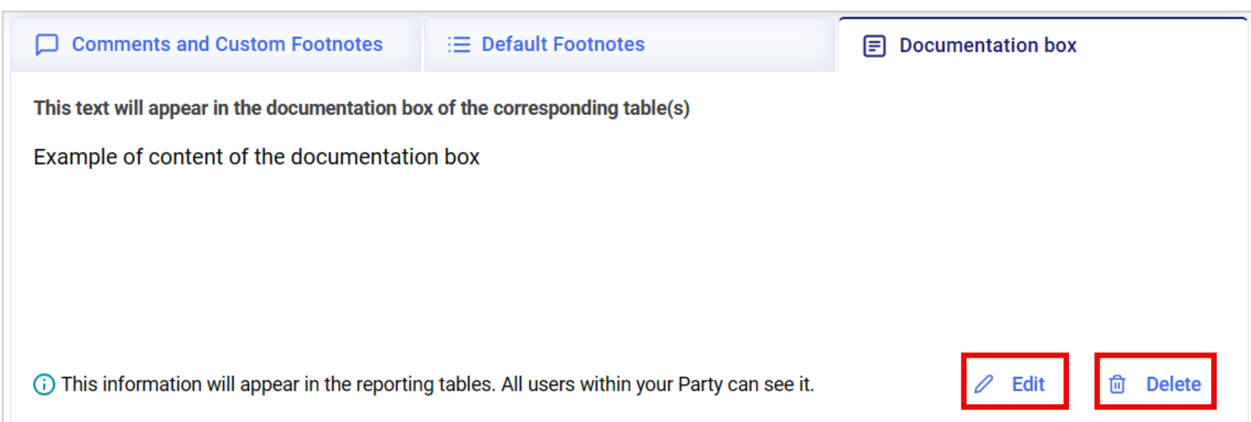
To <u>add</u> information to the documentation box

In **Data Entry** of the header bar, navigate to the relevant item and:

1. At the bottom of the data entry grid, select **Documentation box**
2. **Select Add information** and enter the documentation, noting that there is a limit of 5,000 characters
3. Select **Save**

To <u>edit or delete</u> information in the documentation box

1. At the bottom of the data entry grid, select **Documentation box**
2. Select **Edit** or **Delete**



3. If **Edit** is selected, the user will be able to make changes to the text and then select **Save.**
4. Click on **Documentation box** again, or anywhere in the data entry grid, to hide the documentation box section.

4.4.2 Comments and Custom Footnotes

Cell comments are applicable only to white-colored cells (those cells where data entry is possible). There are three types of cell comments; as explained in Table 9 below.

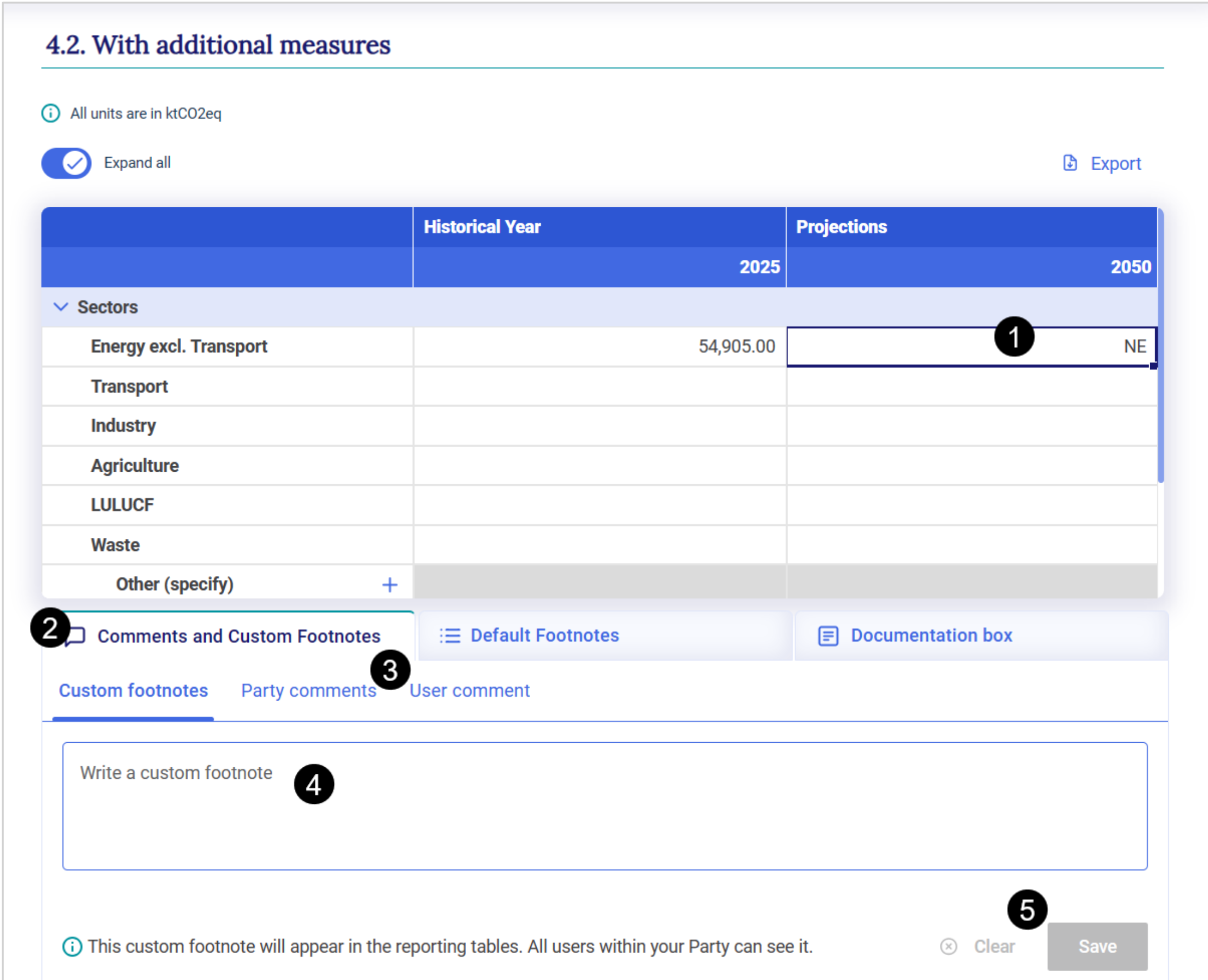
Table 9. Types of cell comments

Type of cell comment	Description
Custom footnotes	These footnotes will appear in the reporting tables.
Party comment	A comment entered by a user which they would like to share with the other users within his/her Party. These comments will not be reflected in the reporting tables.
User comment	A comment entered by a user that is visible only to that user. A user can put reminders for himself/herself here. These comments will not appear in the reporting tables.

To **add** any type of cell comment or custom footnote:

To **add** any type of cell comment, in **Data Entry** of the header bar, navigate to the relevant item:

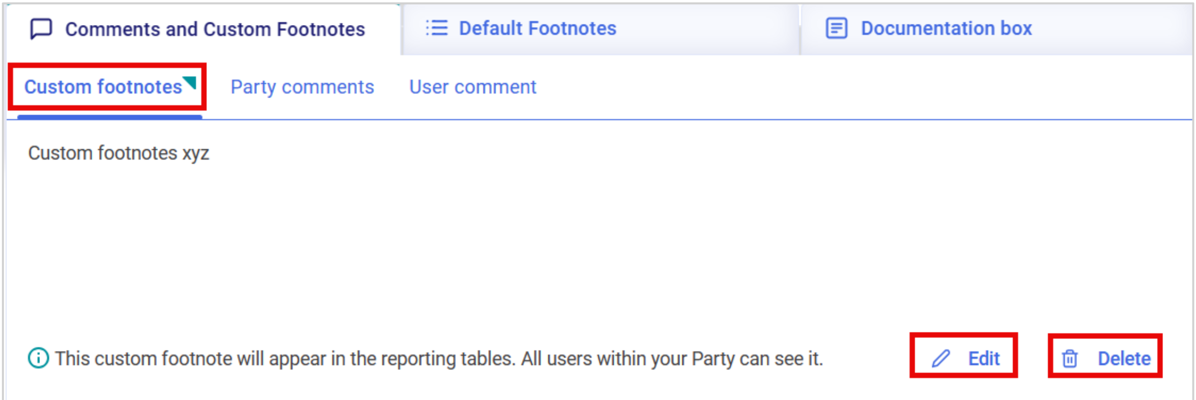
1. Select **the cell** in which a comment is to be made
2. Select **Comments and Custom Footnotes** in the lower left-hand side of the screen
3. Select the **type of comment** to be made.
4. There is a slight difference in how to enter the 3 types of comments:
    - For Custom footnotes, select **Add custom footnote, then** add the text.
    - For Party comments, select **Add comment**, then add the text.
    - For User comment, add the text in the box.
5. Select **Save**
6. Click on **Comments** again, or anywhere in the data entry grid, to hide the comments section.



All cells which contain a cell comment will be indicated by a green triangle in the upper-right hand corner of the cell. Similarly, the comment fields include a green triangle indicating the type of comment added.
To modify any text, navigate to the relevant category, change the cell comment, and select **Save.**

To **edit** or **delete** any type of cell comment or custom footnote:

1. Select **the cell** for which the user would like to edit or delete the cell comment (all cells containing cell comments will include a green triangle)
2. Select the type of comment the user would like to delete (the user can see in figure below the green triangle indicating where comments have been inserted:
    - For Custom footnotes: Select **Edit** or **Delete**.
    - For Party comments: look for the Party comment to be modified or deleted, then click on the **pencil icon** to edit or the **trash bin** icon to delete.
    - For the User comment: either make the changes directly in the box or delete the text in the box
3. Select **Edit** or **Delete. For Party comments, click on**



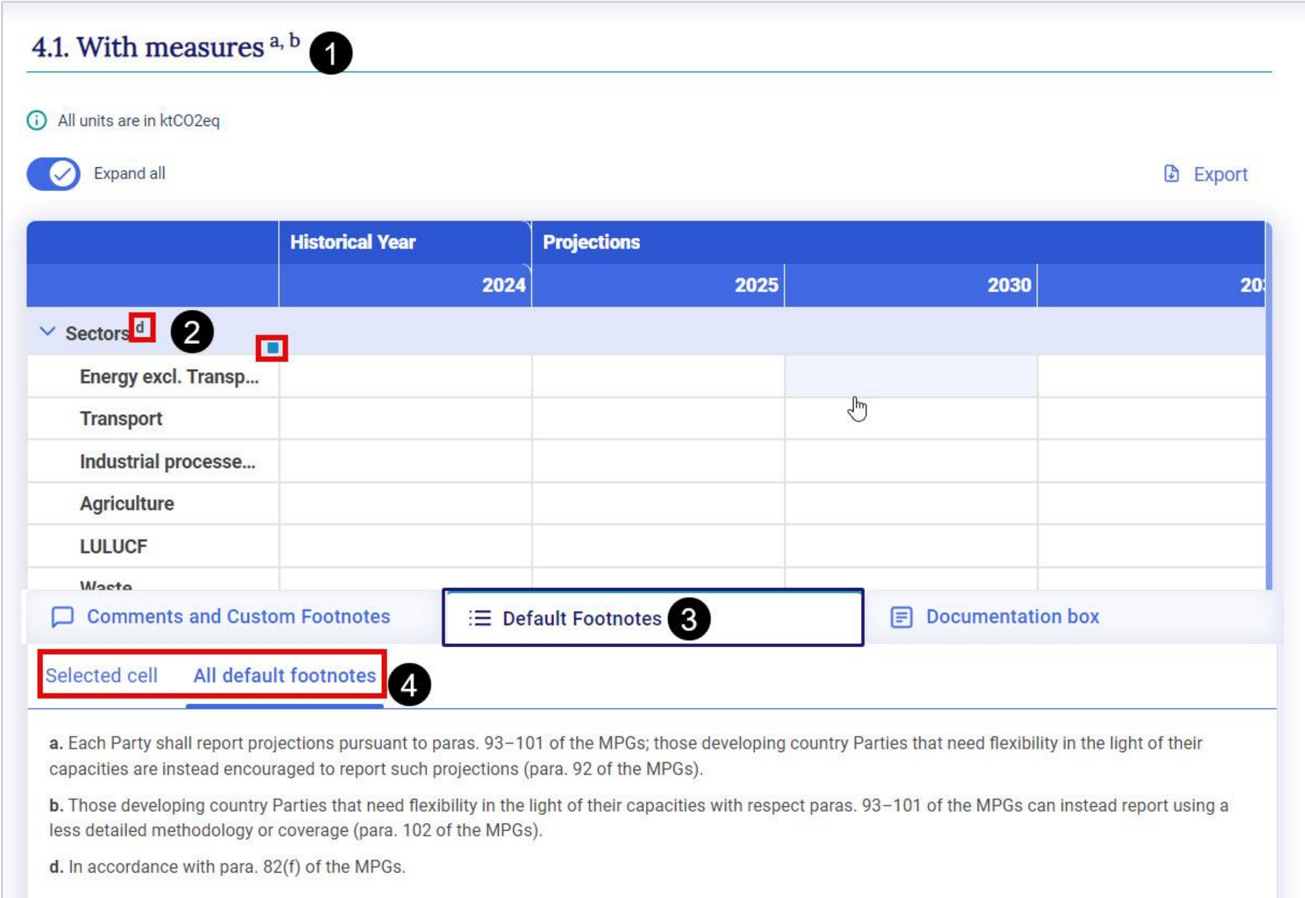
4.5 Default Footnotes

In some tables of the CTF, footnotes are provided in order to specify notes and instructions for entering information that are in the agreed tables.

The user can easily identify the cells in the data entry grids which contain footnotes, because in addition to the footnote indicator, there will be a blue box in the lower right-hand corner of the cell indicating the presence of a footnote. The footnotes from the CTF can then be viewed by selecting **Default Footnotes** at the bottom of the data entry grid.

To view the footnotes:

1. Navigate to **Data entry** in the header bar and **select a** cell that has a footnote associated with it in the agreed CTF.
2. Identify the cells containing a footnote in the agreed CTF, through the numerical reference to the footnote.
3. Select **Default Footnotes** from the bottom of the data entry grid
4. Select **Selected cell** to view the footnote associated with the selected cell or **All default footnotes** to view all footnotes associated with the table to which the cell belongs.
5. Click on **Default Footnotes** again, or anywhere in the data entry grid, to hide the footnotes section.


4.1. With measures a, b
1
All units are in ktCO2eq
Expand all
Export
Historical Year
Projections
2024
2025
2030
Sectors d
2
Energy excl. Transp...
Transport
Industrial processe...
Agriculture
LULUCF
Waste
Comments and Custom Footnotes
Default Footnotes
3
Documentation box
Selected cell
All default footnotes
4
a. Each Party shall report projections pursuant to paras. 93–101 of the MPGs; those developing country Parties that need flexibility in the light of their capacities are instead encouraged to report such projections (para. 92 of the MPGs).
b. Those developing country Parties that need flexibility in the light of their capacities with respect paras. 93–101 of the MPGs can instead report using a less detailed methodology or coverage (para. 102 of the MPGs).
d. In accordance with para. 82(f) of the MPGs.

V. Quality Assurance / Quality Control

Quality checks are still under development and will be implemented in future releases.

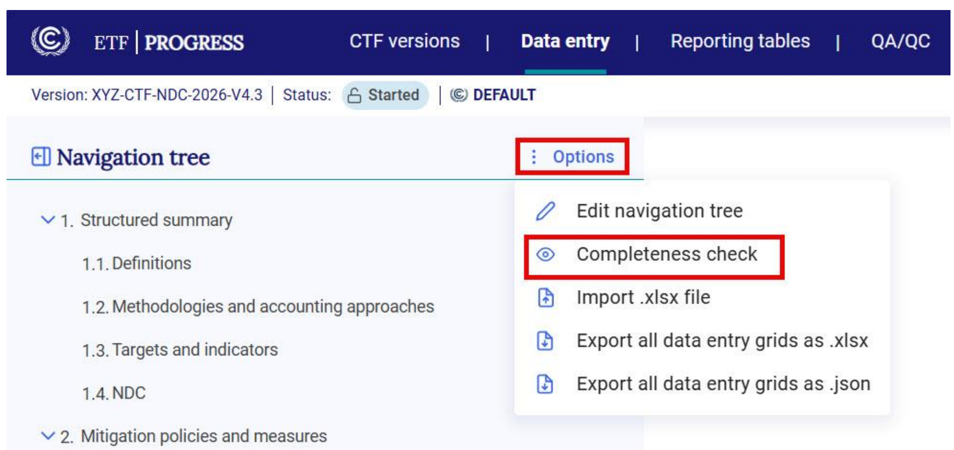
In addition to quality checks under the QA/QC tab, this section describes how users may run a completeness check to view the relative completeness of the data entry grids and help facilitate CTF compilation.

5.1 Completeness check

Users may run a completeness check to have a quick view on whether the data entry is complete in the data entry grids for each node. The results will indicate if a grid is completely filled with either values or notation keys, partially filled, or empty. Note that the completeness check for 3. GHG Emissions from CRT will always show as green, so the data there should always be checked and confirmed.

To run the completeness check:

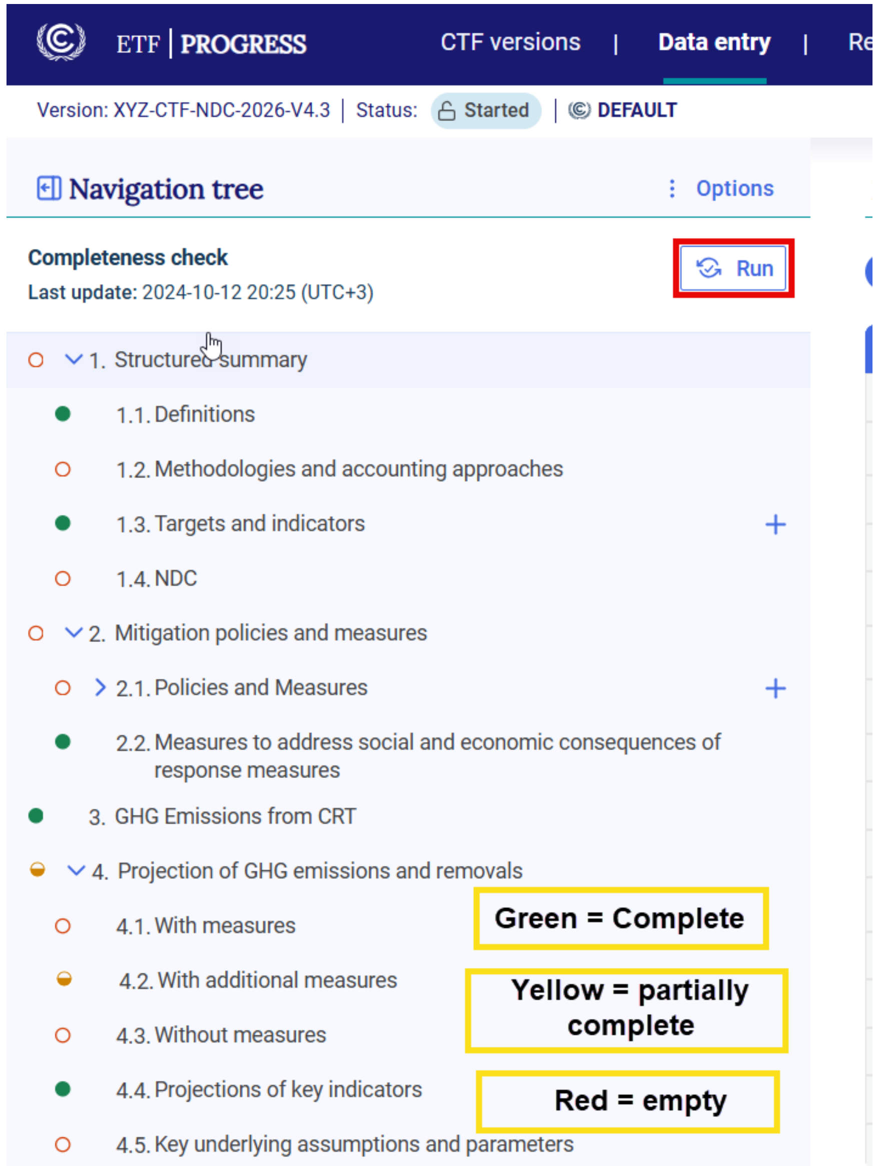
1. Select **Options** in the Navigation tree
2. Select **Completeness check**



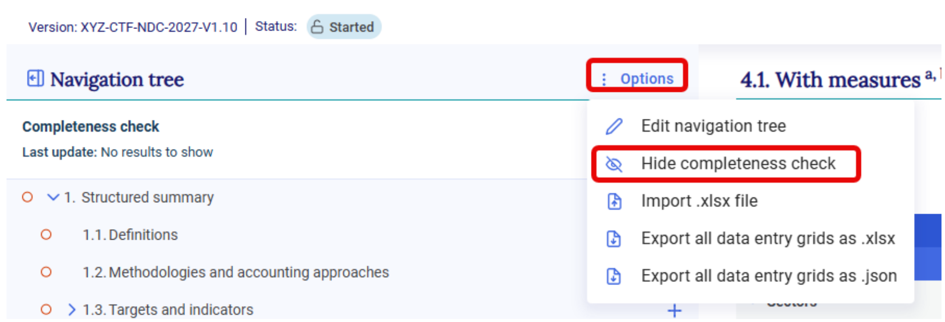
3. Select **Run**

The tool will provide one of the following indicators for every node in the navigation tree:

	Data entry grid for node is complete with values or notation keys
	Data entry grid for node is empty
	Data entry grid for node is partially complete



4. The user may hide the completeness check, thereby removing the circle indicators in front of the nodes. To hide the completeness check, select **Options** as in Step 1**.** From the drop-down menu, select **Hide completeness check.** The navigation tree will return to its original structure.



VI. Submission

After data input for all elements of the CTF version is completed, the version can be moved in the workflow for submission to the UNFCCC secretariat. The version is subjected to a QA/QC stage before being sent for approval by the NRC to the ETF focal point.

All stages of the CTF version development cycle and submission workflow are illustrated in Figure 1 and elaborated in Table 10.

Earlier sections of this manual discussed activities taking place during the Initiated and Started stages. This section focuses on subsequent activities related to final QA/QC and preparing the CTF version for approval and submission to the secretariat.

Official submission of the CTFs is through the National Reports Submission Portal (NRSP). This feature will be fully implemented in a future release and a separate user guide on the NRSP use will be available at https://unfccc.int/etf-reporting-tools-help.

Until the NRSP is fully operational, users may download the CTFs (see section 4.3 Generate Common Tabular Formats) and submit them via email to the UNFCCC at etf-reporting@unfccc.int.

Figure 1. CTF version development and submission workflow

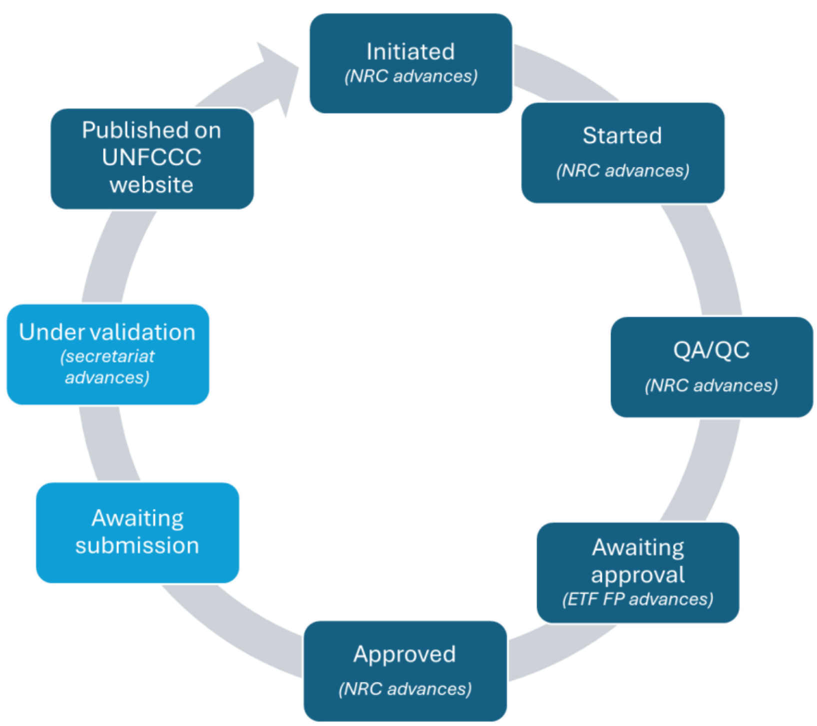


Table 10. CTF version development and submission workflow

Stage		Key activities in this stage	Who may advance CTF version to next stage?	Trigger to leave this stage (next stage)
1.	Initiated	The CTF version has been created but the version settings have not been completed yet to allow for data entry. Data entry cannot be done in an initiated version.	Support NRC (or alternate)	**Go to data entry ➔** Started
2.	Started	The CTF version is ready for data entry and the user may edit/enter data based on the user rights that they have for each sector. This is the only stage in which data can be entered; the CTF version is locked in all subsequent stages.	Support NRC (or alternate)	**Start QA/QC ➔** (QA/QC)
3.	QA/QC	The CTF version is ready for Party users to conduct QA/QC activities (outside of the tool).	Support NRC (or alternate)	**Send for approval ➔** Awaiting approval **Reopen for editing ➔** Started
4.	Awaiting approval	A CTF version in this status is ready for the ETF FP or its alternate to approve or reopen for editing.	ETF FP (or alternate)	**Approve ➔** Approved **Reopen for editing ➔** Started
5.	Approved	Once approved by the ETF FP, the version is sent back to the Support NRC to prepare for submission.	Support NRC (or alternate)	**Send for submission ➔** Awaiting submission **Return for re-approval ➔** Awaiting approval
6.	Awaiting submission	The CTF version is made visible in the National Reports Submission Portal for submission to UNFCCC secretariat	NRSP user	*Action occurs in NRSP tool* ➔ **Under validation**)
7.	Under validation	Version is selected in NRSP and transmitted to UNFCCC secretariat	Secretariat/ NRSP user	Action occurs in NRSP tool - **Submmitted** [secretariat] / **Returned** [secretariat] / **Withdrawn** [NRSP user])
8.	Submitted	Read-only archived version. This is the submission published on the UNFCCC website. The copy of the submitted version is automatically created during the "awaiting submission" stage in the ETF reporting tool for future work.	NA	NA
	Returned	Read-only archived version. The CTF version is returned by secretariat for technical reasons	NA	Any further work uses the copy made during **"Awaiting submission"**

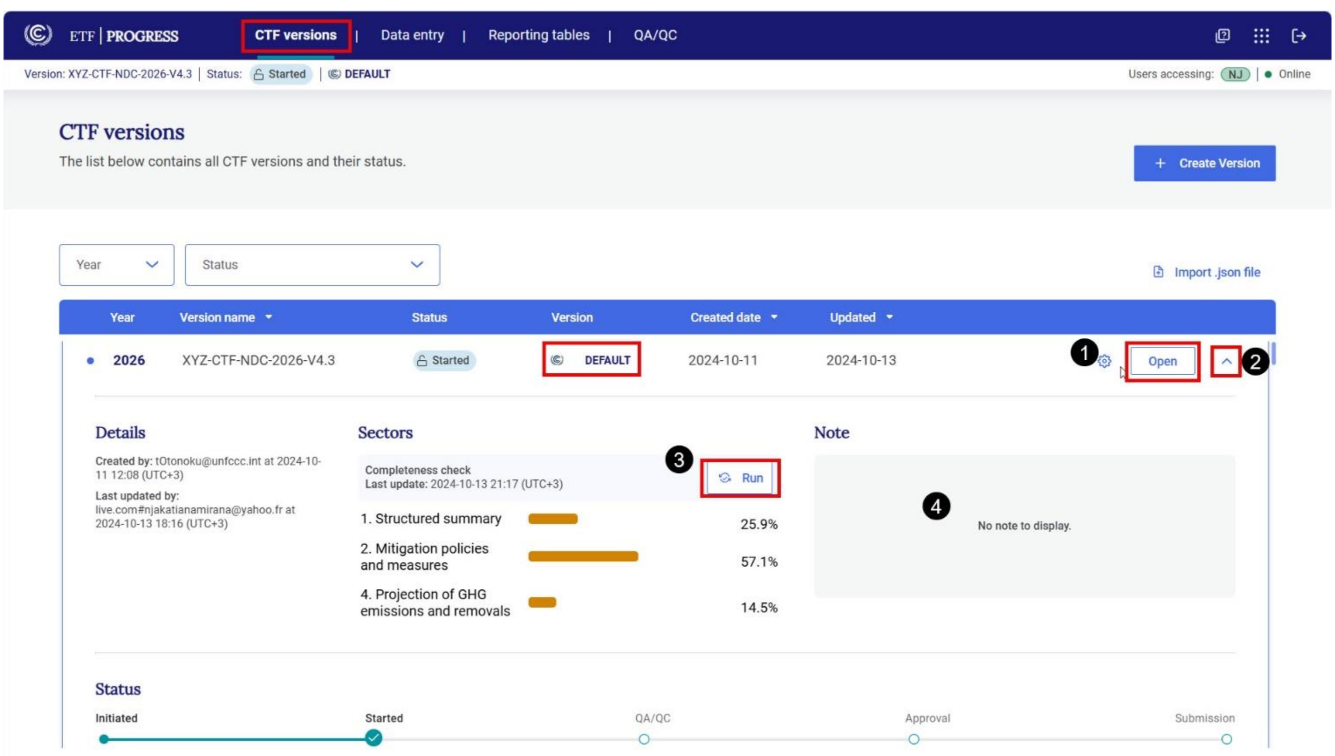
	Withdrawn	Read-only archived version. The CTF version is withdrawn by a NRSP user within a Party.	NA	NA

6.1 Conduct Final QA/QC

After all sector experts have completed their section, the Progress NRC, or alternate, can advance the CTF version into the QA/QC stage. Note that these steps are in addition, and subsequent to, the QA/QC activities described in Section 5: Quality Assurance / Quality Control.

To submit the CTF version for QA/QC:

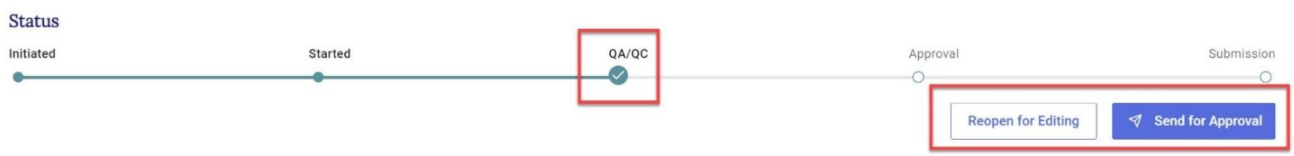
1. On the **CTF versions** page, the NRC **Opens** the CTF version that is being prepared for submission and reviews, as necessary. This should be the common **Default** version.
2. Once completed, to advance the CTF version to the next stage**, select the chevron** to expand the accordion.
3. Select **Run** to conduct an automatic completeness check. The latest completeness check run on the CTF version will already be illustrated.
4. The NRC may include a note with the submission by directly entering information in the box provided. This feature is yet to be implemented.
5. Select **Start QA/QC.**



6. This action will move the status of the CTF version to QA/QC. The CTF version is locked and cannot be modified. Users may review the CTF version, including by generating the common tabular format tables, but may not make changes.

7. After completion of QA/QC, and depending on the results, the NRC may either **Reopen for Editing** the CTF version or **Send for Approval** in the drop-down on the **CTF versions** page.

    - When the CTF version is re-opened for editing, it is returned to a status of **Started.** The CTF version is unlocked and sector experts may modify the CTF version, as necessary.
    - If the CTF version is sent for approval, it remains locked for the next stage of review.

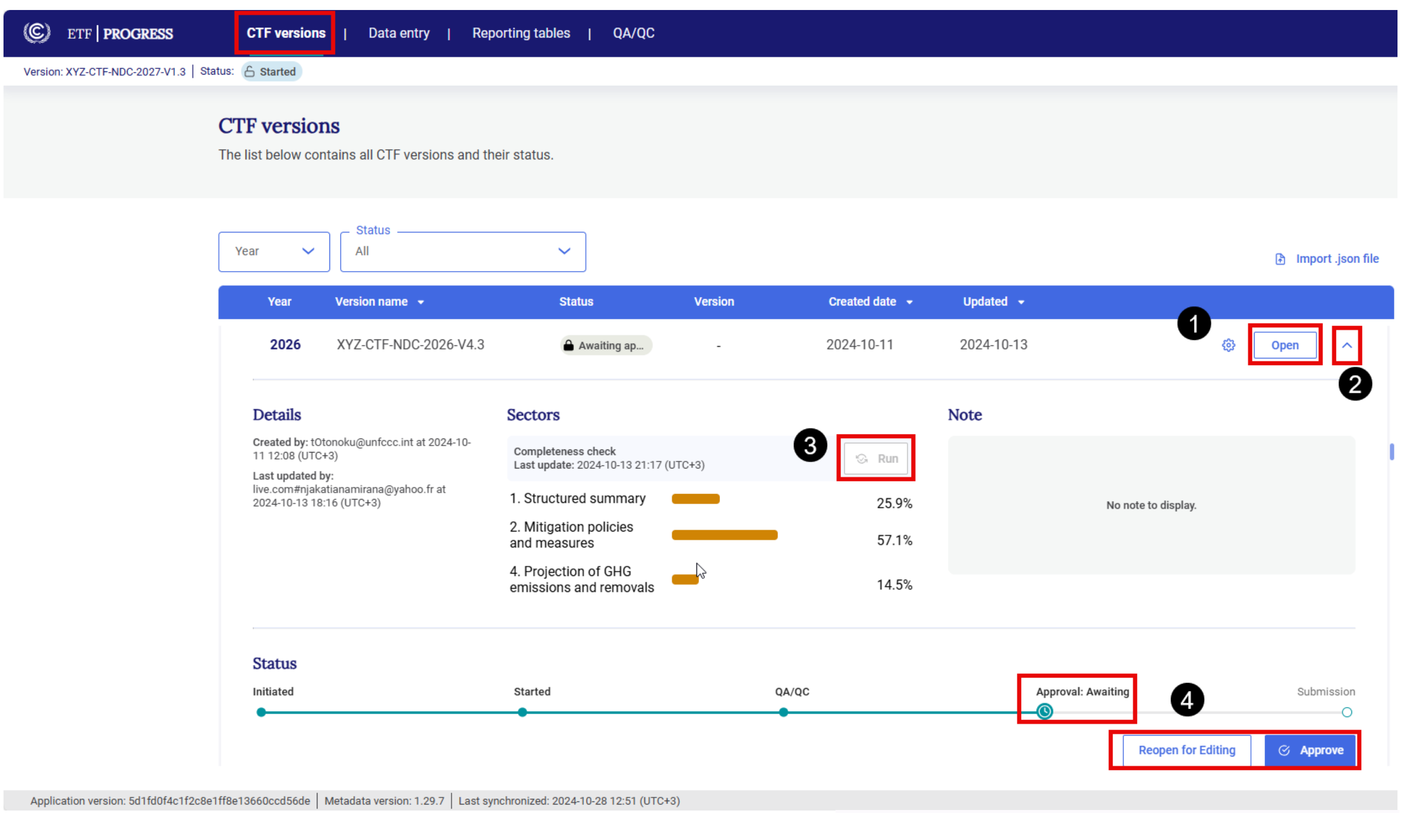


6.2 Approve the CTF version

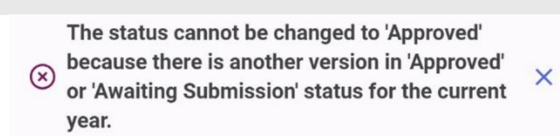
When the Progress NRC selects **Send for Approval,** the CTF version assumes a status of **Awaiting approval.** Only the ETF FP or alternate can approve the CTF version.

To approve the CTF version:

1. On the **CTF versions** page, the ETF FP **Opens** for review the version that is **Awaiting approval**.
2. After review and to advance the CTF version to the next stage, select the chevron to expand the accordion.
3. The ETF FP may review the latest completeness check run on the CTF version.
4. After completion of the review, and depending on the results, the ETF FP may either **Reopen for Editing** the CTF version or **Approve.**
   - When the CTF version is re-opened for editing, it is returned to a status of **Started**. The CTF version is unlocked and sector experts may modify the CTF version, as necessary.
   - If the CTF version is **Approved**, it is sent back to the NRC to prepare for submission.



Note that only one CTF version for a submission year can have a status of **Approved** (or **Awaiting submission**). If the



Party already has a CTF version with one of those statuses for the given year, an alert will appear indicating that the status cannot be changed. This alert is to avoid confusion as to which is the official version that is being reviewed for submission.

6.3 Submit the CTF version

The Progress NRC is responsible for offically submitting the CTF version. On the same **CTF versions** tab, the Progress NRC can see if the CTF version has a status of **Approved**, and thus been approved by the ETF FP. He/she can also see the results of the latest completeness check.

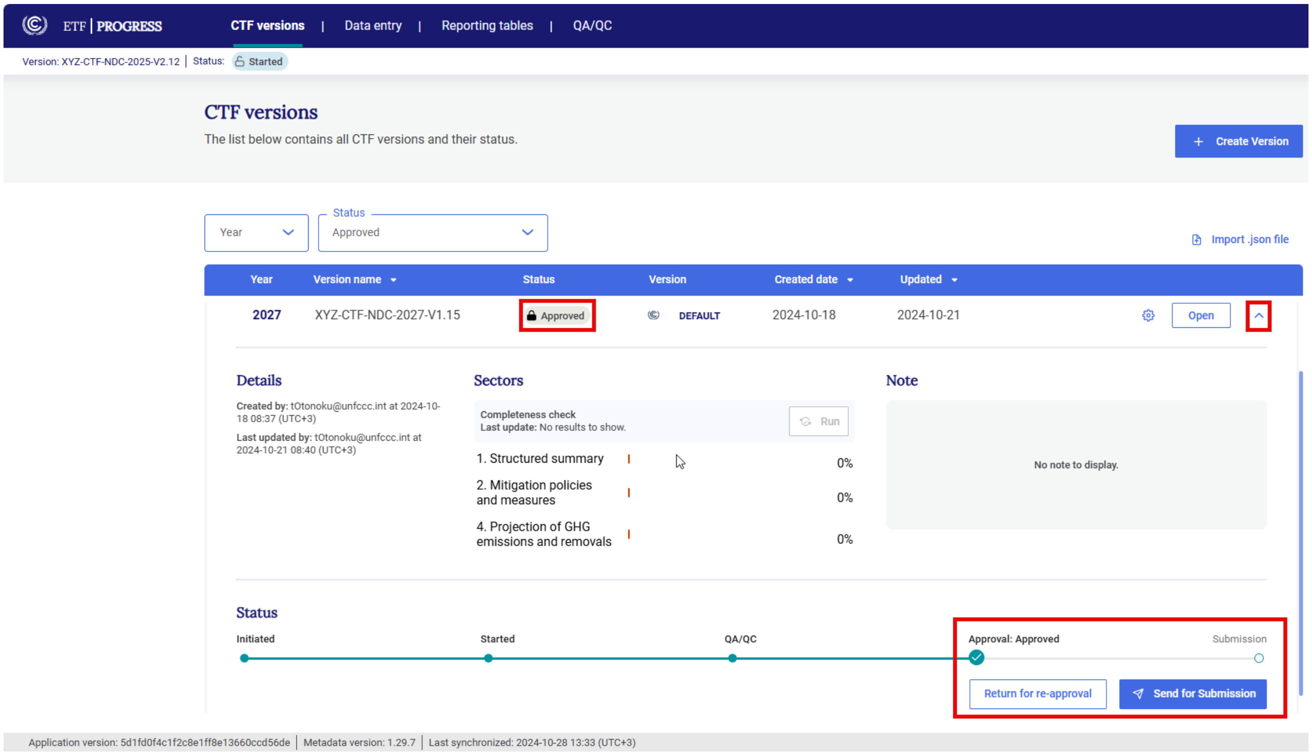
If the Progress NRC identifies any last issues prior to submission, they may choose to **Return for re-approval** the CTF version to the ETF FP, including a note, if appropriate, in the designated field. As the version remains locked, the Progress NRC cannot make any changes to the version at this stage. If the version needs to be reopened for editing, it should be **Returned for re-approval,** and the ETF FP can then **Reopen for editing.**

Both the Party and the secretariat have responsibilities during the submission stage.

6.3.1 Party Submission

To officially submit the CTF version to the secretariat:

1. On the **CTF versions** page, the Progress NRC **Opens** the **Approved** CTF version.
2. Select the chevron to expand the accordion.
3. Select **Send for submission**. The CTF version assumes a status of **Awaiting submission** and becomes visible in the NRSP. When the CTF version enters this stage, two copies of the CTF version are created. The version number is changed to the next whole number, and a working copy of the CTF version is produced which can be used for further work (e.g. resubmission, if necessary) (see example below regarding version numbering).



Note that in the example above, version XYZ-CTF-NDC-2027-V1.15 is sent for submisssion. Then two copies are created:

- XYZ-CTF-NDC-2027-V2.0 - A read-only version (with the next available incremental whole number) is created with the status **Awaiting submission**. This is the offically submitted version awaiting action by the secretariat in the next stage, and is locked.

- XYZ-CTF-NDC-2027-V2.1 – An editable version with **Started** status is created. This is a copy, of the submitted version, and can be used for further work (e.g. resubmission, if necessary).

- The original version XYZ-CTF-NDC-2027-V1.15 is no longer in the list of CTF versions after the creation of the two copies above.

4. In the current reporting tool, the Party must download the reporting tables as an excel file and the JSON file for the same version with the status **Awaiting submission** from the Reporting tables tab of the reporting tool and upload it into the NRSP. In a future development of the reporting tool, the submitted inventory will become automatically visible in the NRSP and the NRSP user will select the inventory to be included in the official BTR submission.

   Once received and acknowledged by the NRSP, the CTF version will assume a status of **Under validation** in the reporting tool**.**

6.3.2 Secretariat Validation

The secretariat will validate the submission. If validation is successful, the submission will be published on the secretariat website. Otherwise, it will be returned to the Party (for example, if the files are corrupt). If at any time during the validation process, the Party identifies a need to withdraw the submission, they may do so.

The full explanation of, and procedures related to, these workflows of submission, return and withdraw will be included in the user manual for the NRSP.

VII. Abbreviations and Acronyms

The following abbreviations and acronyms are used in this manual.

.json	JavaScript Object Notation (open data interchange format)
CMA	Conference of the Parties serving as the meeting of the Parties to the Paris Agreement
CRT	common reporting tables
CTF	common tabular formats
ETF	enhanced transparency framework
FX	flexibility
FP	focal point
GHG	greenhouse gas
IE	included elsewhere
LULUCF	land use, land use change and forestry
MPGs	Modalities, Procedures and Guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement
NA	not applicable
NDC	Nationally Determined Contribution
NRC	national report compiler
NRSP	National Reports Submission Portal
NE	not estimated
NO	not occurring
UNFCCC	United Nations Framework Convention on Climate Change