

Guidance on migrating data from 2024 version to new 2026 version in the ETF Progress Reporting Tool

This guidance outlines the steps for migrating data from 2024 version to new 2026 version in the ETF Progress Reporting Tool. It enables Parties to create a new 2026 version by using the data from their 2024 version as the starting point for the preparation of their 2026 submission.

A. Create a copy of your 2024 version

1. **Log in** to the ETF Progress Reporting Tool.
2. Go to the **CTF versions** tab and find the 2024 version that you wish to migrate.
3. Click on the **gear icon** next to it and select **Create a copy**.
4. After the copy is created, select **Edit Version settings** for the **new 2024 version copy**.

The screenshot shows two instances of the 'CTF versions' table. In the first instance, a red circle '2' highlights the 2024 version 'XYZ-CTF-NDC-2024-V3.14'. A gear icon next to it opens a menu where 'Create a copy' (red circle '3') is selected. In the second instance, the 2024 version 'XYZ-CTF-NDC-2024-V3.15' is highlighted with a yellow circle, and the gear icon menu is open with 'Edit Version settings' (red circle '4') selected.

Year	Version name	Status	Version	Created date	Updated
2024	XYZ-CTF-NDC-2024-V3.14	Started	-	2026-04-21	2026-04-21
2026	XYZ-CTF-NDC-2026-V4.1	Started	DEFAULT	2026-06-03	

Year	Version name	Status	Version	Created date	Updated
2024	XYZ-CTF-NDC-2024-V3.15	Started	-	2026-04-21	
2026	XYZ-CTF-NDC-2026-V4.1	Started	DEFAULT	2026-06-03	

B. Modify and capture the versions settings for the new 2024 version copy

1. Under **Structured summary**, select **2022** for the new **Please specify the last year for reporting data on tracking progress** question.
2. If the bulk data tool is **not** used for Policies and Measures: Under **Mitigation policies and measures**, remove **2026** from **Expected years** (*relevant only if it was used*). See step 5 below for when the bulk data tool is used.
3. **Write down or screen capture** all other **version settings**.
4. Select **Go to data entry**.
5. If the bulk data tool is used for Policies and Measures: select **Delete all elements** in the navigation tree to remove them.

Please specify the last year for reporting data on tracking progress*

Enter year
2022

2022 ✓ 1

2023

2024

ed in this submission for the first NDC under

tion relevant to the first NDC.

ion relevant to the second or subsequent NDCs.

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

Achieved years
2020

Expected years
2030, 2040 2

Select All

2020

2025

2030

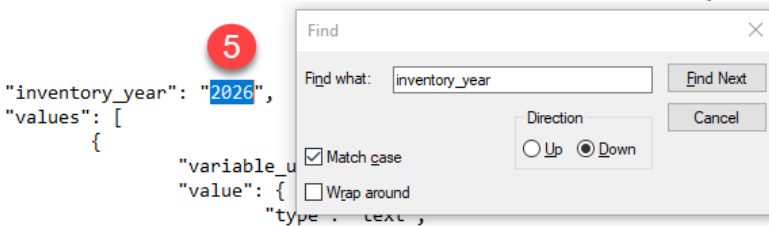
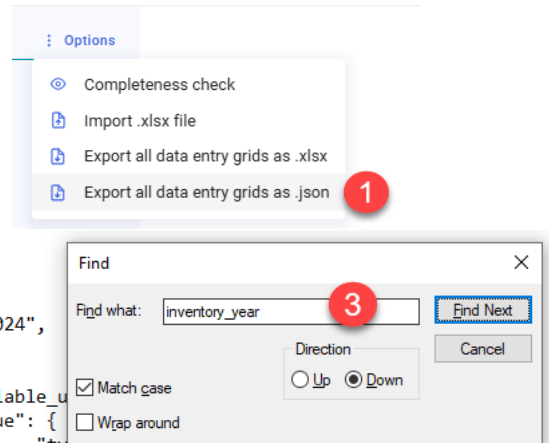
2035

2040

2045

C. Export and modify the .json file for the new 2024 version copy

1. Select **Export all data entry grids as .json** from **Options** menu.
2. Open the .json file in Notepad or visual studio code.
3. Search for the term **inventory_year**.
4. Confirm that there is **no 2026 instance**.
(If a 2026 instance still exists, please contact Tools.Support@unfccc.int for support).
5. Change the **2024** instance to **2026**.
6. Save the file.



D. Create a new version for 2026 by uploading the modified .json file

1. Return to the **CTF versions** tab and click **+ Create Version**.
2. Select **Upload a file**.
3. Select or drag and drop the .json file that was modified and saved.
4. Select **2026** as the **submission year**.

E. Select version settings for the 2026 version

1. Select the desired version settings for your 2026 version.
2. *If you have not deleted all PaMs in step B above, you must select all Achieved/Expected/Year combinations for emission reductions in PaMs that were used in your 2024 version (you can delete the unnecessary ones, as well as include any additional ones later by editing the Version settings).*
3. Select **Go to data entry**.
4. Check that your data has been successfully transferred.
5. If any empty **“Not defined”** entries appear in sections 1.1 and 4.5, these should be **deleted**.

1.1. Definitions ^a ⓘ

Expand all Export

Definitions	
Any sector or category defined different...	+
1. Energy	dfg dsf sd gsd gsdg sdg sdg dsg sdfg sdf gdsf
Definition needed to understand mitigati...	+
Adaptation actions	dfg dsf sd gsd gsdg sdg sdg dsg sdfg sdf gdsf
Other relevant definitions	
Not defined	dfg dsf sd gsd gsdg sdg sdg dsg sdfg sdf gdsf
Not defined	dfg dsf sd gsd gsdg sdg sdg dsg sdfg sdf gdsf
test	dfg dsf sd gsd gsdg sdg sdg dsg sdfg sdf gdsf
test2	dfg dsf sd gsd gsdg sdg sdg dsg sdfg sdf gdsf

The steps outlined above enable Parties to create a new 2026 version in the ETF Progress Reporting Tool using data in their 2024 version as the starting point.

Guidance on creating a new inventory version using the previous year's inventory version in the ETF GHG Inventory Reporting Tool

This guidance outlines the procedure for Parties wishing to create a new inventory version for a different submission year in the ETF GHG Inventory Reporting Tool using the previous year's inventory version as the starting point (e.g. creating an inventory version for 2026 using inventory version of 2024).

A. Access the previous year's inventory version

1. **Log in** to the ETF GHG Inventory Reporting Tool.
2. Navigate to the **Inventories** tab and locate the inventory version from the previous submission year (e.g., ISO-CRT-2024-V1.0).
3. Click the **gear icon** next to the version and select **Edit Version settings**.
4. **Note down all version settings** including:
 - Flexibility provisions applied
 - Option selected for the agriculture sector
 - Approach selected for Harvested Wood Products (HWP) in the LULUCF sector
 - Any other methodological or configuration settings (e.g. additional years for reporting HWP activity data, reporting option for information in Table4(II))These settings must be replicated in the new version to avoid data loss or misalignment.
5. Click **Exit without saving** to close the settings.
6. **Open the version** to confirm it contains the data you intend to carry forward.

B. Export the data entry grid as a JSON file

1. In the navigation tree, **click the three dots** next to *Options*.
2. Select **Export all data entry grid as .json**.
3. Save the exported .json file locally. This file contains all data entered in the previous year's CRT and will be used to populate the new version.

C. Create a new inventory version for the new submission year

1. Return to the **Inventories** tab and click **+Create Version**.
2. Under **Upload a file**, click **Start**
3. Select the exported .json file and provide the required metadata:
 - **Submission year** (e.g., 2026)
 - **Set as default version** (if applicable)
4. Click **Create Inventory**.
5. **Reproduce all settings** noted from the previous submission (Section A). Version settings must match the previous year's configuration to ensure correct data import and prevent data loss.

6. Once the version settings are complete, click **Go to data entry**. Blank year(s) will be added to the time-series based on the submission year and flexibility provisions applied.

The steps outlined above enable Parties to create a new 2026 version in the ETF GHG Inventory Reporting Tool using data in their 2024 version as the starting point.

For Parties using the 2006 IPCC Inventory Software

Parties that compile their inventory using the **2006 IPCC Inventory Software** may alternatively:

1. Export the JSON file from the IPCC software containing the time series you intend to report for the new submission year, and
2. Import this file directly into the ETF Reporting Tool to create a new inventory version.

This approach is suitable when the Party maintains its full-time series within the IPCC software and wishes to transfer it into the ETF Reporting Tool.