

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 user manuals on establishing user management roles within the Party for all three reporting tools and steps for official submissions of CRTs and CTFs, refer to <https://unfccc.int/etf-reporting-tools-help>.

This manual has been prepared to coincide with the version of the ETF Progress Reporting Tool (hereinafter referred to as the reporting tool) available as of 28 June 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 these additional features, 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 and footer bars.
- 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).

Error! Reference source not found. 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	1ee8ae1cd19b2d0f663d2aff956c5714
Metadata version	1.27.4
Data exchange .json	1.0
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.

Application version: 701f0a4836c8c2ed1088da6797bd572d | Metadata version: 1.26.4 | Last synchronized: 2024-06-02 15:35 (UTC+3)

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 technical problems 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, please refer to <https://unfccc.int/etf-reporting-tools-help>.

ETF reporting tools help page.

This page contains resources designed and developed to facilitate the effective use of the ETF reporting tools

User Manuals and Training Materials: Step-by-step instructions to navigate and use the ETF reporting tools and resources and tutorials designed to enhance users' skills and knowledge in using the tools.

Technical Documentation: Documents to help users understand the technical aspects of the metadata and data exchange standard structure relevant to the tools.

Frequently Asked Questions (FAQs): Answers to common questions about the ETF reporting tools

Report issues and incidents: Link to ServiceNow portal to report issues and incidents relating to the ETF reporting tools.

User manuals
and training
materials

Technical
documentation

Frequently
asked
questions

Report issues
and incidents

The information and resources will be uploaded shortly.

1.3.3 Overview of the Workflow for CTF Submission

The reporting tool allows the user to electronically report the 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

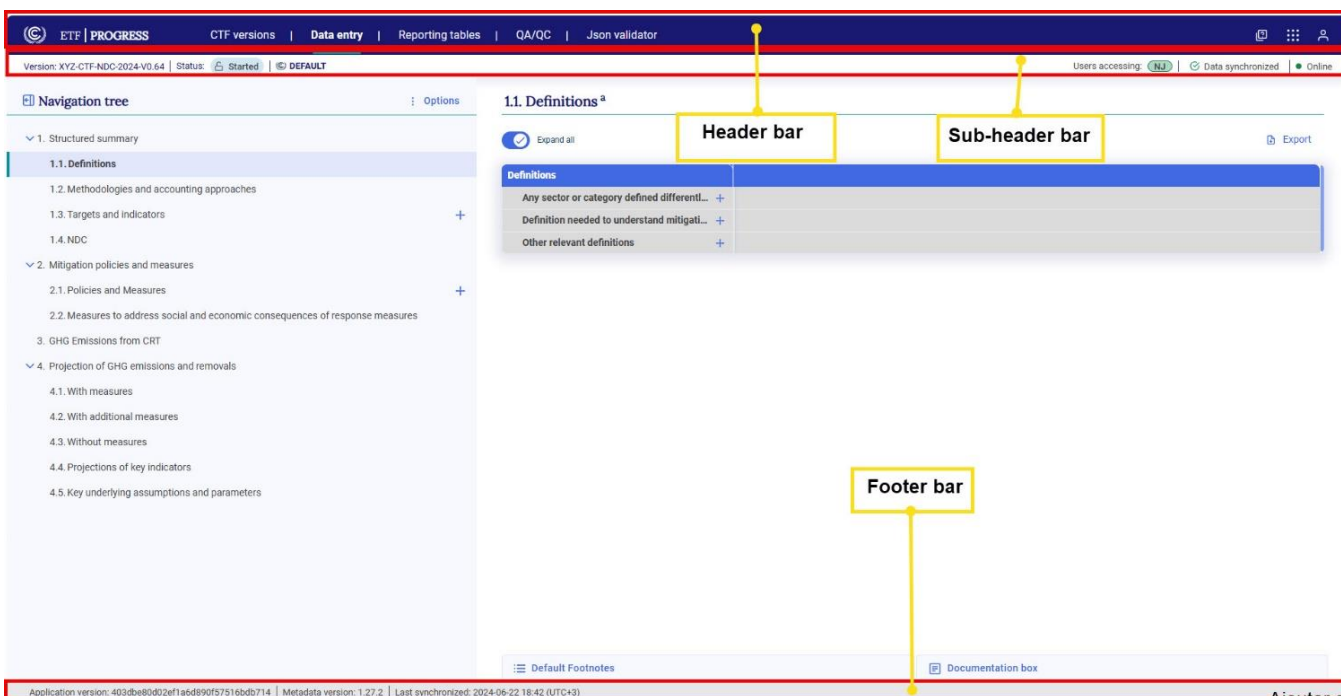
Users can access the reporting tools at UNFCCC My Apps (<https://myapps.unfccc.int>). The user can view all the apps, including the reporting tools, at the landing page of UNFCCC My Apps, depending upon the user's access rights. The user needs to click the icon of the reporting tool to access it.

The screenshot displays the UNFCCC My Apps interface. At the top, the header includes the UNFCCC logo and 'MY APPS' on the left, and 'Party: NPL' with a refresh icon on the right. The main heading is 'My apps'. Below this is a search bar labeled 'Search app' and a 'Filter by category' dropdown. The interface shows 'Total apps: 5' and sorting options 'Sort by: App A-Z', 'Grid View' (selected), and 'List View'. Five app tiles are displayed in a grid:

- GHG INVENTORY**: Inventory (CRT), ETF
- HELP**: Application Support
- MY TEAM**: User Access Management, UNFCCC
- PROGRESS**: NDC, ETF
- SUPPORT**: FTC, ETF

II. Layout of the ETF Progress Reporting Tool

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

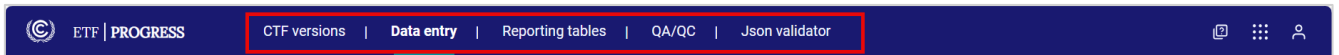


2.1 Header Bar

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**, **QA/QC** and **Json validator**.
2. Access the [ETF reporting tools help page](#) by selecting the 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 user icon.

This section introduces the layout of each main page (CTF versions, Data entry, Reporting tables, QA/QC and Json validator¹) 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:

The screenshot shows the 'CTF versions' page with the following elements:

- Header:** 'CTF versions' | Data entry | Reporting tables | QA/QC
- Page Info:** Version: XYZ-CTF-NDC-2027-V0.21 | Status: Started | Users accessing: NJ | Online
- CTF versions:** The list below contains all CTF versions and their status.
- Buttons:** 1. + Create Version, 4. Import .json file
- Filters:** 2. Year (dropdown), Status (dropdown)
- Table:**

Year	Version name	Status	Version	Created date	Updated	
2027	XYZ-CTF-NDC-2027-V0.21	Started	-	2024-03-08	2024-04-19	3. Edit Version settings, Create a copy, Open
2027	XYZ-CTF-NDC-2027-V0.82	Started	-	2024-05-23	2024-05-24	Open
2027	XYZ-CTF-NDC-2027-V0.81	Started	DEFAULT	2024-05-23	2024-05-23	Open
2027	XYZ-CTF-NDC-2027-V0.80	Started	-	2024-05-23		Open
- Footer:** Application version: 638cdb16619abb4c8718cc75662f12a | Metadata version: 1.26.3 | Last synchronized: 2024-05-28 15:46 (UTC+3)

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.

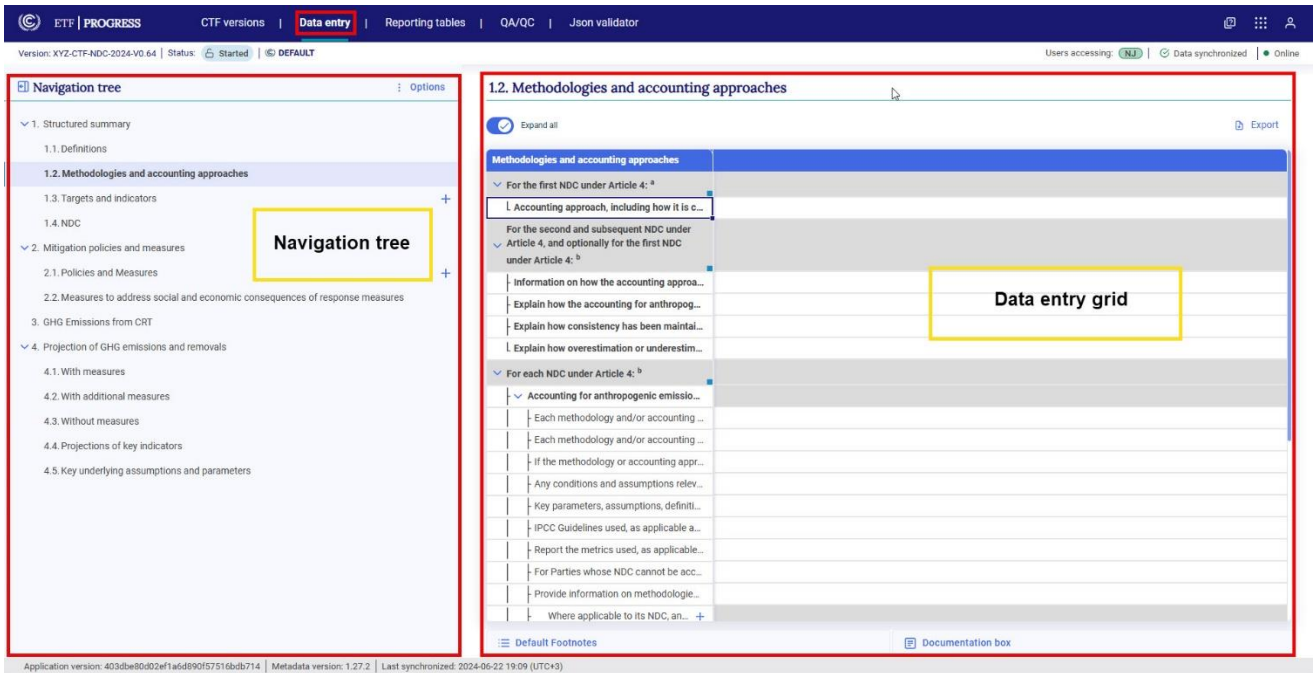
¹ Note that this function will be moved from the Header Bar and integrated into the JSON import process in future releases. To learn about this important functionality, see section [2.1.4 Json Validator](#).

- c. **Status** – provides the status of a version and an indication whether the data in the version can be changed.
 - i. **Initiated:** The version has been created but the version setting has not been completed yet to start the data entry. Data entry cannot be done in the initiated version;
 - ii. **Started:** the version is ready for data entry and the user is able to edit/enter data.

Subsequent steps of the workflow, including quality checks and the submission workflow, are still under development and will be implemented in future releases.
 - 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.
3. The list of existing CTF versions can be filtered by year or status and can be sorted by version name, created date or updated.
 4. 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](#)) or to **Create a copy** of the CTF version.
 5. The user may also import a .json file into an existing CTF version (see section [4.2.3.2 Import of a .json](#)).

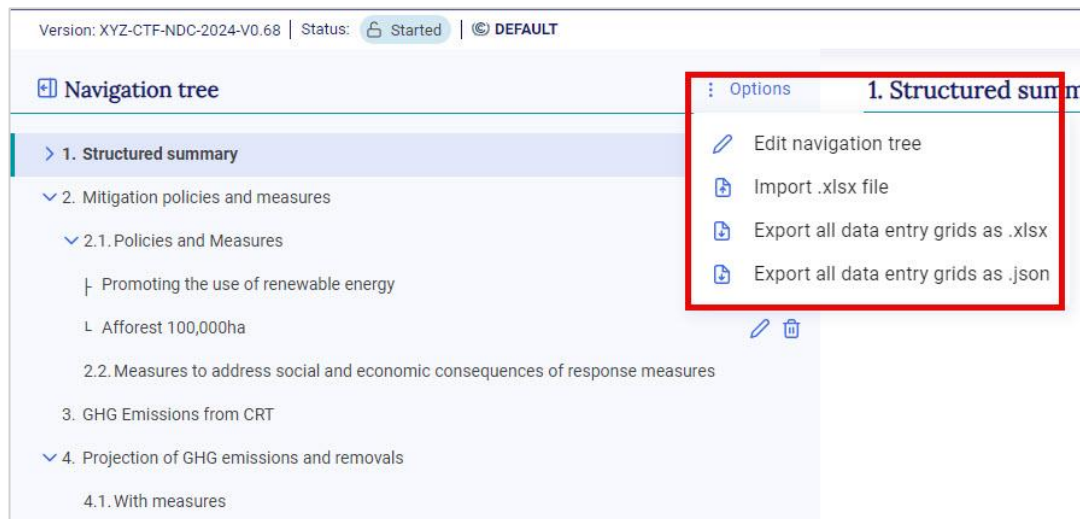
2.1.2 Data Entry

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 below, “Promoting the use of renewable energy” 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 edit 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 [Error! Reference source not found.](#) and [4.2.3 Export and Import .json File](#).

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**, 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. Please be aware that while the data entry grids for each specific entry include all elements from the corresponding agreed CTF, their structure may differ. However, the reporting tables generated by the tool will precisely mirror the structure of the agreed 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 node is displayed above the data entry grid.

Version: XYZ-CTF-NDC-2024-V0.18 | Status: Started | Data synchronized | Online

4. Projection of GHG emissions and removals > 4.1. With measures

4.1. With measures ^{a, b}

All units are in ktCO₂e_q

Expand all Export

	Historical Year	Projections		
	2019	2025	2030	2050
▼ Sectors ^d				
Energy excl. Transport		100.00	100.00	100.00

- **Expand all:** Selecting the Expand all toggle will make visible all rows of the data entry grids of the item, including those requiring direct entry (white cells) and those that are calculated (blue or green cells.). If unchecked, only those rows requiring direct data entry by the user (i.e. white cells) will be displayed. This function enables the user to focus attention on data entry fields.

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT | Users accessing: NJ | Data synchronized | Online

Navigation tree : Options

- 1. Structured summary
 - 1.1. Definitions
 - 1.2. Methodologies and accounting approaches
 - 1.3. Targets and indicators +
 - 1.4. NDC
- 2. Mitigation policies and measures
 - 2.1. Policies and Measures +
 - Policy 1 ✎ 🗑
 - 2.2. Measures to address social and economic consequences of response measures
 - 3. GHG Emissions from CRT
- 4. Projection of GHG emissions and removals
 - 4.1. With measures
 - 4.2. With additional measures
 - 4.4. Projections of key indicators
 - 4.5. Key underlying assumptions and parameters

2.1. Policies and Measures > Policy 1^c

Expand all Export

Policy 1

Party Internal Code (Identifier)	
Description ^{d, e, f}	
▼ Additional information +	
Cost information ^g	Cost info
Information on non-GHG benefits ^g	non-ghg benefits
Interaction with other mitigation... ^g	interaction
Influences emissions from inter... ^g	Yes ▼
Information on how this measur... ^g	information on how this measure
Objectives	yes
Type of Instrument ^g	Regulatory, Finance ▼
Status ^h	Planned ▼
Sectors affected ⁱ	Energy, Transport, Sector 1 ▼
Gases Affected ⁱ	PFCs, SF6, NF3 ▼
Start year	2025
Implementing entity	▼
▼ GHG emission reductions ^{j, k}	
2020 Achieved	100.00

Comments and Custom Footnotes Default Footnotes

Application version: 1ee8ae1cd19b2d0f663d2aff956c5714 | Metadata version: 1.27.4 | Last synchronized: 2024-06-26 18:55 (UTC+3)

To learn more about entering information on NDC progress in the data entry grid, see section [4.2 Data Entry](#).

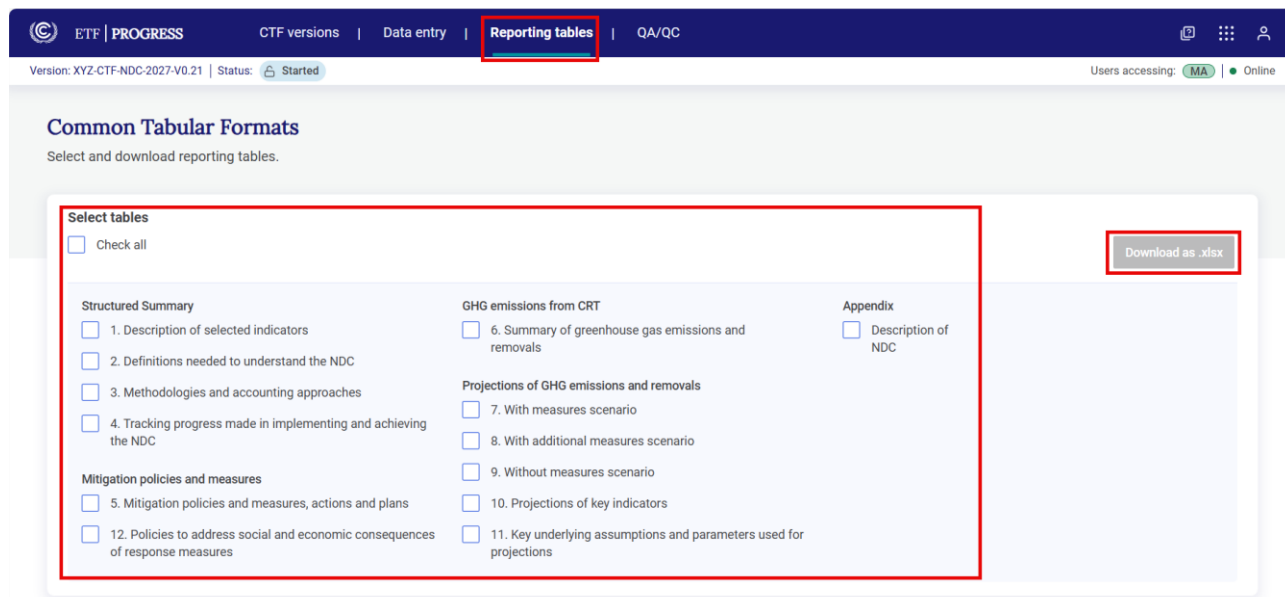
2.1.3 Reporting Tables

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 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.



2.1.4 Json Validator


Before uploading of the .json file to the reporting Tool, the file must be validated first. In the Json validator page, the file acquires a unique signature after validation of the .json enabling the import process. To understand how to use the Json validator, refer to section [3.2. Upload a File](#).



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 working in the CTF version at the same time.
- **Data synchronization status** – Provides the synchronization status:
 - o **Data synchronized.** At this status, data have been saved and the user can generate reporting tables or close the system without data loss.
 - o **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.
 - o **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 [4.2.3.2 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 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.



III. Getting Started

To begin working on a CTF version, the user must first **create a version**. Please note that only the the NDC National Report Compiler can create a version. There are three options to create a **new** version of a CTF ([Table 2](#)).

Table 2 Options for creating a CTF version

Create a blank CTF version	When this option is selected, the user will be presented with blank data entry grids from which the CTF version is prepared.
Select an existing CTF 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. This option is still under development. To learn how to prepare a .json file that can be imported by the tool, see section 4.2.3 Export and Import .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**

Please select an option to start working on a CTF version

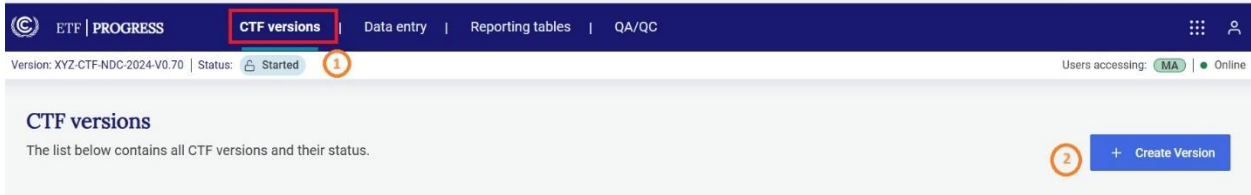
Create blank version
Please select this option to create a new blank version and start working on it. **Start**

Select an existing version
Please select this option if you would like to make a copy of an existing version with a different submission year. (Under development) **Start**

Upload a file
Please select this option if you would like to create a new version by uploading a JSON file. **Start**

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

1. Select **CTF versions** in 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.

Please select year and version type to start working on a CTF version

Select the submission year

The submission year will be reflected in the version name.
You may edit the submission year later

Year ^

- 2024
- 2025
- 2026
- 2027

this the default working version for all users within your Party. You iter.

[Cancel](#) [Create CTF Version >](#)

- **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.

Set as default version

Please select this option to make this the default working version for all users within your Party. You may change the default version later.

Default version ©

[Cancel](#) [Create CTF Version >](#)

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 Table 3. Version Settings Related to Use of Flexibility Provisions [Table 3](#) by selecting the toggle so that the checkmark is displayed.

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

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

Version Settings

- 1 Flexibility provisions Complete
- 2 Mitigation policies and measures
- 3 GHG Inventory Information
- 4 Structured summary
- 5 Projections

1 Flexibility provisions

Please specify if any flexibility provisions in light of national capacities will be used.

Yes No

Select the specific flexibility provisions to be used

Para 85 (Enables the use of the notation key FX in the estimates of GHG reductions for PaMs)

Para 92 (Use when no projections data will be reported)

Para 95 (Allows an earlier year for the endpoint of projections)

Para 102 (Enables the use of the notation key FX in all areas of)

Para 92 text from MPGs ×

Each Party shall report projections pursuant to paragraphs 93–101 of the MPGs; those developing country Parties that need flexibility in the light of their capacities are instead encouraged to report these projections.

Table 3. 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 is extend 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.

2 Mitigation policies and measures

* Response required to continue

Would you like to specify the years for which estimated emission reductions will be reported?*

Yes No

Specify years to report achieved or expected emission reductions*
Please select at least one year.

Achieved years

Expected years

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.

3 GHG Inventory Information

* Response required to continue

Specify the GHG inventory version to populate inventory data in this submission*

If the inventory is not ready, you can instead specify the last data year in the inventory now and specify the inventory later. GHG data will be transferred only when an inventory version is selected. Both of these options can be changed later.

GHG inventory version Last inventory data year

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

5 Projections

Specify additional projection scenarios to be reported

Table 8 (with additional measures)

Table 9 (without measures)

Please specify the end year for projections

Year: 2040

Please specify the interim year(s) for which projections are reported

Years: 2020, 2025

2020 × 2025 ×

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. The ETF Focal Point and the National Report Compiler and their respective alternates have access to all version settings to modify them.

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.

Version: XYZ-CTF-NDC-2027-V0.18 | Status: Started **1** | Users accessing: MA | Online

CTF versions

The list below contains all CTF versions and their status. [+ Create Version](#)

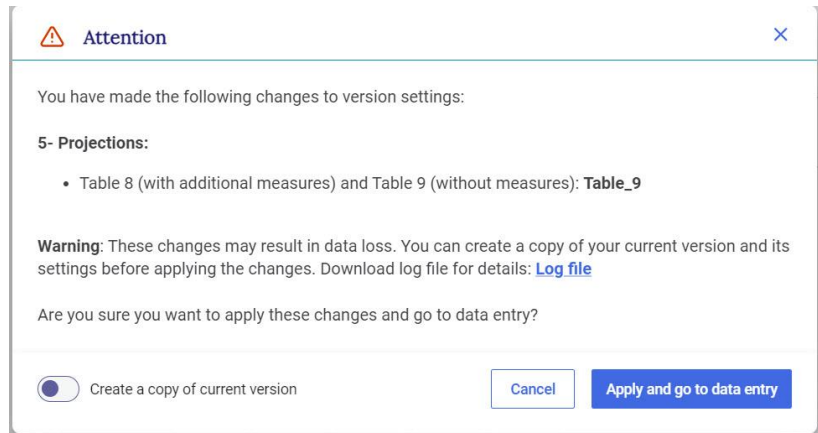
Year: [v] Status: [v] [Import .json file](#)

Year	Version name	Status	Version	Created date	Updated	
2027	XYZ-CTF-NDC-2027-V0.18	Started	-	2024-03-05	2024-03-06	Open
2027	XYZ-CTF-NDC-2027-V0.28	Started	-	2024-03-12	2024-03-12	Open
2027	XYZ-CTF-NDC-2027-V0.27	Started	DEFAULT	2024-03-11	2024-03-11	Open

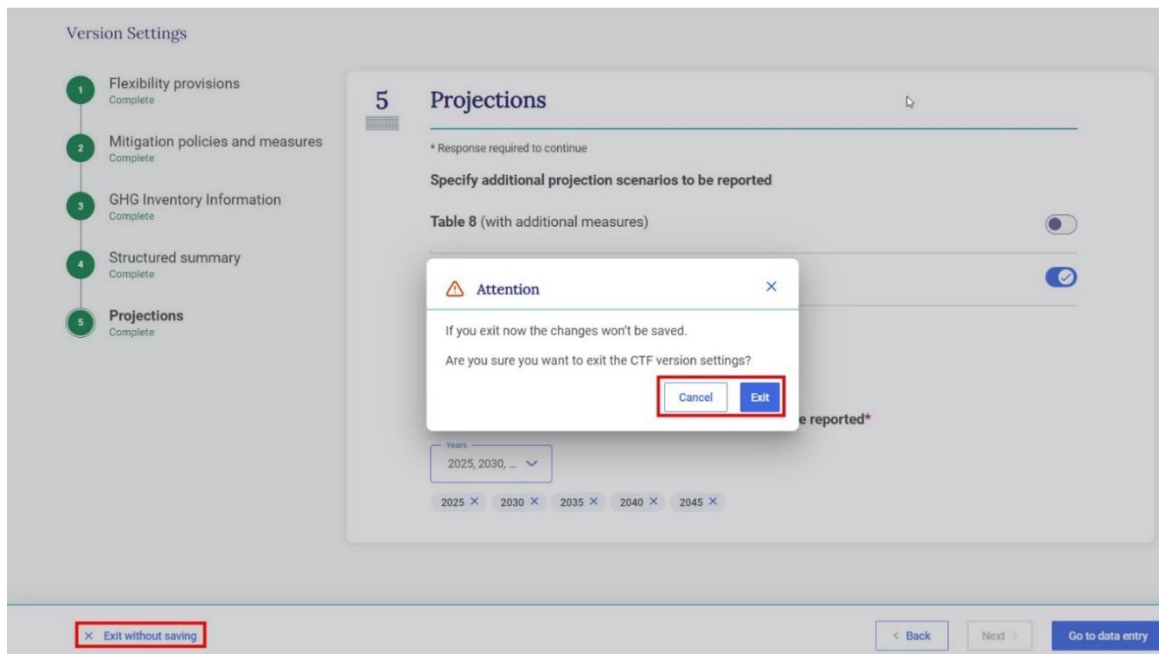
2 Edit Version settings
Duplicate version

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 validated .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 4.2.3.2 Import of a .json .

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

1. **Ensure the .json file intended for upload has been validated**

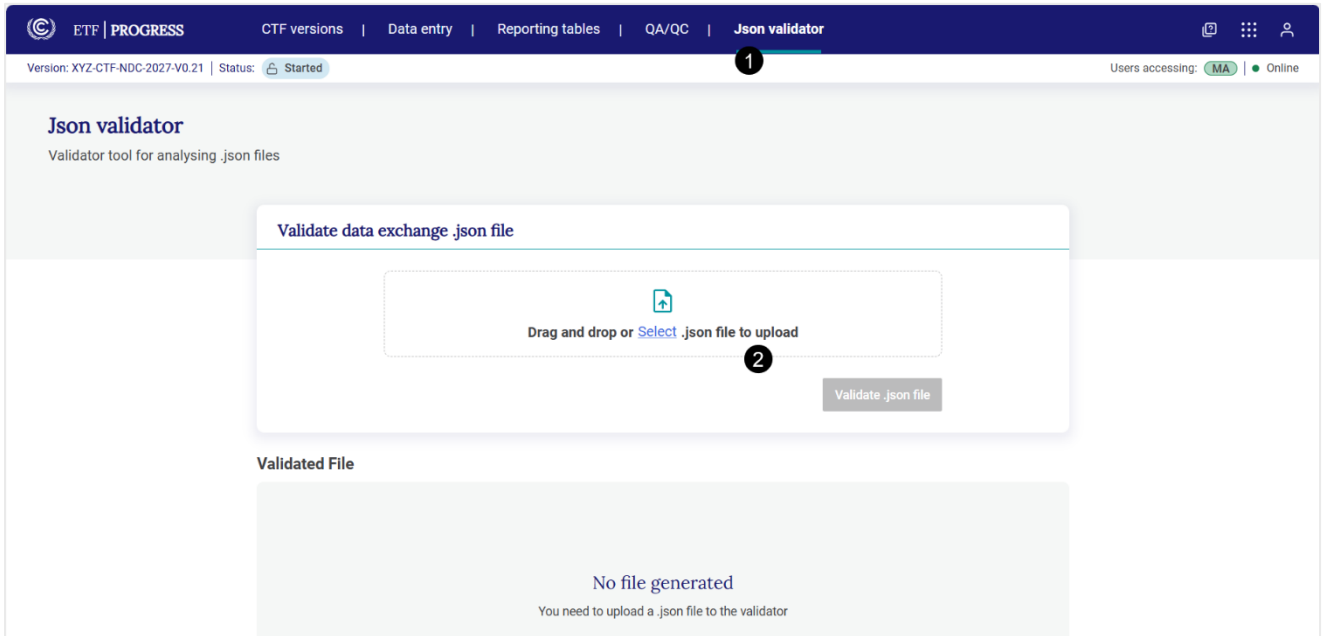
It is important that any .json file used to create a CTF version meets specific requirements for upload, including structure and Party name. For technical information on the file structure, refer to <https://unfccc.int/etf-reporting-tools-help>.

To ensure that the .json file meets the proper specifications and can be uploaded to the reporting tool, the user must first validate the .json file using the json validator and acquire an electronic signature.

To validate the .json file:

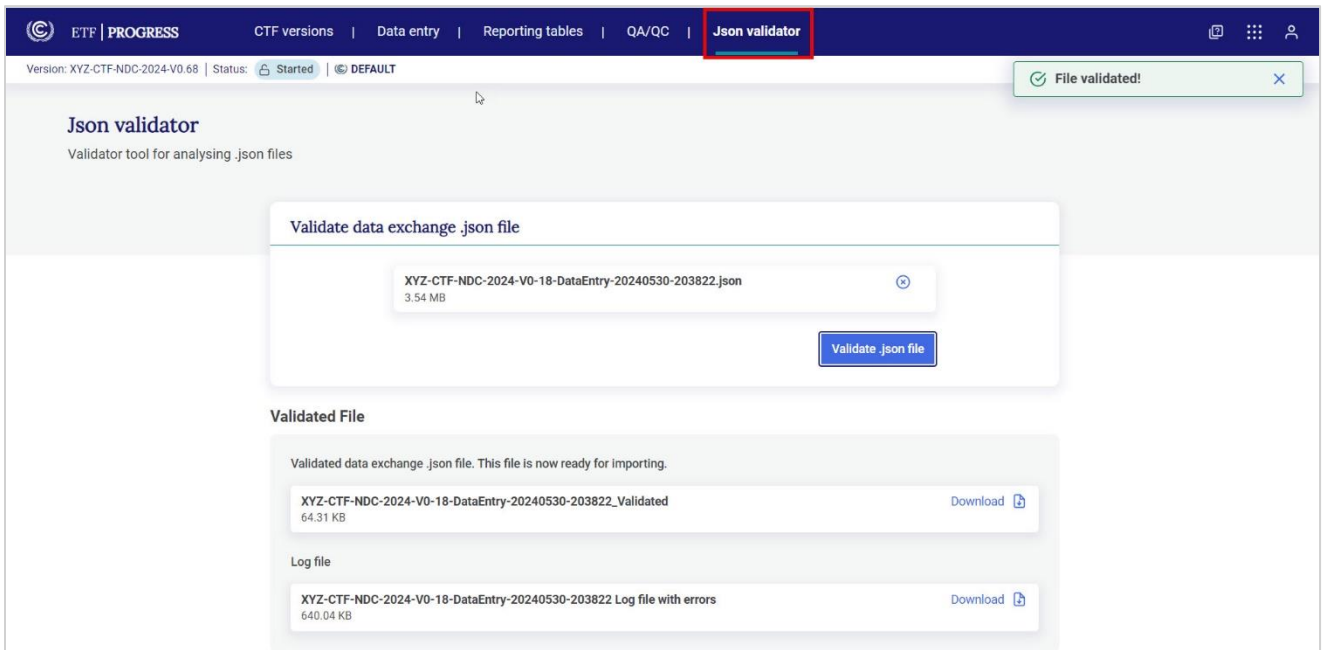
- Select **Json validator** from the **Header Bar**

- Drag and drop or upload the .json file and select **Validate .json file**



- Upon successful validation two files will appear for download: **the validated data exchange .json file, which the user must use for subsequent upload of data**, as well as a log file indicating any issues identified during validation. Any issue identified here will not prevent the user from uploading the .json file but should be reviewed to ensure the user understands any issues for data import.

Note that a validated .json file contains an electronic signature. The reporting tool can only read .json files containing this electronic signature.



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

Please select an option to start working on a CTF version

Create blank version
Please select this option to create a new blank version and start working on it.

Start

Select an existing version
Please select this option if you would like to make a copy of an existing version with a different submission year. (Under development)

Start

Upload a file
Please select this option if you would like to create a new version by uploading a JSON file.

Start

3. Upload the validated .json file

- 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**.

At this stage, the reporting tool 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:

Please upload .json file and select submission year to create a CTF version

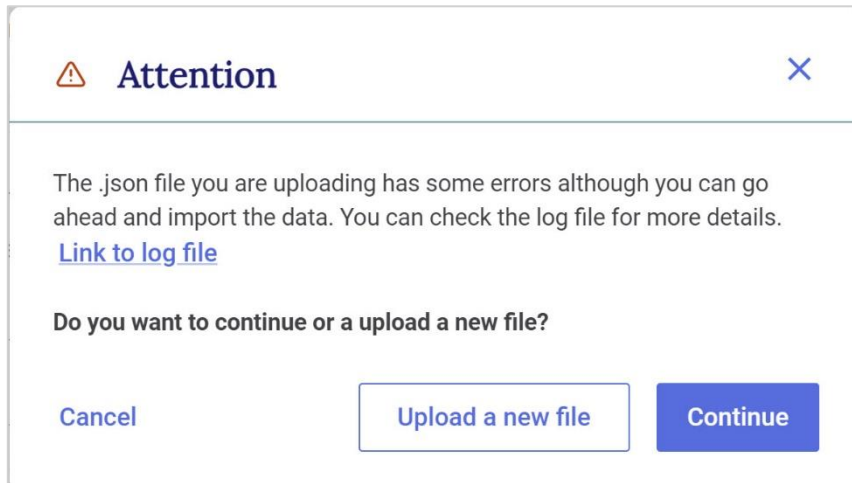
- 1. Selected the .json file to upload**
First select the file you want to upload so that we can analyze if it meets the necessary requirements.

Drag and drop or [Select a .json file](#)
- 2. Select the submission year**
The submission year will be reflected in the CTF version. You may edit the submission year later.

Year
- 3. Set as default version**
Please select this option to make this the default working version for all users within your Party. You may change the default version later.

Default version

Cancel Create CTF Version >



Select **Link to log file** to download and review the errors identified (see Table 7 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.

5. The user will then be asked to **set version settings** (see section 3.1.2 Version Settings)

Page Break

IV. Preparing a CTF version

This section outlines the key steps a user will take to enter the information on NDC progress into the 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.

The screenshot shows the 'Data entry' tab selected in the header bar. The 'Navigation tree' is visible on the left side, containing the following structure:

- 1. Structured summary
 - 1.1. Definitions
 - 1.2. Methodologies and accounting approaches
 - 1.3. Targets and indicators
 - 1.4. NDC
- 2. Mitigation policies and measures
 - 2.1. Policies and Measures
 - 2.2. Measures to address social and economic consequences of response measures
- 3. GHG Emissions from CRT
- 4. Projection of GHG emissions and removals
 - 4.1. With measures

The main content area displays a message: "Please select data grid from 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.

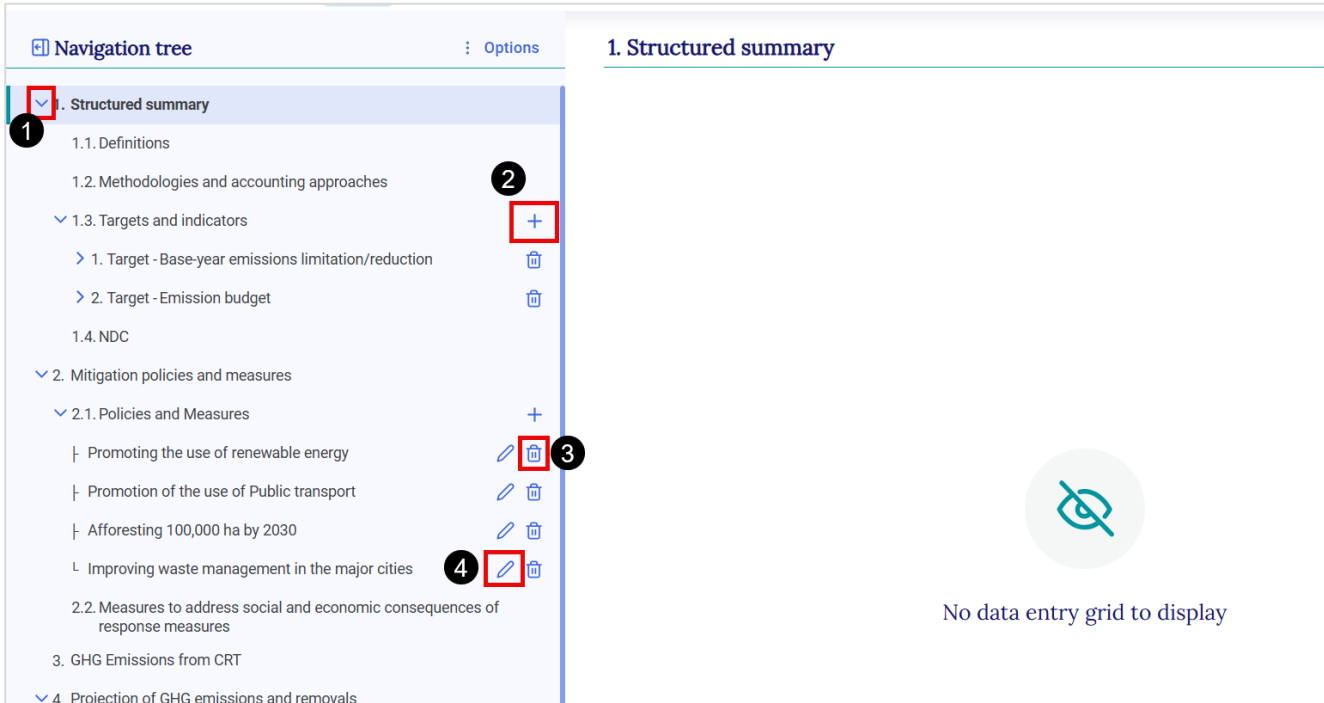
The navigation tree contains four main nodes:

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 4).

Table 4. 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



The screenshot shows a software interface with a 'Navigation tree' on the left and a main content area on the right. The navigation tree is expanded to show '1. Structured summary'. Various icons are highlighted with red boxes and numbered circles: a chevron icon (1), a plus icon (2), a trash bin icon (3), and a pencil icon (4). The main content area displays '1. Structured summary' and a message 'No data entry grid to display' with a large eye icon.

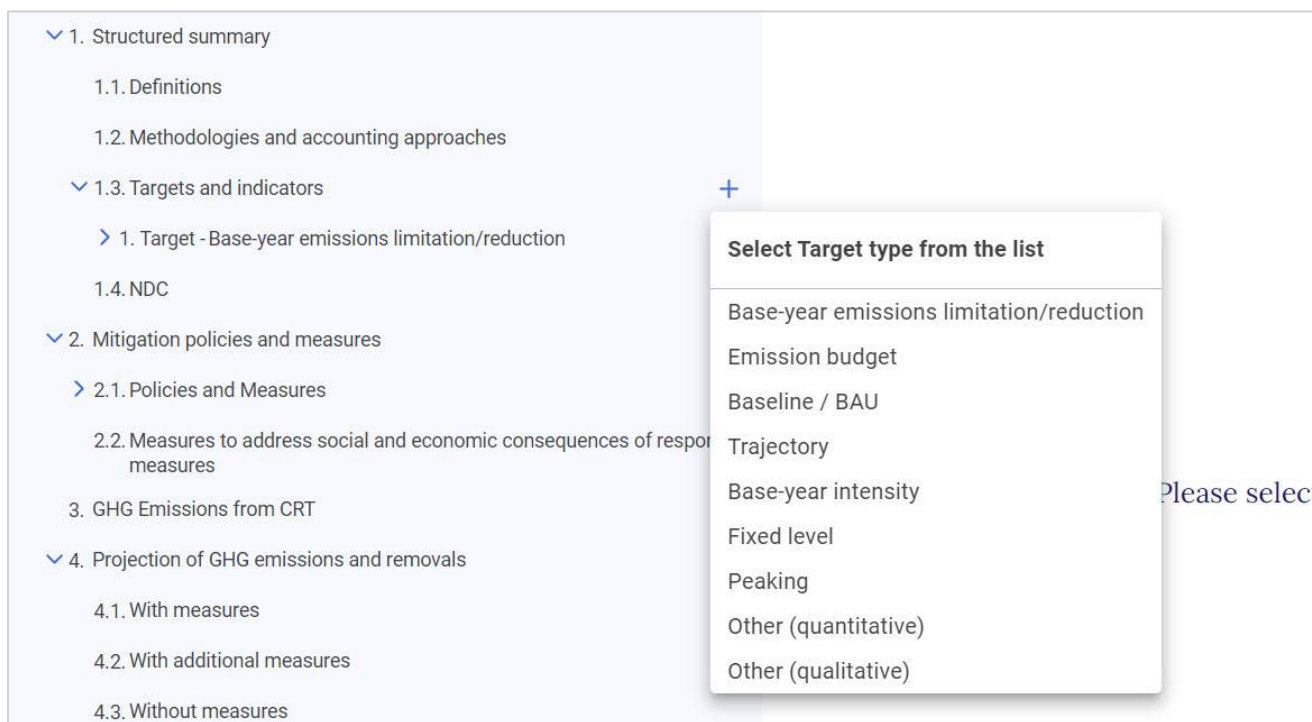
4.1.2 Adding New Element to the Navigation Tree

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.**

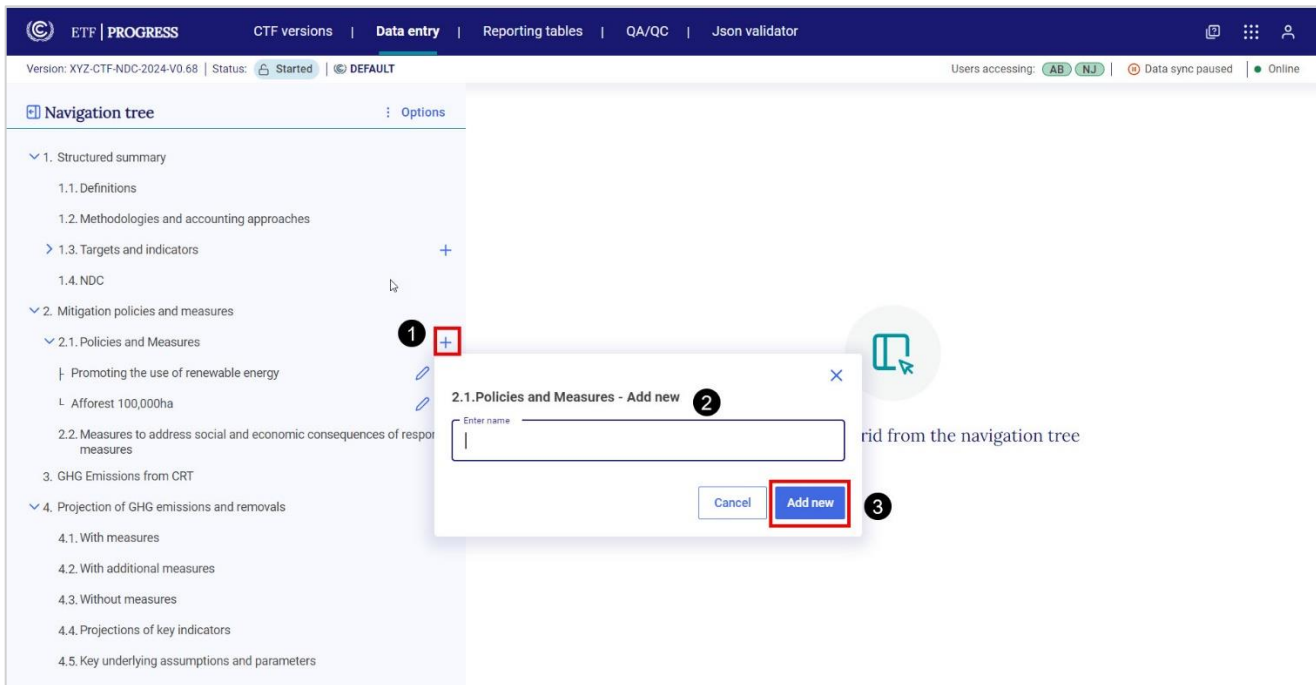
The user may select the **+** sign and check the boxes next to any elements relevant to their country. Only the elements added from the dropdown list will appear in the navigation tree and reporting tables. After selecting the element, each of them will appear in the navigation tree, along with the corresponding 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](#)).

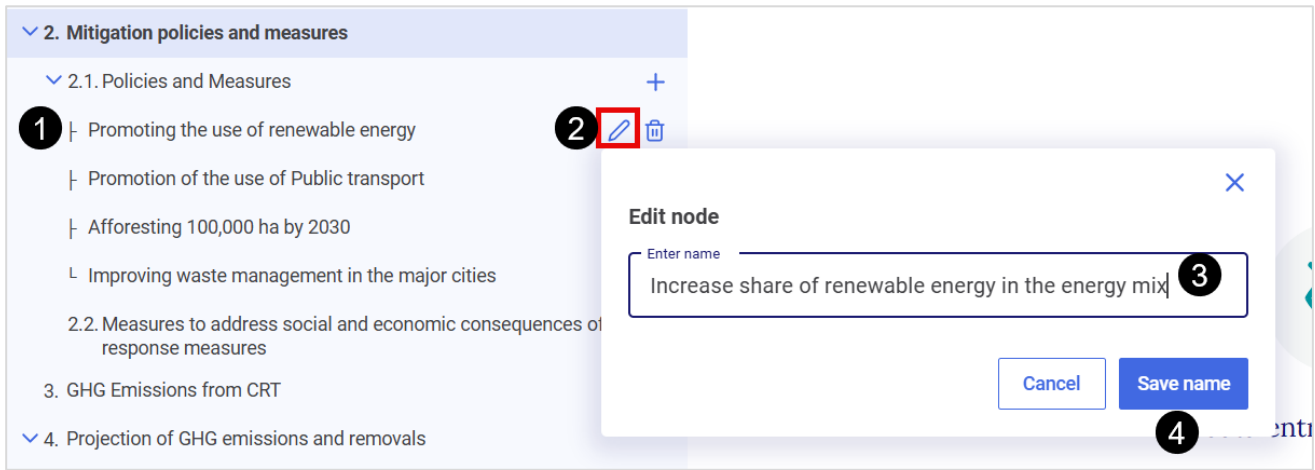
If the user attempts to leave the data entry tab before the data is synchronized, they will get a pop-up message asking for confirmation. Select No to wait for the changes to be recorded.

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 node 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.

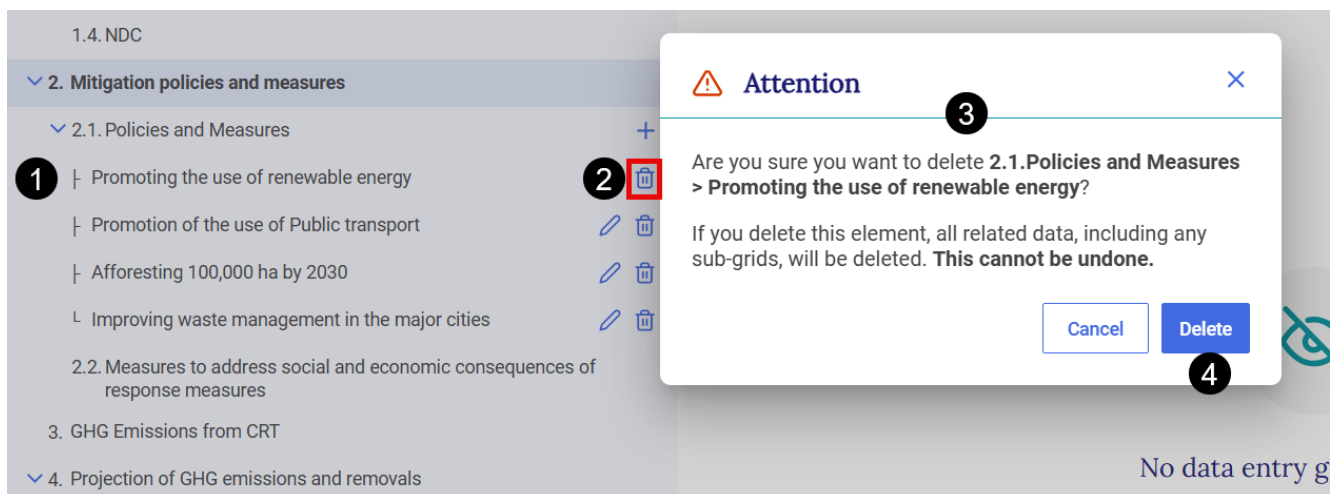


4.1.4 Deleting User-Added Element of Navigation Tree

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**





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 5](#).

Table 5. 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.

The screenshot displays the software interface for manual data entry. At the top, a dark blue header bar contains the logo 'ETF | PROGRESS' and navigation tabs: 'CTF versions', 'Data entry' (highlighted with a red box and a circled '1'), 'Reporting tables', 'QA/QC', and 'Json validator'. Below the header, a status bar shows 'Version: XYZ-CTF-NDC-2024-V0.2', 'Status: Started', and 'DEFAULT'. On the right, it indicates 'Users accessing: NJ', 'Data synchronized', and 'Online'. The main area is split into two panes. The left pane, titled 'Navigation tree', lists a hierarchy of categories: '1. Structured summary', '2. Mitigation policies and measures', and '4. Projection of GHG emissions and removals'. Under '4.', the item '4.1. With measures' is selected and highlighted with a red box and a circled '2'. The right pane, titled '4.1. With measures a, b', shows a data grid. The grid has columns for 'Historical Year' (2022) and 'Projections' (2025, 2030). The rows are categorized under 'Sectors d' and include 'Energy excl. Transport', 'Transport', 'Industrial processes and p...', 'Agriculture', 'LULUCF', 'Waste', 'Other (specify)', 'Total with LULUCF (not rep...', and 'Total without LULUCF (not...'. A circled '3' is placed in the 'Transport' row under the '2025' column. The grid also features an 'Expand all' button and an 'Export' button.

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 several **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 thousands 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.

4.1. With measures ^{a, b}

All units are in ktCO₂eq

Expand all Export

	Historical Year	Projections		
	2023	2025	2030	2040
Sectors ^d				
Energy excl. Transp...	1.00	2.00	3.00	4.00
Transport	1.00	2.00	3.00	4.00
Industrial processe...	xyz •	2.00	3.00	4.00
Agriculture	1.00	2.00	3.00	4.00
LULUCF	1.00	2.00	3.00	4.00
Waste	1.00	2.00	3.00	4.00
Other (specify) +				
Test1	1.00	2.00	3.00	4.00
Total with LULUCF (...)	7.00	14.00	21.00	28.00
Total without LULU...	6.00	12.00	18.00	24.00

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 reporting tool**.
- The user should **not change the structure of the Excel file (e.g. adding/deleting columns or rows)**. 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

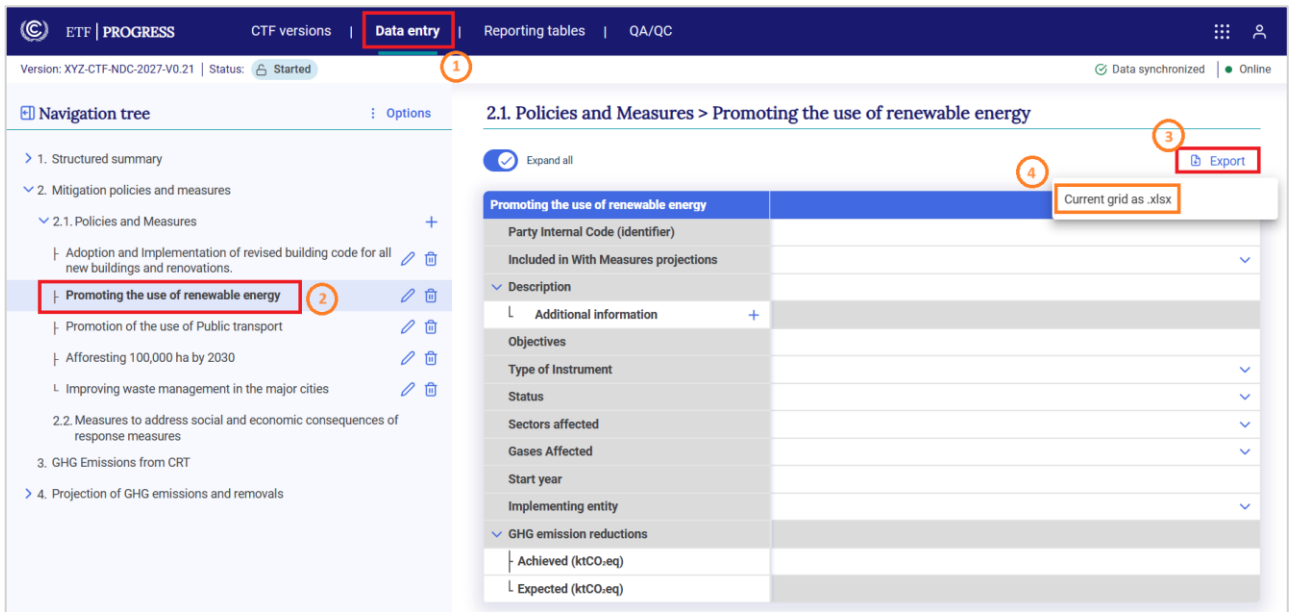
Data can be exported into Excel at various levels, depending on where the user is in the Navigation tree and the selection made (Table 6).

Table 6. 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.

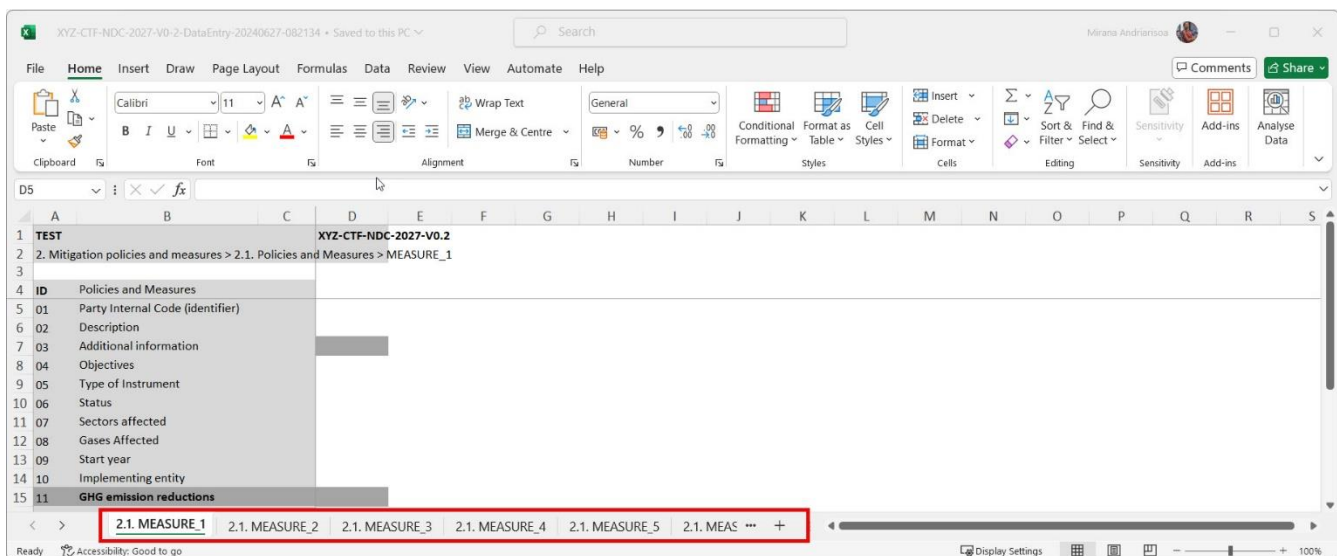
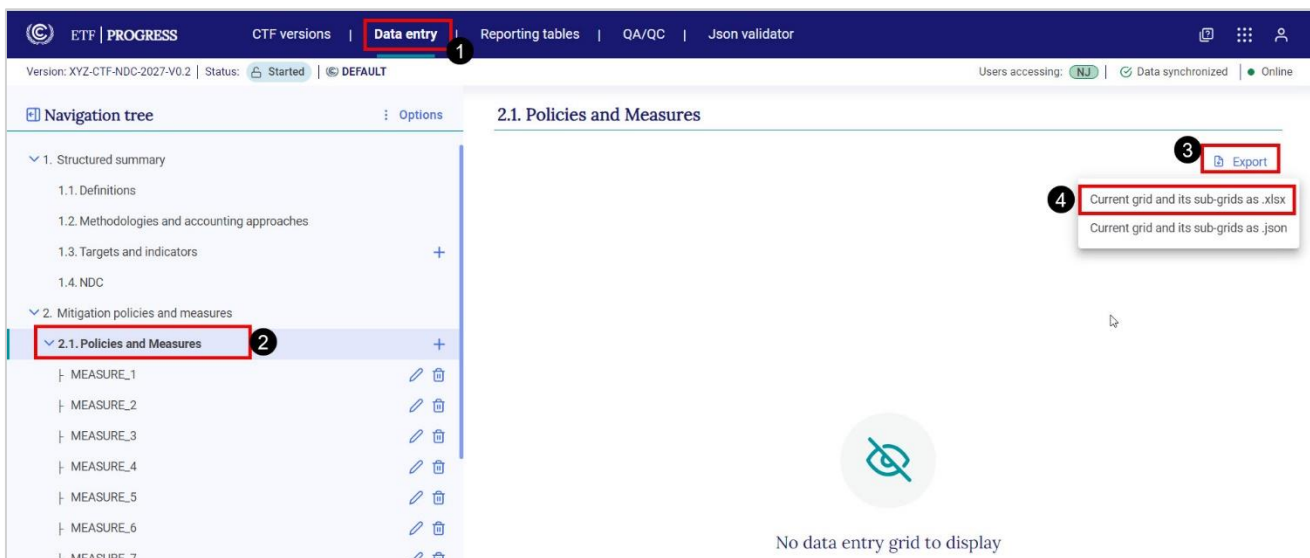
Remember never change the structure of the Excel table. Data should be entered into white cells only, and following the required conventions described in section 4.2.1.2 Validation Rules for Data Entry .

	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 ₂ O emissions including N ₂ O from LULUCF		200	430
21	17	N ₂ O emissions excluding N ₂ O 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 grid and its sub-grids as .xlsx

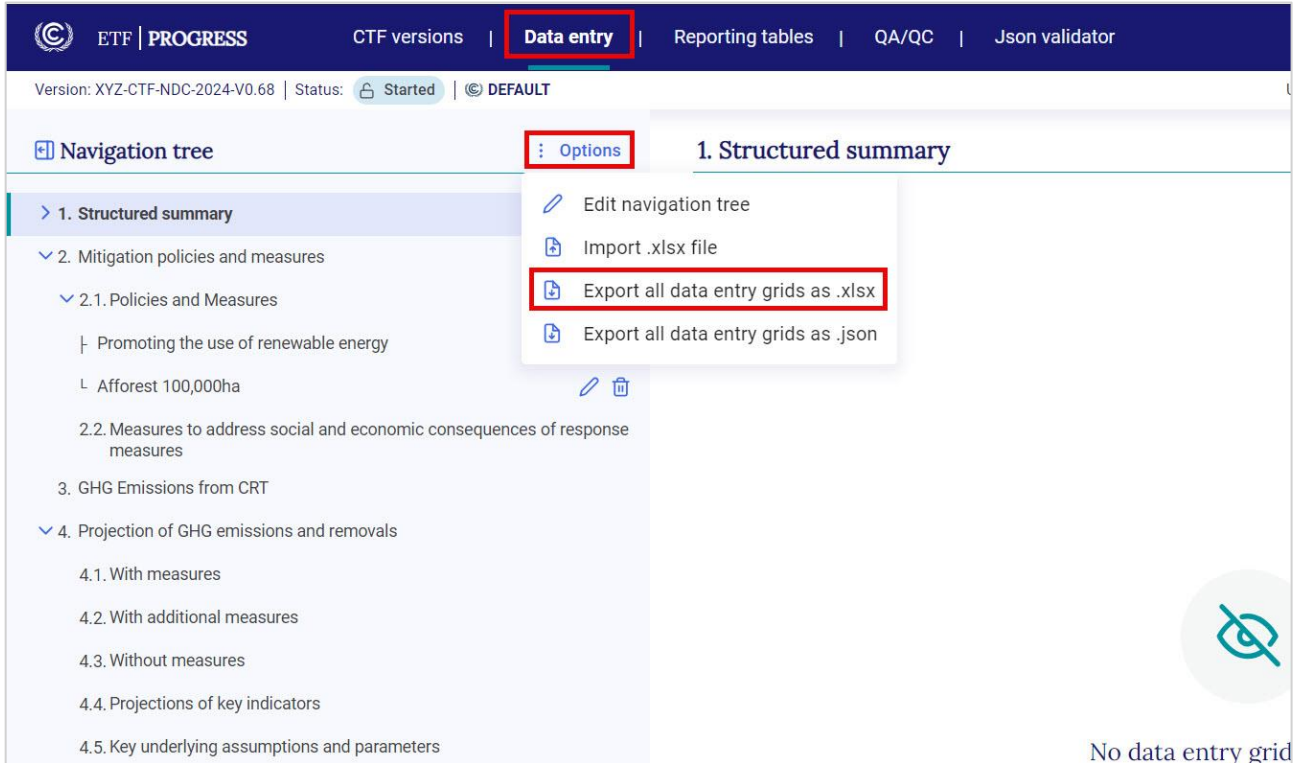
1. Select **Data entry** from the header bar.
2. Navigate to the item of interest in the **Navigation tree**.
3. Select **Export** from the upper right-hand side of the data entry window.
4. Select **Current grid and its sub-grids as .xlsx** (see illustration above for export of current grid).

Note that the option to export **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**

ETF | PROGRESS | CTF versions | **Data entry** | Reporting tables | QA/QC | Json validator

Version: XYZ-CTF-NDC-2024-V0.68 | Status: Started | © DEFAULT

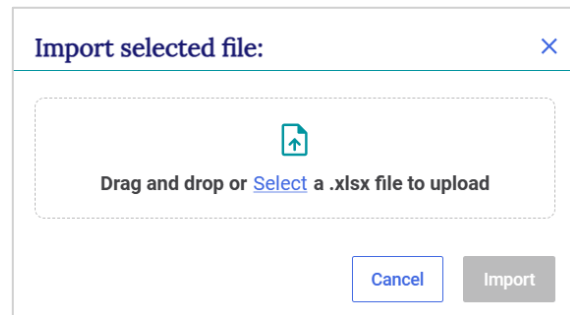
Navigation tree

- 1. Structured summary
- 2. Mitigation policies and measures
 - 2.1. Policies and Measures
 - Promoting the use of renewable energy
 - Afforest 100,000ha
 - 2.2. Measures to address social and economic consequences of response measures
 - 3. GHG Emissions from CRT
 - 4. Projection of GHG emissions and removals
 - 4.1. With measures
 - 4.2. With additional measures
 - 4.3. Without measures
 - 4.4. Projections of key indicators

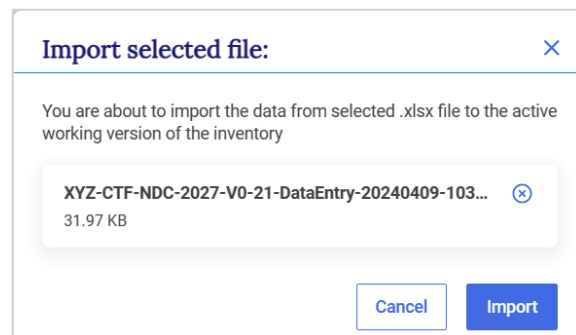
Options

- Edit navigation tree
- Import .xlsx file**
- Export all data entry grids as .xlsx
- Export all data entry grids as .json

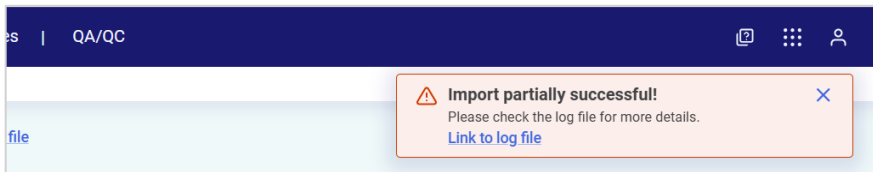
4. Select the appropriate file from the user's computer or drag and drop.



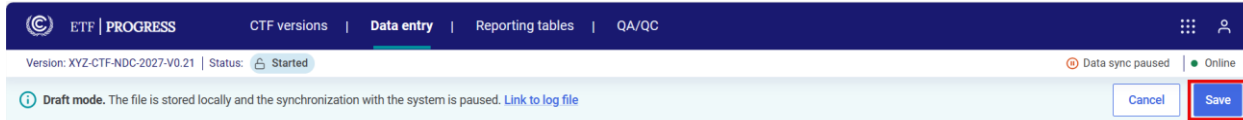
5. Select **Import**.



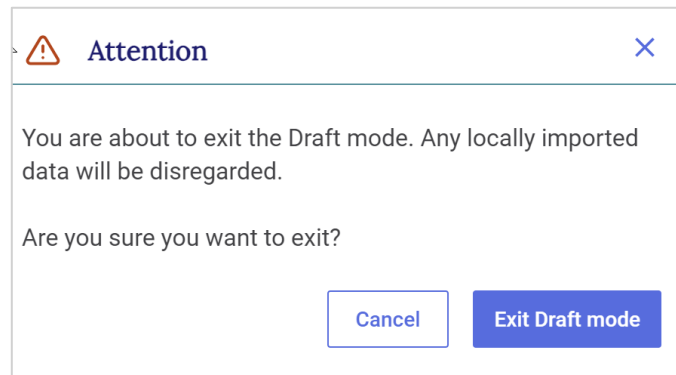
6. Import may be **successful** (information in the Excel file imported, without issue), **partially successful** (the Excel file imported, but some values may be missing, e.g. if a cell does not meet the validation criteria) or **fail** (file did not import). The user can download the import log by 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. **Error! Reference source not found.**



7. After import, the data entry grid will appear. A banner will appear just below the **Sub-header bar** indicating **Draft 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.



4.2.3 Export and Import .json File

In addition to use of Excel, data exchange may happen with the use of a .json file. The system will only import .json files that have been validated and contain the proper electronic signature. 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 **Current grid and its sub-grids as .json**.

The screenshot shows the PROGRESS Data entry interface. The header bar includes 'Data entry' (1), 'Reporting tables', 'QA/QC', and 'Json validator'. The navigation tree on the left shows '4.1. With measures' (2) selected. The main content area displays a table titled '4.1. With measures^{a, b}' with columns for 'Historical Year' (2022) and 'Projections' (2025). The table lists sectors like Energy excl. Transp..., Transport, Industrial processe..., Agriculture, and LULUCF. An 'Export' button (3) is visible in the top right of the grid area, and a dropdown menu (4) is open, showing options: 'Current grid as .xlsx', 'Current grid and its sub-grids as .xlsx', and 'Current grid and its sub-grids as .json'.

	Historical Year	Projections			
	2022	2025			
▼ Sectors ^d					
Energy excl. Transp...	3.00	3.00	3.00	3.00	3.00
Transport	3.00	3.00	3.00	3.00	33.00
Industrial processe...	3.00	3.00	3.00	3.00	3.00
Agriculture	3.00	3.00	3.00	3.00	3.00
LULUCF		3.00	3.00	3.00	33.00

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**.

The screenshot shows the ETf PROGRESS Data entry interface. The top navigation bar includes 'CTF versions', 'Data entry', 'Reporting tables', 'QA/QC', and 'Json validator'. The main content area is titled '4.1. With measures a, b'. On the left, a navigation tree lists various sections, with '4.1. With measures' selected. On the right, a table displays GHG emissions data for 'Historical Year' (2022) and 'Projections' (2025) across different sectors. A dropdown menu is open over the table, showing options: 'Edit navigation tree', 'Import .xlsx file', 'Export all data entry grids as .xlsx', and 'Export all data entry grids as .json' (highlighted).

	Historical Year	Projections	
	2022	2025	
Sectors ^d			
Energy excl. Transp...	3.00	3.00	
Transport	3.00	3.00	
Industrial processe...	3.00	3.00	
Agriculture	3.00	3.00	
LULUCF		3.00	

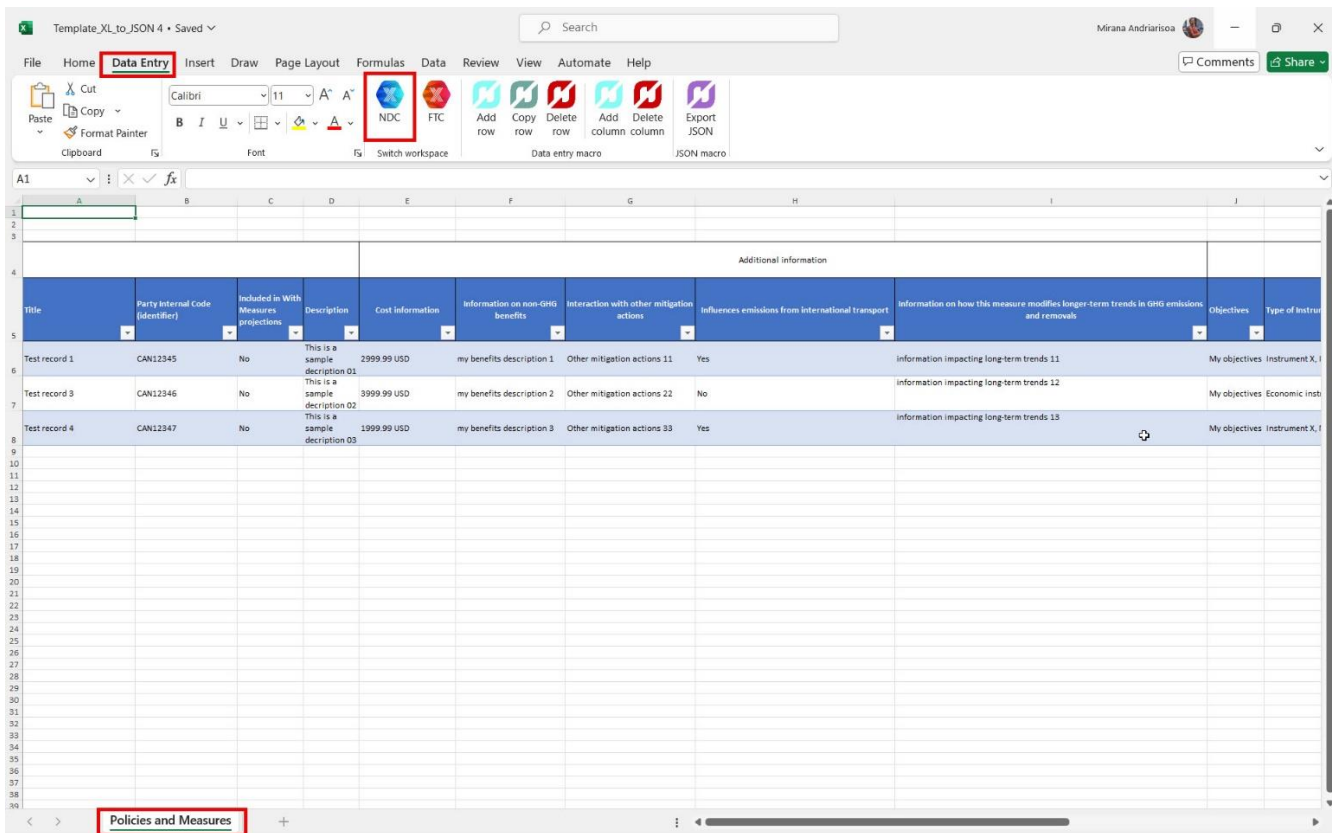
4.2.3.2 Export of a .json file from the Excel tool

An **Excel tool** is being finalized and will be made available to the Parties to facilitate the reporting of Policies and Measures information. This tool will include the required information for the CTF reporting tables, allowing users to copy NDC information from their national systems using Excel. The data can then be exported as a .json file and imported into the reporting tool.

The Excel tool will be available for download under the technical documentation section on the [ETF reporting tools help page](#) in July.

Below is an illustration of the Excel tool which is still under development. Under Data Entry, choose the workspace NDC. In the "Policies and Measures" tab, users can insert all their mitigation measures in the first column labeled "Title," with one row for each measure. Information about each mitigation measure, such as descriptions and cost details, can be filled in the subsequent columns.

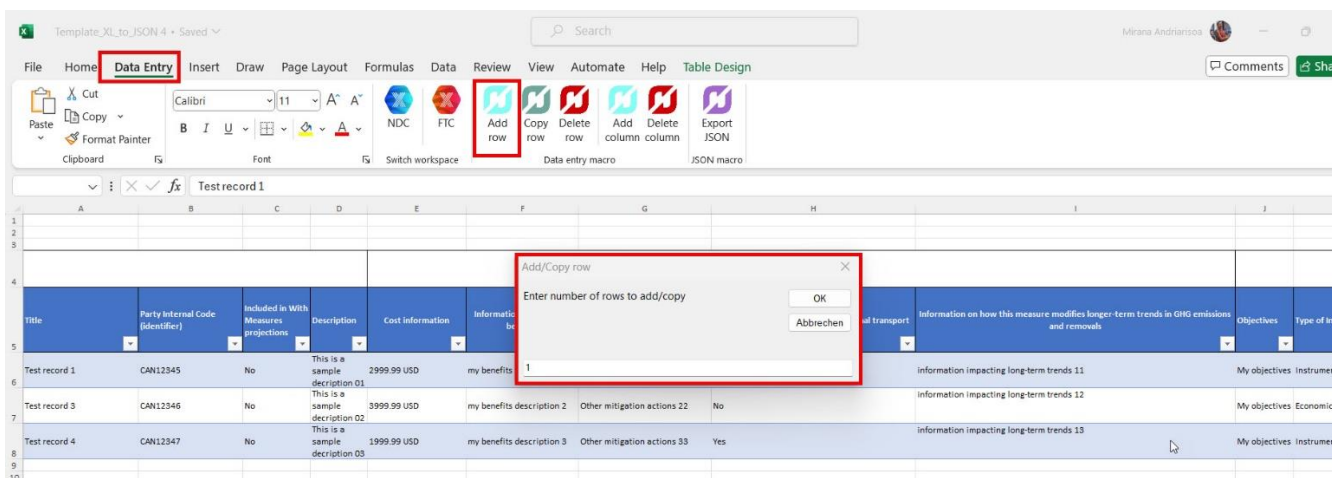
Note that the import of the optional additional information fields (Cost information, Information on non-GHG benefits, Interaction with other mitigation actions, Influences emissions from international transport and Information on how this measure modifies longer-term trends in GHG emissions and removals) is still under development.



The user can add, copy or delete rows.

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
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.

The user can add or deleted columns on GHG emissions reductions achieved or expected.

To add columns:

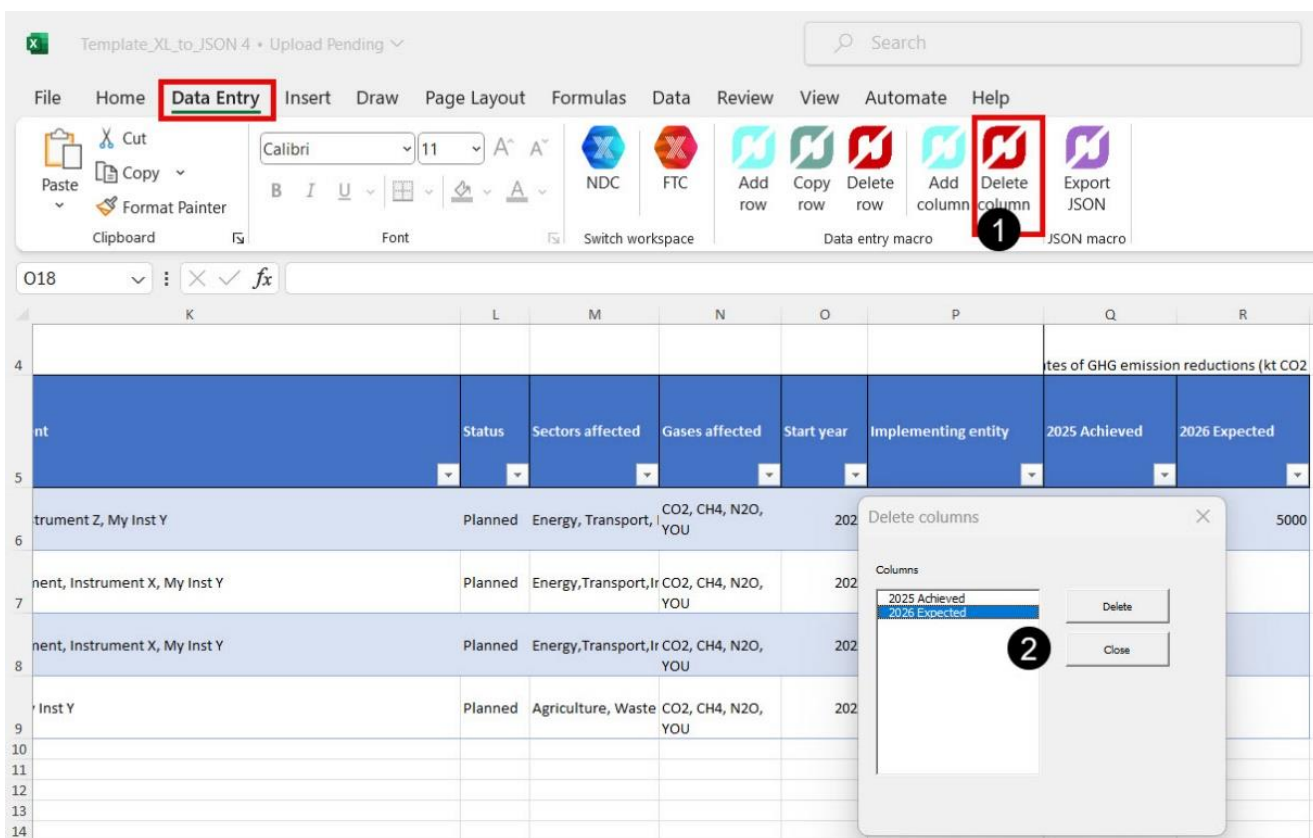
1. Go to data entry tab and select add column
2. Enter the year for the GHG emissions reduction and specify whether it is achieved or expected and select Add column
3. The new column will be added at the end.

The screenshot shows the Microsoft Excel interface with the 'Data Entry' tab selected. The ribbon includes options for NDC, FTC, Add row, Copy row, Delete row, Add column, Delete column, and Export JSON. The 'Add column' button is highlighted with a red box and a circled '1'. A dialog box titled 'Add column' is open, showing a 'Year' field with a circled '2', and radio buttons for 'Achieved' and 'Expected'. The background shows a table with columns for Status, Sectors affected, Gases affected, Start year, Implementing entity, 2025 Achieved, and 2026 Expected.

ent	Status	Sectors affected	Gases affected	Start year	Implementing entity	2025 Achieved	2026 Expected
Instrument Z, My Inst Y	Planned	Energy, Transport, I	CO2, CH4, N2O, YOU	2022	My new implementing entity 1	NO, NA	5000
ment, Instrument X, My Inst Y	Planned	Energy, Transport, Ir	CO2, CH4, N2O, YOU	2022	My n entit	0 NA	
ment, Instrument X, My Inst Y	Planned	Energy, Transport, Ir	CO2, CH4, N2O, YOU	2022	My n entit	0 NA	
ly Inst Y	Planned	Agriculture, Waste	CO2, CH4, N2O, YOU	2022	My n entit	0 NO	

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 on GHG emissions reduction achieved or expected.

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. Only data within the rows and columns created will be exported.

When done working on the Excel tool, the user can **export it as a .json**.

To export the Excel 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.

4.2.3.2 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.**

Version: XYZ-CTF-NDC-2027-V0.21 | Status: Started 1 Online

CTF versions

The list below contains all CTF versions and their status. + Create Version

Year Status

Year	Version name	Status	Version	Created date	Updated	
2027	XYZ-CTF-NDC-2027-V0.21	Started	-	2024-03-08	2024-04-08	Open
2027	XYZ-CTF-NDC-2027-V0.66	Started	DEFAULT	2024-04-09	2024-04-09	Open
2027	XYZ-CTF-NDC-2027-V0.65	Started	-	2024-04-08	2024-04-09	Open
2027	XYZ-CTF-NDC-2027-V0.64	Started	-	2024-04-05	2024-04-05	Open

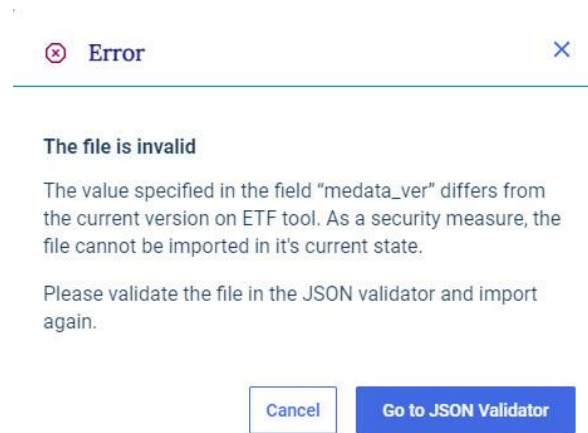
2 Import json file

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

Import .json file

Drag and drop or [Select](#) a .json file to upload

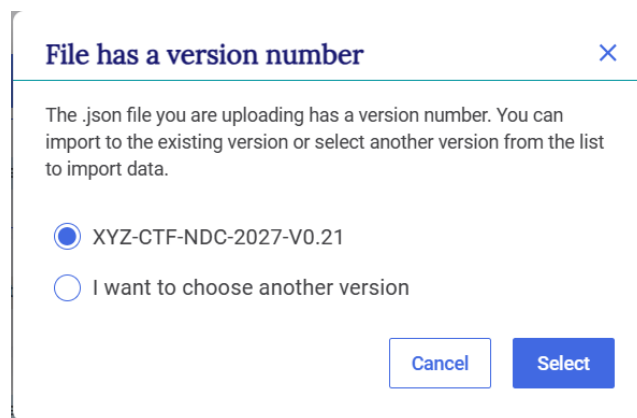
Recall that the reporting tool will only accept a validated file. If the file has not been validated, the user will see a pop-up box indicating that the file must be validated. If this appears, select **Go to JSON Validator** (see section 3.2. Upload a File).



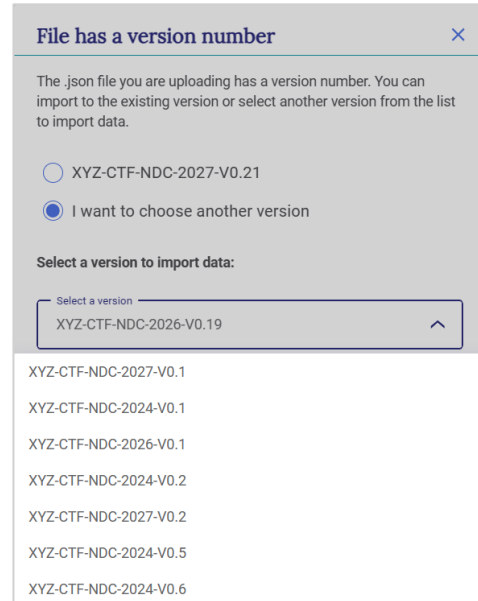
4. **The user will be prompted to indicate into which CTF version they would like to import the .json file.** There are two possibilities:
- **The .json file does not have a version number** associated with it (e.g. it was created from a national system)
 - **The .json file is already associated with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

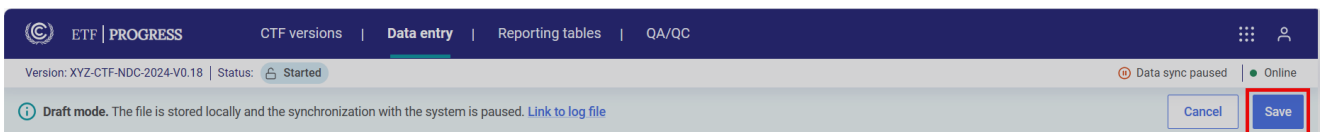


Import may be **successful** (information in the .json file imported, without issue), **partially successful** (the .json file will import, but some values may be missing, e.g. if a cell does not meet the validation criteria) or **fail** (file did not import). The user can download the import log by clicking on [Link to the log file](#). If import fails, the user may try again to import an appropriate file. See Table 7 for possible error messages in the log file.

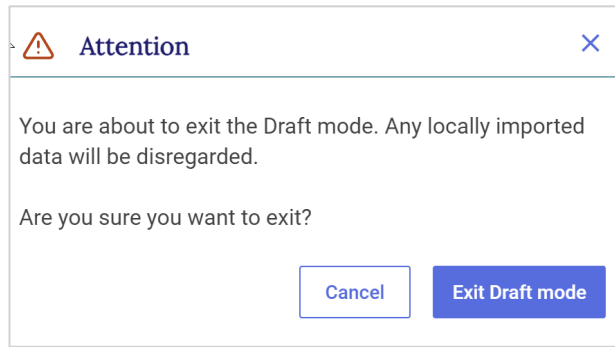
Table 7. Example Alerts upon .json Import

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 **Draft 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.

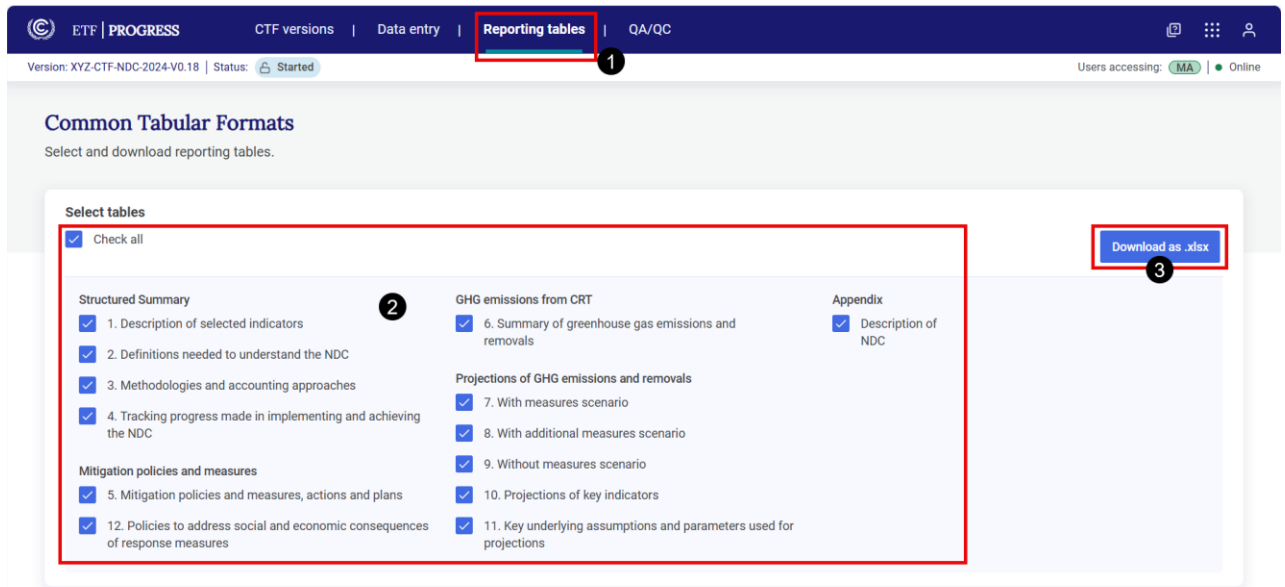


4.3 Generate Common Tabular Formats

The user may **generate a single or multiple reporting tables, or the entire CTF into Excel format**. 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

The screenshot displays the ERF PROGRESS data entry interface. The main content area shows a table titled "4.5. Key underlying assumptions and parameters" with columns for Historical Year (2024) and Projections (2025, 2030). The table includes rows for GDP, Population growth, and International trade. The interface also features a navigation tree on the left and a footer with buttons for "Comments and Custom Footnotes" and "Documentation box".

	Historical Year	Projections	
	2024	2025	2030
Key underlying as...			
GDP			
Millions	1,000.00	1,500.00	2,000.00
Population gr...			
%	2.00	1.50	1.00
International ...			
USD/boe	2.00	2.50	3.00

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.

ETF | PROGRESS CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2027-V0.21 | Status: Started Data synchronized | Online

Navigation tree Options

- 1. Structured summary
- 2. Mitigation policies and measures
 - 2.1. Policies and Measures
 - Adoption and Implementation of revised building code for all new buildings and renovations.
 - Promoting the use of renewable energy
 - Promotion of the use of Public transport
 - Afforesting 100,000 ha by 2030
 - Improving waste management in the major cities
 - 2.2. Measures to address social and economic consequences of response measures
- 3. GHG Emissions from CRT
- 4. Projection of GHG emissions and removals
 - 4.1. With measures
 - 4.2. With additional measures**
 - 4.3. Without measures
 - 4.4. Projections of key indicators
 - 4.5. Key underlying assumptions and parameters

4.2. With additional measures

All units are in ktCO2eq

Expand all Export

	Historical Year	Projections
		2025 2050
Sectors		
Energy excl. Transport		
Transport		
Industry		
Agriculture		
LULUCF		
Waste		
Other (specify) +		

Comments and Custom Footnotes Default Footnotes Documentation box 1

This text will appear in the documentation box of the corresponding table(s)

Please enter text 2

Maximum 5,000 characters

This information will appear in the reporting tables. All users within your Party can see it. Clear Save 3

To add 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 edit or delete information in the documentation box

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

Comments and Custom Footnotes Default Footnotes Documentation box

This text will appear in the documentation box of the corresponding table(s)

Example of content of the documentation box

This information will appear in the reporting tables. All users within your Party can see it. Edit 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.

Page Break

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 8](#) below.

Table 8. 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:

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.

4.2. With additional measures

 All units are in ktCO2eq

 Expand all

 Export

	Historical Year	Projections	
		2025	2050
Sectors			
Energy excl. Transport		54,905.00	 NE
Transport			
Industry			
Agriculture			
LULUCF			
Waste			
Other (specify) 			

 Comments and Custom Footnotes


 Default Footnotes


 Documentation box

Custom footnotes

Party comments

 User comment

Write a custom footnote 

 This custom footnote will appear in the reporting tables. All users within your Party can see it.



 Clear

 Save

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

Comments and Custom Footnotes | Default Footnotes | Documentation box

Custom footnotes xyz

Party comments | User comment

Custom footnotes xyz

This custom footnote will appear in the reporting tables. All users within your Party can see it.

Edit | Delete



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	2040
∨ 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. Submission

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

In the interim, 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.



VI. 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
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
NE	not estimated
NO	not occurring
UNFCCC	United Nations Framework Convention on Climate Change