USER MANUAL

User Management for the ETF Reporting Tools

UN CLIMATE CHANGE TRANSPARENCY DIVISION

United Nations
Climate Change

ACRONYMS

BTR	biennial transparency report
CMA	Conference of Parties serving as the meeting of the Parties to the Paris Agreement
CRT	common reporting table
CTF	common tabular format
ETF	enhanced transparency framework
ETF FP	enhanced transparency framework focal point
GHG	greenhouse gas
IFP	inventory focal point
IPPU	industrial processes and product use
LULUCF	land use, land-use change and forestry
MPGs	modalities, procedures, and guidelines for enhanced transparency framework
NDC	nationally determined contribution
NFP	national focal point
NRC	national report compiler
UNFCCC	United Nations Framework Convention on Climate Change

Introduction

According to decision 18/CMA.1, Parties must submit their first BTR by 31 December 2024, with subsequent reports due every two years. In accordance with the MPGs for the ETF, BTRs should include:

- A national inventory report of anthropogenic emissions by sources and removals by sinks of GHGs,
- Information necessary to track progress and achievement towards NDCs, and
- Information on financial, technological, and capacity-building support provided, mobilized, needed, and received.

Decision 5/CMA.3 adopted CRTs and CTFs for reporting required information as mentioned above.

As mandated by the Parties, the secretariat developed three tools for electronic reporting of CRTs and CTFs:

- ETF GHG Inventory Reporting Tool,
- ETF Progress Reporting Tool, and
- ETF Support Reporting Tool.

Further, a user management tool was also developed to allow access to the reporting tools.

I. Purpose of the Manual

This user manual offers clear guidance and step-by-step instructions on how to manage users and their associated rights within the ETF reporting tools.

It is anticipated that multiple users within the Party will need access to the reporting tools to prepare and submit official CRT and CTF submissions. These users will have various roles and corresponding rights for interacting with the reporting tools as highlighted in table 1 below.

Table 1: Overview of the different roles in the reporting tools

ETF Reporting Tool	User Roles	Actions they can take in the tools	Maximum number of users
	ETF FP	Add/remove all users, view inventories/CTF versions	1
	ETF FP Alternate	Add/remove all users, view inventories/CTF versions	1
GHG inventory	IFP	Add/remove inventory experts, create GHG Inventories and complete/edit version settings	1
	IFP Alternate	Add/remove inventory experts, create inventories and complete/edit version settings	1
	Expert Energy	Enter/edit data in the Energy sector	Multiple
	Expert IPPU	Enter/edit data in the IPPU sector	Multiple
	Expert Agriculture	Enter/edit data in the Agriculture sector	Multiple
	Expert LULUCF	Enter/edit data in the LULUCF sector	Multiple
	Expert Waste	Enter/edit data in the Waste sector	Multiple
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
Support	Support NRC	Add/remove progress experts, create Support CTF versions and complete/edit version settings	1
	Support NRC Alternate	Add/remove progress experts, create Support CTF versions and complete/edit version settings	1
	Expert FTC Support	Enter/edit data on Support	Multiple

The User Management tool overview shows the series of steps and processes to manage user accounts, access permissions in order to access the ETF Reporting tools.

Figure 1: Overview of user management workflow
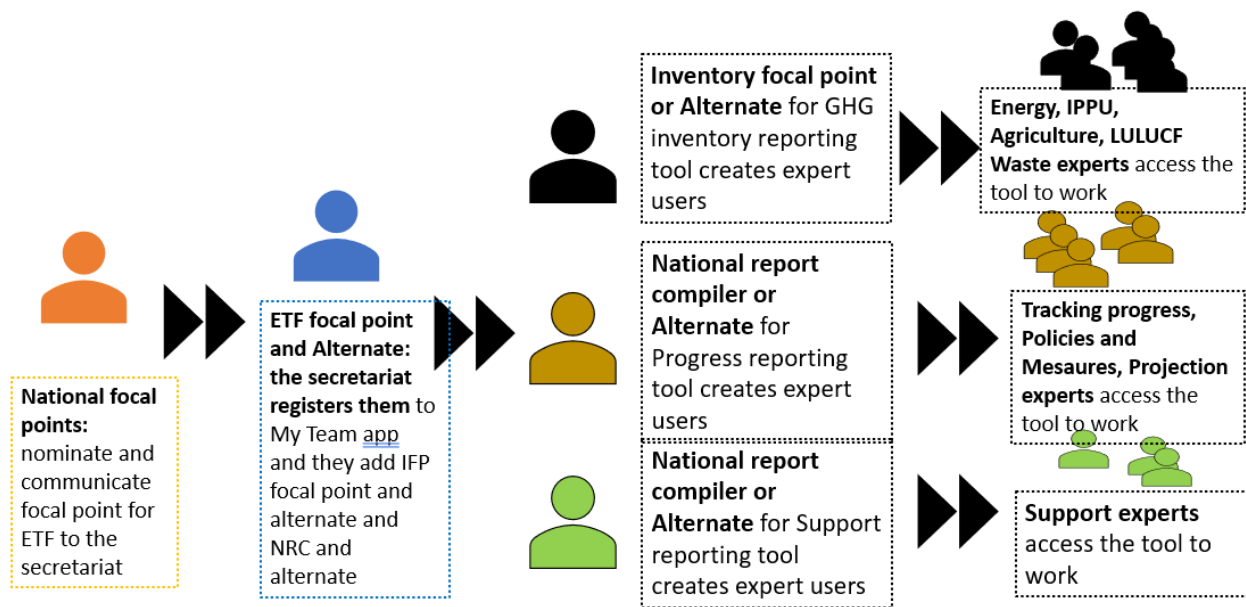
III. Steps for Managing Users

Step 1: Nominate and communicate ETF FP and ETF FP Alternate

The NFPs must nominate one person from their country to serve as the ETF FP and another as the ETF FP Alternate. The NFPs shall communicate the contact details (full name and email address) of the ETF FP and ETF FP Alternate to the secretariat.

Upon receipt of the nominations, the secretariat will grant access to the ETF reporting tools. The ETF FP and ETF FP Alternate will receive an automated email notification confirming their access to the tools and the roles that they have. Below is an example of the email notification which will be sent to the registered email address of the ETF FP and ETF FP Alternate.

Figure 2: Email notification to users once they have been granted access or role
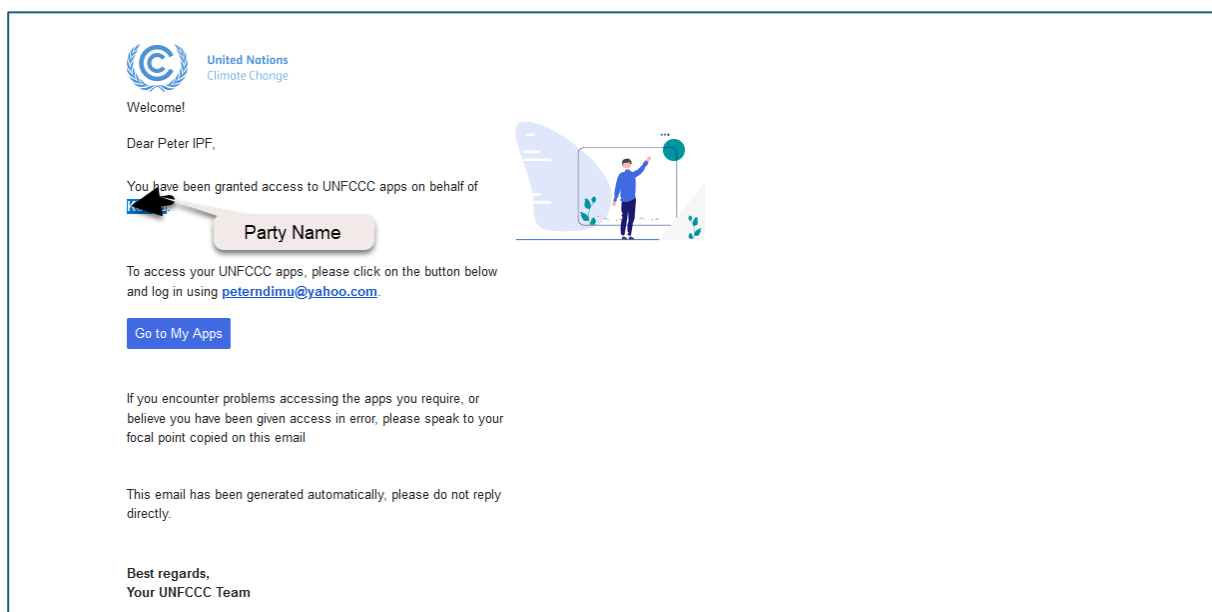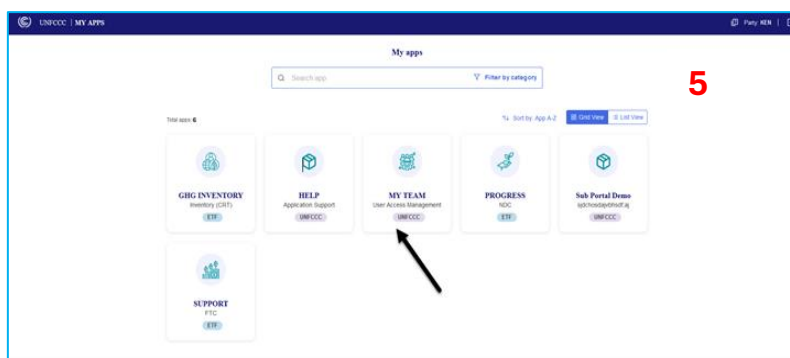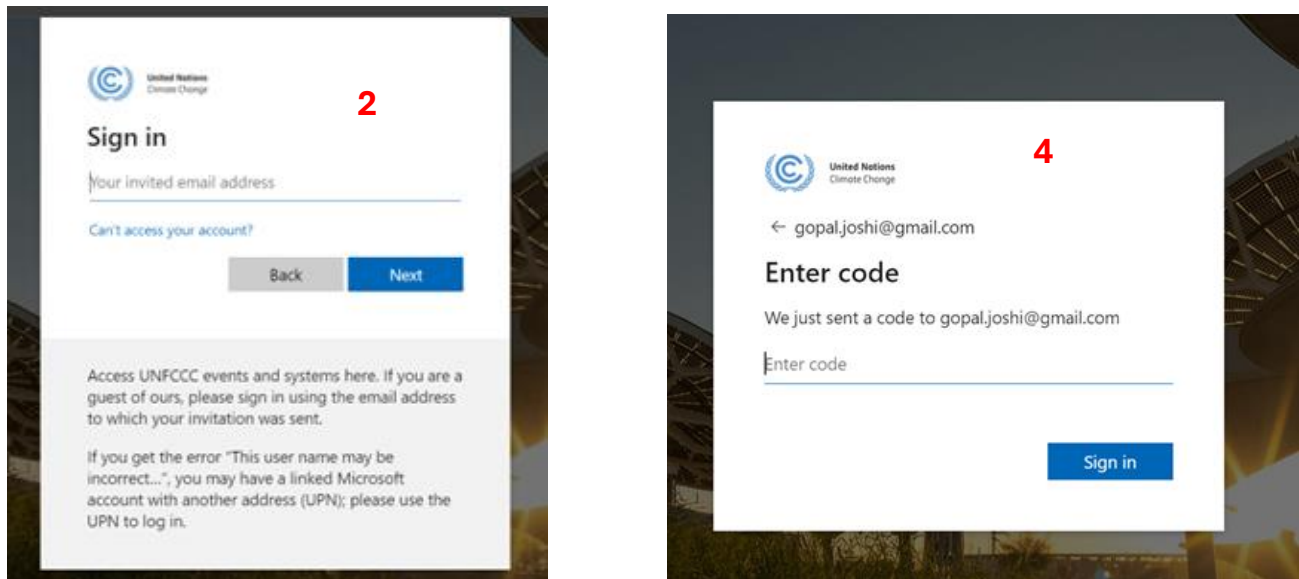

STEP 2: Access UNFCCC Apps by ETF FP and ETF FP Alternate

MyApps is the centralized platform where all applications within UNFCCC can be accessed. The ETF FP and ETF FP Alternate will be able to access UNFCCC My Apps by clicking the link provided in the email notification or by directly visiting https://myapps.unfccc.int.

To sign in to MyApps:

1. Go to https://myapps.unfccc.int.
2. Enter the registered email address in the login page and click on **next**.
3. Check code sent to the registered email.
4. Enter the code in the login page and click on **sign in**.
5. The landing page of UNFCCC My Apps will be displayed. The ETF FP and ETF FP Alternate will see various UNFCCC Apps depending on their access rights.

Figure 3: Login page and landing page of MyApps

STEP 3: Access My Team App by ETF FP and ETF FP Alternate

To begin managing users within the country, the ETF FP and/or the ETF FP Alternate must access the My Team App by clicking its icon on the landing page of UNFCCC My Apps.

From the My Team App landing page, the ETF FP and/or ETF FP Alternate can perform the following actions:
1. Search for existing users by typing the name or email address or by filtering by role.

2. View an overview of all existing users, including contact details and roles, and export this list to an Excel file.
3. View an overview of historical users.
4. Add new users.
5. Remove Party user and/or edit the role.

Figure 4: Key actions in My Team App
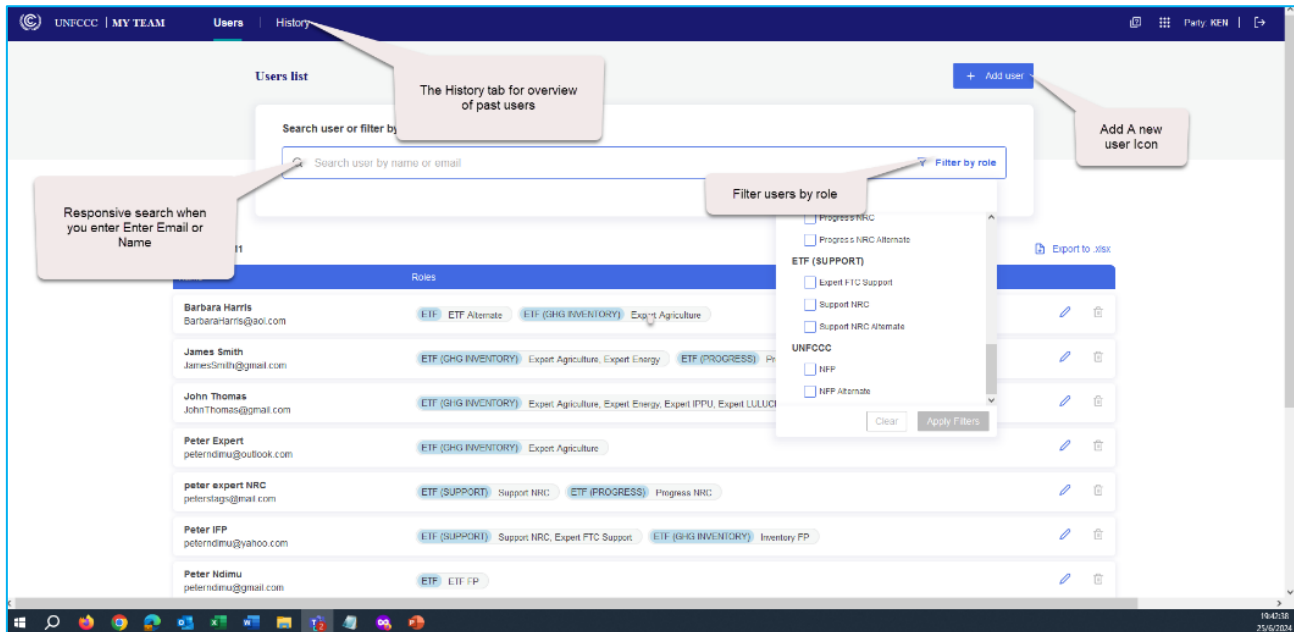
STEP 4: Add users for the Reporting Tools by ETF FP and ETF FP Alternate in My Team App

The ETF FP and/or ETF FP Alternate are responsible for adding users from their respective Party, including:

- IFP and IFP Alternate for the ETF GHG Inventory Reporting Tool;
- NRC and NRC Alternate for the ETF Progress Reporting Tool;
- NRC and NRC Alternate for the ETF Support Reporting Tool.

The IFP, IFP Alternate, NRC Support, NRC Support Alternate, NRC Progress and NRC Progress Alternate are responsible for adding other users for specific expert roles related to each reporting tool. However, the ETF FP and ETF FP Alternate will also be able to add these specific experts, if necessary. Moreover, the ETF FP is also able to add or modify the ETF FP Alternate.

To add new users (by ETF FP/ETF FP Alternate/IFP/IFP Alternate/NRC/NRC Alternate):

1. On the My Team App landing page, click on **"+ Add User"** button.
2. Enter the following information:

- **Valid email address**. Note that the email address should be associated to only one person and not a shared mailbox.
- **First name and last name**. If the user does not have a last name, select "The user doesn't have a last name".
- **Role(s)** to be assigned to the user.
3. Click on **Confirm** button.
4. A notification that the user has been added successfully will appear on the top right-hand corner. Moreover, the newly added user will receive an automatic email notification confirming their access.

Figure 5: Landing page of My Team App
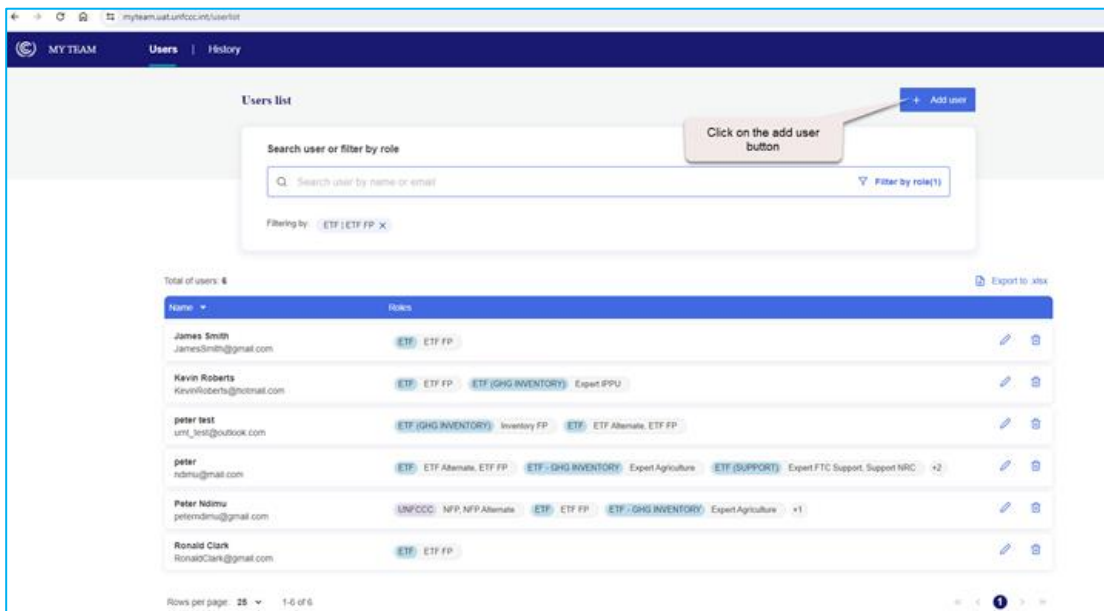
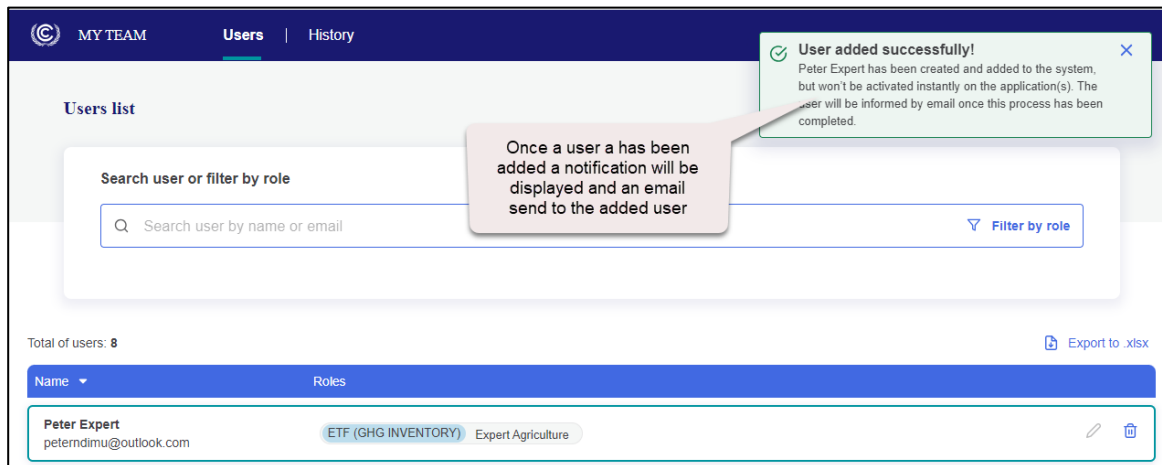Figure 6: User information form in My Team App
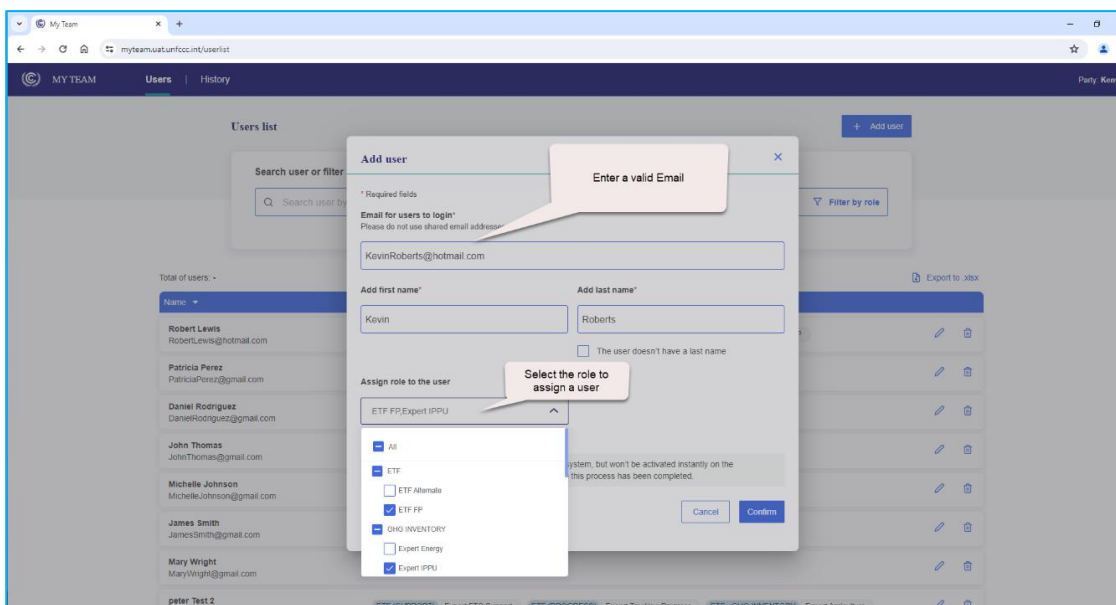
Figure 7: Page showing added user in My Team App

STEP 5: Adding users for the Reporting Tools by IFP/IFP Alternate and NRC/NRC Alternate FP in My Team App

Once the IFP, IFP Alternate, NRC, and NRC Alternate are added, they can subsequently add users for specific expert roles. They need to follow the steps 2-4 as outlined for ETF FP and ETF FP Alternate.

Step 6: Edit/Update/Remove User Roles and Permissions in My Teams App

The ETF FP and Alternate, IFP and Alternate, as well as NRC and Alternate can easily modify the details and roles of users within My Teams App.

To edit/update user details:

1. On the My Teams App landing page, search the relevant user either from the list or through the search box by typing the user's **name or email address**.
2. Click on the **pencil icon** associated to the user.
3. Make the necessary changes and/or update, then click on **Confirm**.

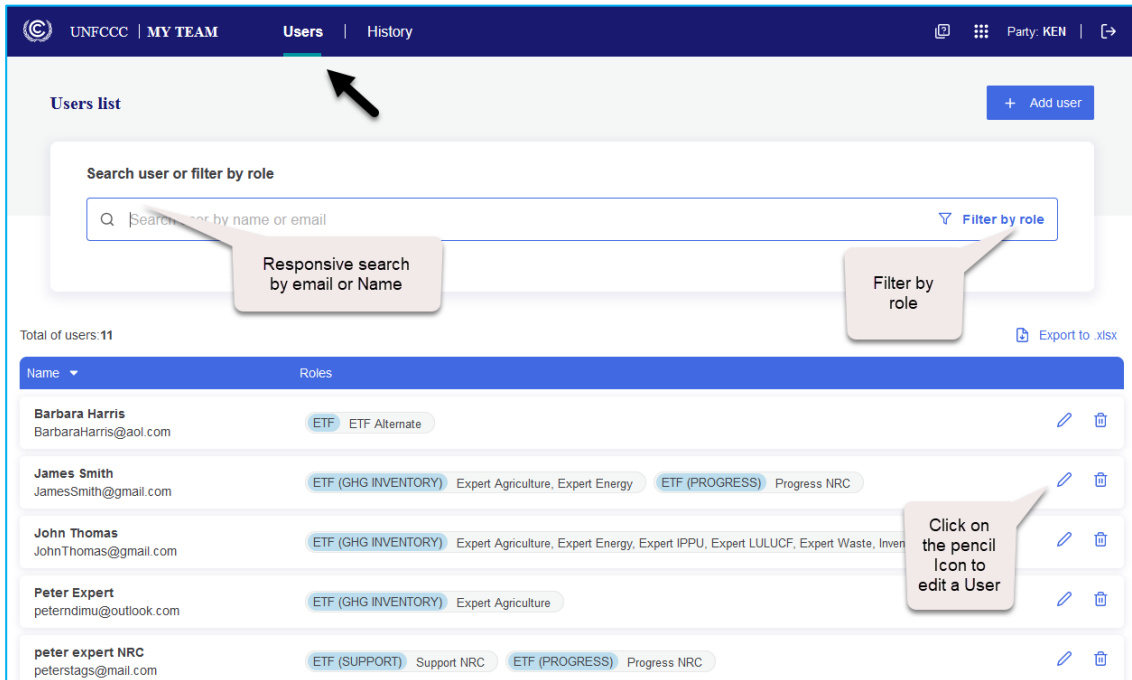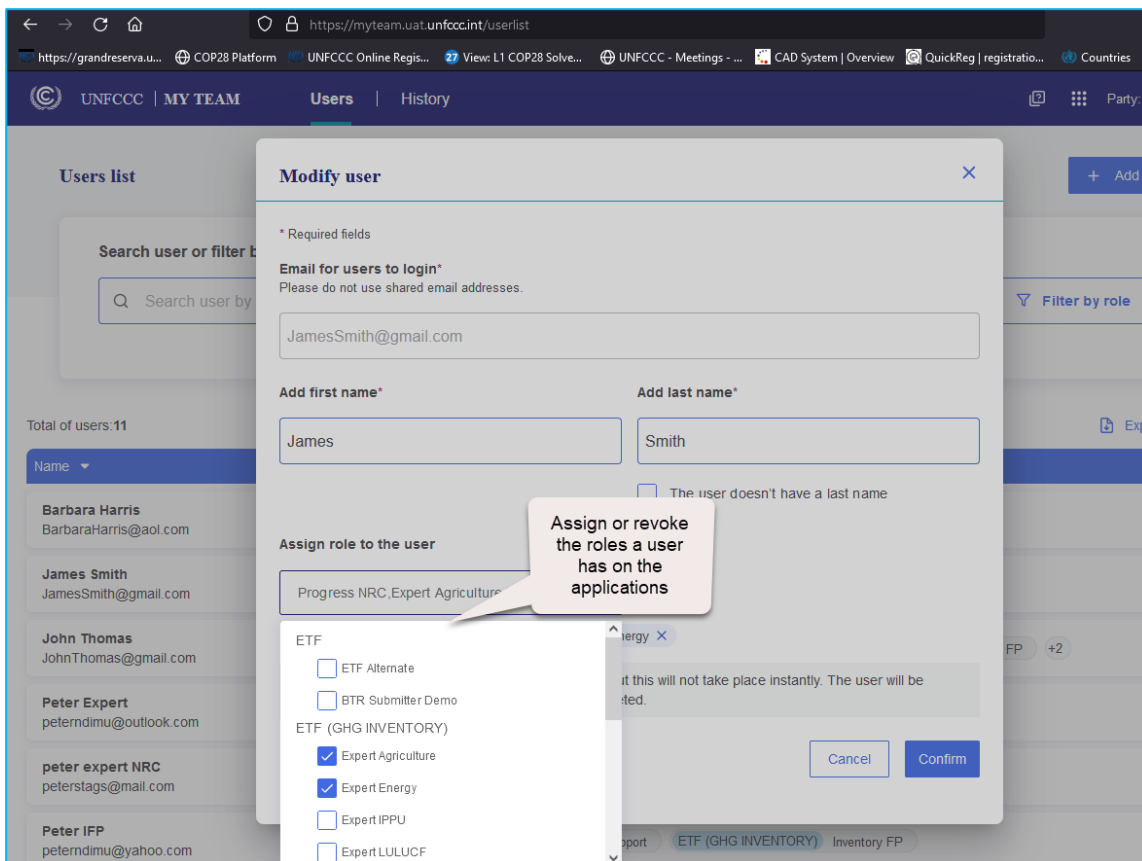Figure 8: Page to view, modify, or remove a user

Figure 9: Form to modify user's information

To remove users:

1. On the My Teams App landing page, search the relevant user either from the list or through the search box by typing the user's **name or email address.**
2. Click on the **trash bin** icon to remove a user.
3. A pop-up warning will appear. Click on **Remove** to confirm deletion.
4. Once the user has been removed, the user details are archived in the history section of My Teams site.
5. To retrieve previous information, use the search field or date.

Note that the IFP and Alternate and NRC and Alternate will only be able to remove users with expert roles within their respective ETF application, while the ETF FP and Alternate can remove all users within the country.
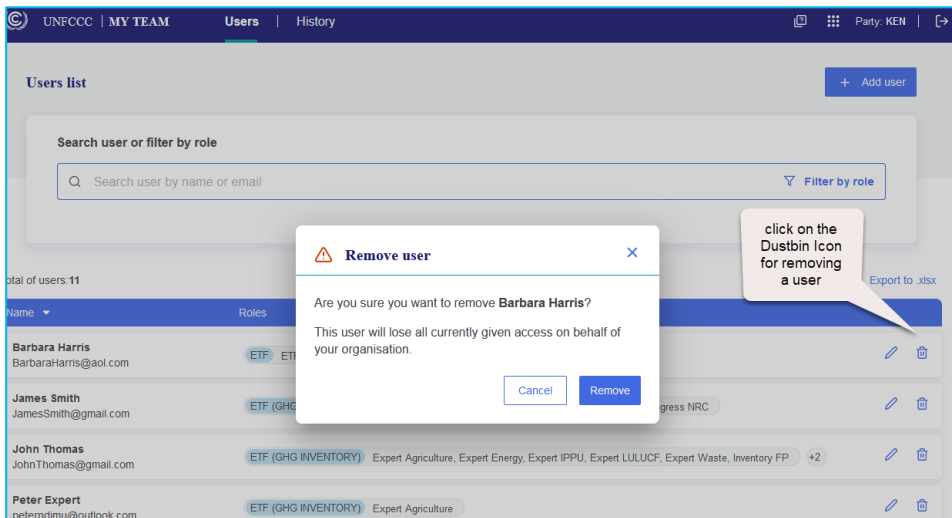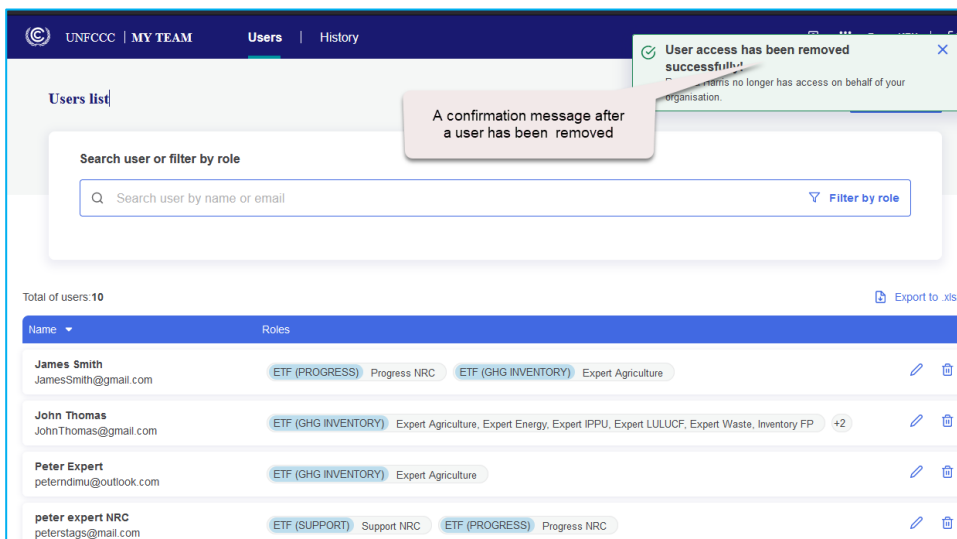
Figure 10: Removing a user

Figure 11: Confirmation message displayed

Please note that by removing the users, this means they will no longer have access to the ETF reporting tools. However, if the user has access to other applications within UNFCCC, these will not be affected.

STEP 7: Access the ETF Reporting Tools

To begin working with the ETF reporting tools, users should access UNFCCC My Apps by clicking on the link provided in the email notification or by directly visiting https://myapps.unfccc.int.

1. Follow the steps described in Step 2 above to sign in.
2. The landing page of UNFCCC My Apps will be displayed, which will include various UNFCCC Apps, including the ETF Reporting Tool for which they have been granted access.
3. Click on the icon of the reporting tool of interest.
4. The user will be directed to the reporting tool's landing page where they can begin their specific tasks as determined by their access rights.

The figure below shows the landing pages of My Apps and the reporting tools
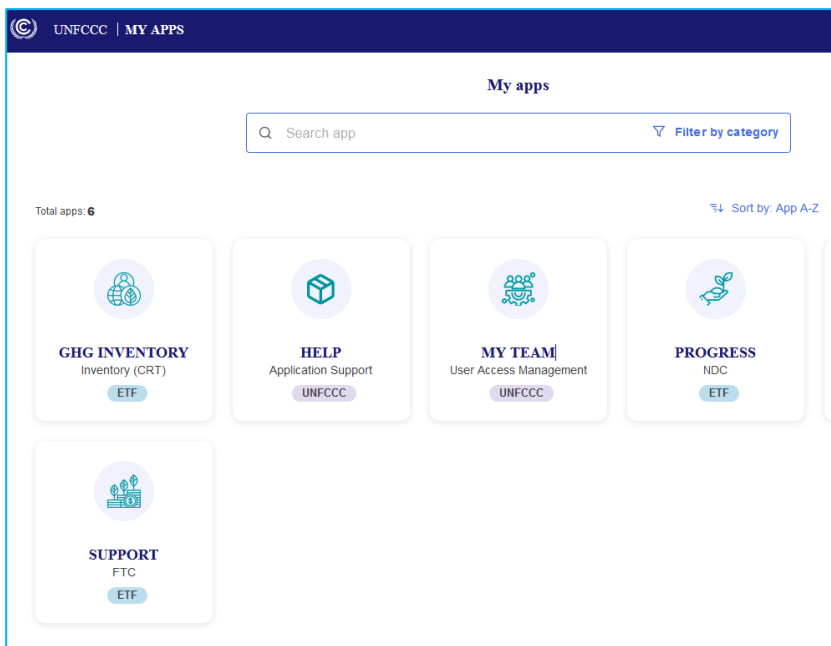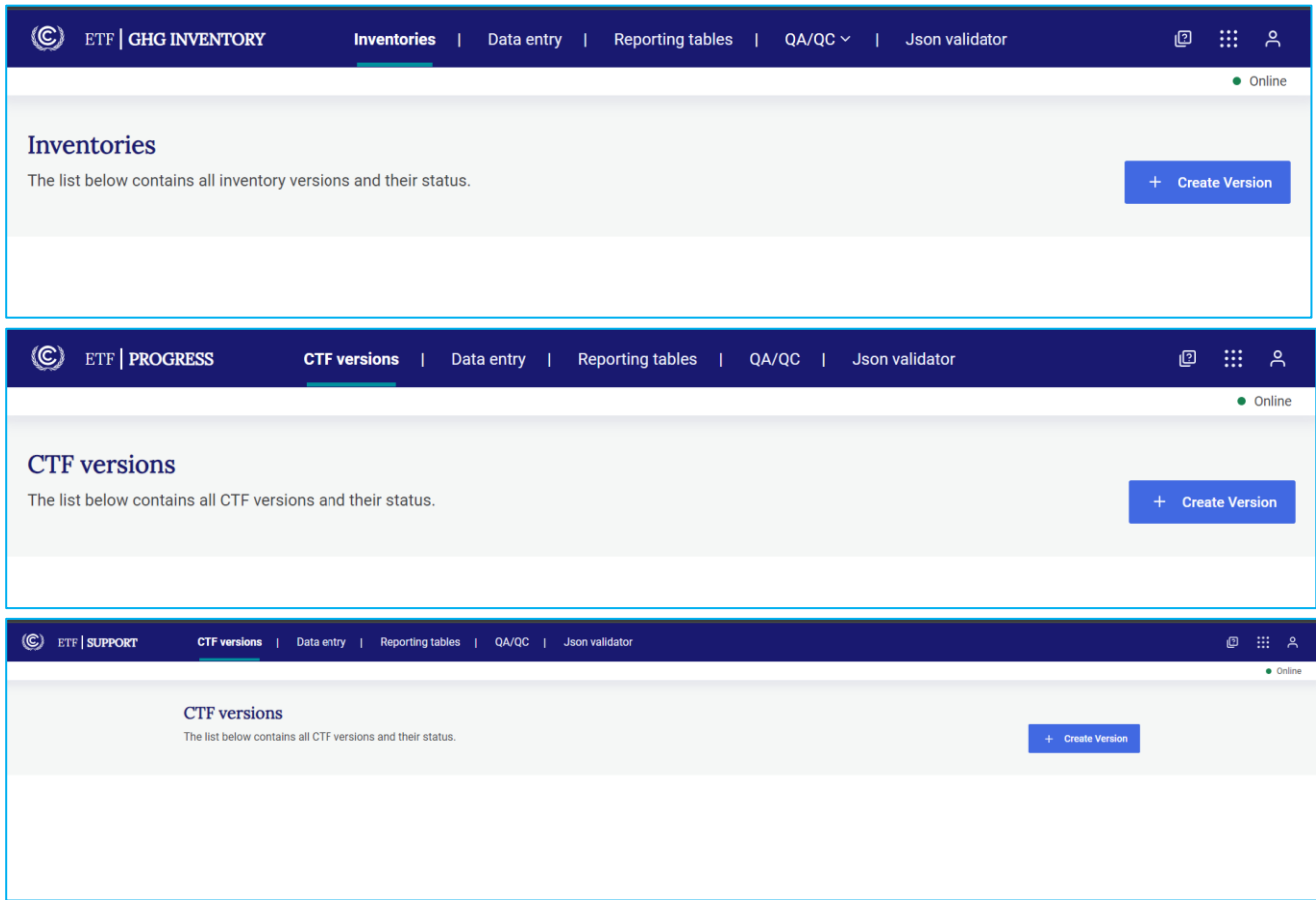
Figure 14: The landing page of My Apps

Figure 15: The landing pages of the reporting tools

Please note that the landing pages of the reporting tools will show the list of inventories (for GHG inventory tool) and the list of CTF versions (for Progress and Support tools). However, if inventories and CTF versions have not yet been created, the page will be blank. The IFP, IFP Alternate, NRC Progress, NRC Progress Alternate, NRC Support, and NRC Support Alternate will also see "+Create version" to enable them to create new versions of inventory or CTF.