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ETF Progress Reporting Tool

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Hands-on training



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Housekeeping rules for the hands-on training

- For this training session, access is provided to the training environment of the ETF Progress reporting tool
- For each exercise, the secretariat will first demonstrate the features of the ETF Progress Reporting tool. **During the demonstration, please refrain from using the tool.** Following the demonstration, you will work on the hands-on exercise
- **Please start working on the exercise only when you are asked to do so.** Sufficient time will be allotted to perform exercises
- **Please feel free to ask questions** while performing the exercises



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code for
exercise guide*



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Exercises overview

- Exercise 1: Create new version and specify version settings
- Exercise 2: View and access CTF Versions; modify version settings
- Exercise 3: View and move through navigation tree and grids
- Exercise 4: Add and modify data for Projections
- Exercise 5: Use export/import to add and modify data
- Exercise 6: Add and modify data for Policies and Measures
- Exercise 7: Add and modify data for Structured Summary
- Exercise 8: Download reporting tables



Select application

Weblink to access the ETF Reporting Tools:

<https://apps-training.unfccc.int>

Or

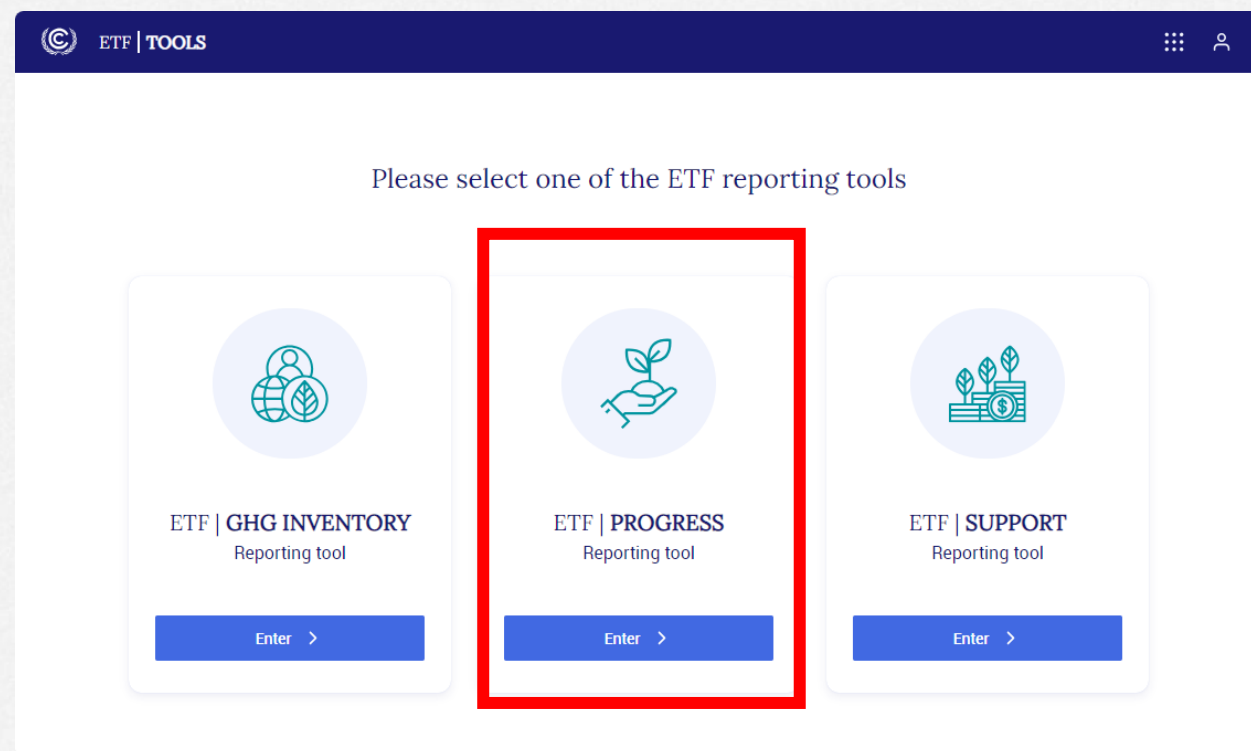
<https://etf-progress-training.unfccc.int>

Login details

- Username: [Email that you registered with]
- Password: [Password associated with the account]



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Exercise 1: Create new version and specify version settings

Overview

- Create a new version
- Select version settings for flexibility
- Select version settings for Mitigation Policies and Measures
- Select version settings for GHG inventory
- Select version settings for Structured Summary
- Select version settings for Projections



*Scan the QR code
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Exercise 1: Create new version

- Step 1: select “Create blank version”
- Step 2: select submission year (2024)
- Step 3: select “default version”
- Step 4: select “Create CTF version” to continue

The image displays two screenshots of the CTF Progress web application interface, illustrating the steps to create a new version.

Top Screenshot: The header shows the CTF Progress logo and navigation links: CTF versions, Data entry, Reporting tables, and QA/QC. The main heading is "Please select an option to start working on a CTF version". There are three options, each with a "Start" button:

- Create blank version:** "Please select this option to create a new blank version and start working on it." The "Start" button is circled in red.
- Select an existing version:** "Please select this option if you would like to work on or make a copy of an existing version."
- Upload a file:** "Please select this option if you would like to create a new version by uploading a JSON file."

Bottom Screenshot: The header is the same. The main heading is "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." A dropdown menu shows "2024" selected. A red number "2" is next to the dropdown.

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." There are two radio buttons: "Default version" (selected, marked with a blue checkmark) and "CTF version" (marked with a C icon). A red number "3" is next to the "Default version" radio button.

At the bottom right, there are two buttons: "Cancel" and "Create CTF Version >". A red number "4" is next to the "Create CTF Version >" button.



Exercise 1: Select version settings for flexibility

- Step 1: select Yes to initial question
- Step 2: toggle para 85 on
- Step 3: toggle para 95 on
- Step 4: toggle para 102 on
- Step 5: select Next

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.

1 ☒ 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) ☒ 2

Please enter explanation here

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

Para 95 (Allows an earlier year for the endpoint of projections) ☒ 3

Please enter explanation here

Para 102 (Enables the use of the notation key FX in all areas of projections reporting) ☒ 4

Please enter explanation here

[Exit version settings](#)

5 [Next >](#) [Go to data entry](#)



Flexibility provisions

Flexibility provisions (Annex to decision 18/CMA.1)	Flexibility provisions for those developing country Parties that need it in the light of their capacities.
Para. 85 (estimated impacts of PaMs)	Each Party shall provide, to the extent possible, estimates of expected and achieved GHG emission reductions for its actions, policies and measures in the tabular format referred to in paragraph 82 above; those developing country Parties that need flexibility in the light of their capacities with respect to this provision are instead encouraged to report this information. Implementation in Progress tool: notation key FX is allowed for estimated impacts.
Para. 92 (projections)	Each Party shall report projections pursuant to paragraphs 93–101 below; those developing country Parties that need flexibility in the light of their capacities are instead encouraged to report these projections. Implementation in Progress tool: version settings, data entry grids, and reporting tables for projections are all disabled.
Para. 95 (projections)	Projections shall begin from the most recent year in the Party's national inventory report and extend at least 15 years beyond the next year ending in zero or five; those developing country Parties that need flexibility in the light of their capacities with respect to this provision have the flexibility to instead extend their projections at least to the end point of their NDC under Article 4 of the Paris Agreement. Implementation in Progress tool: endpoint of projections as early as NDC end year is allowed.
Para. 102 (projections)	Those developing country Parties that need flexibility in the light of their capacities with respect to paragraphs 93–101 above can instead report using a less detailed methodology or coverage. Implementation in Progress tool: notation key FX is allowed anywhere in projections data entry grids.



Exercise 1: Select version settings for Mitigation Policies and Measures

- Step 1: select Yes to initial question
- Step 2: select years for achieved (2020)
- Step 3: select years for estimated (2030, 2040)
- Step 4: select Next

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

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Initiated | DEFAULT Online

Version Settings

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

2 Mitigation policies and measures

* Response required to continue

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

1 ☒ Yes ☐ No

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

2 Achieved years

3 Expected years

2030 X 2040 X

X Exit version settings < Back Next > Go to data entry



Exercise 1: Select version settings for GHG inventory

- Step 1: select “Last inventory data year”
- Step 2: enter last inventory year (2022)
- Step 3: select Next

The screenshot shows the 'Version Settings' page in the CTF Progress tool. The left sidebar lists five steps: 1. Flexibility provisions (Complete), 2. Mitigation policies and measures (Complete), 3. GHG Inventory Information (Complete), 4. Structured summary, and 5. Projections. The main content area is titled '3 GHG Inventory Information' and includes a red '3' in the top right corner. It contains a section for 'Specify the GHG inventory version to populate inventory data in this submission*' with two radio buttons: 'GHG inventory version' and 'Last inventory data year' (selected, marked with a red '1'). Below this is a section for 'Enter last inventory year*' with a text input field containing '2022' (marked with a red '2'). At the bottom right, there is a 'Next >' button (marked with a red '3') and a 'Go to data entry' button. The footer shows application and metadata version information.

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

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Initiated | DEFAULT Online

Version Settings

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

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 **1**

Enter last inventory year*
Please enter the latest inventory year for which you will have data in your GHG inventory submission.

2

3 < Back Next > Go to data entry

[Exit version settings](#)

Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-17 15:06 (UTC+2)



Exercise 1: Select version settings for Structured Summary

- Step 1: enter NDC start and end years (2021, 2030)
- Step 2: select Yes for first NDC
- Step 3: select No for achievement
- Step 4: select Yes for annex table
- Step 5: select Next

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

4 Structured summary

* Response required to continue

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

1

Enter start year
2021

Enter end year
2030

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.

2

☒ 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.

3

☐ 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.*

4

☒ Yes ☐ No

× Exit version settings

< Back

Next >

Go to data entry



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Exercise 1: Select version settings for Projections

- Step 1: toggle Table 8 on
- Step 2: select end year for projections (2030)
- Step 3: select interim years projections(2025)
- Step 4: select Go to data entry

The screenshot shows the 'Version Settings' page for 'XYZ-CTF-NDC-2024-V0.2'. The page has a dark blue header with navigation links: 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. Below the header, the status is 'Initiated' and the version is 'DEFAULT'. A sidebar on the left lists five steps: 1. Flexibility provisions (Complete), 2. Mitigation policies and measures (Complete), 3. GHG Inventory Information (Complete), 4. Structured summary (Complete), and 5. Projections (Complete). The main content area is titled '5 Projections' and contains the following sections:

- 'Specify additional projection scenarios to be reported':
 - 'Table 8 (with additional measures)': Toggled on (blue switch) with a red '1' next to it.
 - 'Table 9 (without measures)': Toggled off (grey switch).
- 'Please specify the end year for projections': A dropdown menu showing '2030' with a red '2' next to it.
- 'Please specify the interim year(s) for which projections are reported': A dropdown menu showing '2025' with a red '3' next to it. Below the dropdown, '2025' is checked with a blue checkbox.

At the bottom right, there is a red '4' above a blue button labeled 'Go to data entry'. At the bottom left, there is a link 'Exit version settings'.



Exercise 2: View and access CTF Versions; modify version settings

Overview

- View CTF versions
- Filter/sort CTF versions
- Edit version settings



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Exercise 2: View CTF versions

- Step 1: Click on CTF versions tab
- Step 2: View the information associated with each version

ETF | PROGRESS **1** CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT Online

CTF versions

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

Year Status [Import .json file](#) **2**

Year	Version name	Status	Version	Created date	Updated	
2024	XYZ-CTF-NDC-2024-V0.2	Started	DEFAULT	2024-04-17	2024-04-18	Open
2027	XYZ-CTF-NDC-2027-V0.2	Started	DEFAULT	2024-04-11	2024-04-11	Open
2027	XYZ-CTF-NDC-2027-V0.1	Started	-	2024-04-11	2024-04-11	Open
2026	XYZ-CTF-NDC-2026-V0.1	Started	-	2024-04-11	2024-04-11	Open
2025	XYZ-CTF-NDC-2025-V0.6	Initiated	DEFAULT	2024-04-17		Open



Exercise 2: Filter/sort CTF versions

- Step 1: Use the Year dropdown to view the submissions for only one year
- Step 2: Use the Status dropdown to filter by status
- Step 3: Sort the list by date created and updated

The screenshot shows the 'CTF versions' page in the ETf PROGRESS system. The interface includes a top navigation bar with links to 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. Below the navigation bar, the current version is 'XYZ-CTF-NDC-2024-V0.2' and the status is 'Started'. The main section is titled 'CTF versions' and contains a list of all CTF versions and their status. A blue button '+ Create Version' is located on the right. Below the title, there are two dropdown menus: 'Year' (labeled 1) and 'Status' (labeled 2). To the right of these dropdowns is a link 'Import .json file'. Below the dropdowns is a table with columns: Year, Version name, Status, Version, Created date, and Updated. The table contains five rows of data. The first row is highlighted with a blue dot. To the right of the table, there is a red number 3 pointing to the 'Created date' and 'Updated' columns. Each row in the table has a gear icon and an 'Open' button.

Year	Version name	Status	Version	Created date	Updated
2024	XYZ-CTF-NDC-2024-V0.2	Started	DEFAULT	2024-04-17	2024-04-18
2027	XYZ-CTF-NDC-2027-V0.2	Started	DEFAULT	2024-04-11	2024-04-11
2027	XYZ-CTF-NDC-2027-V0.1	Started	-	2024-04-11	2024-04-11
2026	XYZ-CTF-NDC-2026-V0.1	Started	-	2024-04-11	2024-04-11
2025	XYZ-CTF-NDC-2025-V0.6	Initiated	DEFAULT	2024-04-17	



Exercise 2: Edit version settings

- Step 1: Select Edit version settings for the version you are working on
- Step 2: Go to the Projections settings and change the end year to 2035
- Step 3: Select Go to data entry
- Step 4: Download and view the log file
- Step 5: Select Save and go to data entry

The screenshot displays the 'Version Settings' interface for the 'XYZ-CTF-NDC-2024-V0.2' version. The interface includes a table of versions and a detailed settings section for the selected version.

Year	Version name	Status	Version	Created date	Updated	Actions
2024	XYZ-CTF-NDC-2024-V0.2	Started	DEFAULT	2024-04-17	2024-04-18	Edit Version settings (1), Duplicate version , Open
2027	XYZ-CTF-NDC-2027-V0.2	Started	DEFAULT	2024-04-11	2024-04-11	Open

The 'Projections' section is highlighted, showing the 'Table 9 (without measures)' settings. The 'Please specify the end year for projections' dropdown is set to 2035 (2). The 'interim year(s) for which projections are' field is also visible.

An 'Attention' dialog box is shown, summarizing the changes made to the version settings:

- 5- Projections:
 - Please specify the interim year(s) and end year for which projections are reported: 2025, 2035

The dialog box includes a warning: 'Warning: these changes may result in data loss. Download log file for details: [Log file](#) 4'. It asks 'Are you sure you want to save these changes and go to data entry?' and provides 'Cancel' and 'Save and go to data entry' (5) buttons.

The bottom of the interface shows the 'Go to data entry' button (3) and the 'Exit version settings' button.



Exercise 3: View and move through navigation tree and grids

Overview

- Main elements of the header and data entry screen
- Navigation tree basics



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Exercise 3: Main elements of the header and data entry screen

- 1: Component tabs
- 2: Application and user menus
- 3: Version number
- 4: Version status
- 5: Default version indicator
- 6: Sync/online status
- 7: Last sync time

The screenshot displays the 'Data entry' interface. At the top, a dark blue header bar contains the 'ETF | PROGRESS' logo (1), navigation tabs for 'CTF versions', 'Data entry' (2), 'Reporting tables', and 'QA/QC', and a user menu icon (2). Below the header, a status bar shows the version 'XYZ-CTF-NDC-2024-V0.2' (3), status 'Started' (4), default version 'DEFAULT' (5), and sync/online status 'Data synchronized' and 'Online' (6). The main area is split: the left sidebar shows a 'Navigation tree' with categories like '1. Structured summary' and '2. Mitigation policies and measures', and the right pane shows a large circular icon with a cursor and the text 'Please select data grid from the navigation tree'. The footer (7) displays application and metadata version information and the last synchronization time.





Exercise 4: Add and modify data for Projections

Overview

- Data entry grid basics
- Entering data
- Modifying data
- Add a custom sector
- Understanding data validation
- Copy/paste data from excel



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Exercise 4: Data entry grid basics

- 1: Expand/hide
- 2: Export menu
- 3: Column headers
- 4: Row headers
- 5: Data validation error
- 6: Add custom row
- 7: Calculated cell
- 8: Comment/footnote popup menu

The screenshot displays the 'Data entry' interface for the 'XYZ-CTF-NDC-2024-V0.2' version. The interface includes a navigation tree on the left, a main data entry grid, and a bottom section for comments and footnotes.

Navigation tree:

- 1. Structured summary
 - 1.1. Definitions
 - 1.2. Methodologies and accounting approaches
 - 1.3. Targets and indicators
 - 1.3.1. Target - Base-year emissions limitation/reduction
 - 1.4. NDC
 - 2. Mitigation policies and 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

4.2. With additional measures

All units are in ktCO₂eq

Expand all 1

Export 2

Current grid as .xlsx

	Historical Year 3	Projections	
	2022	2025	2030
Sectors			
Energy excl. Transport		1.00	
Transport 4	a • 5	23.00	
Industry		4.00	
Agriculture		5.00	
LULUCF		6.00	
Waste		7.00	
Other (specify) 6	+		
Total with LULUCF		7 46.00	
Total without LULUCF		40.00	
Gases			
CO ₂ emissions includin...			
CO ₂ emissions excludin...			
CH ₄ emissions includin...			
CH ₄ emissions excludin...			
N ₂ O emissions includin...			

Comments and Custom Footnotes 8

Default Footnotes

Documentation box


Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-18 14:17 (UTC+2)



Exercise 4: Entering data

- Fill the With additional measures data entry grid as shown:

4.2. With additional measures

 All units are in ktCO2eq

☒ Expand all

 Export

	Historical Year	Projections	
	2022	2025	2030
▼ Sectors			
Energy excl. Transport	120.00	110.00	100.00
Transport	65.00	70.00	60.00
Industry	80.00	60.00	50.00
Agriculture	45.00	50.00	60.00
LULUCF	-20.00	-20.00	-20.00
Waste	20.00	15.00	10.00
Other (specify) +			
Total with LULUCF	310.00	285.00	260.00
Total without LULUCF	330.00	305.00	280.00



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Exercise 4: Entering data (continued)

- Fill the remainder of the With additional measures data entry grid as shown:

	Historical Year	Projections	
	2022	2025	2030
> Sectors			
✓ Gases			
CO ₂ emissions including net CO ₂ from LUL...	248.00	228.00	208.00
CO ₂ emissions excluding net CO ₂ from LU...	264.00	244.00	224.00
CH ₄ emissions including CH ₄ from LULUCF	31.00	28.50	26.00
CH ₄ emissions excluding CH ₄ from LULUCF	33.00	30.50	28.00
N ₂ O emissions including N ₂ O from LULUCF	15.50	14.20	13.00
N ₂ O emissions excluding N ₂ O from LULUCF	16.50	15.20	14.00
HFCs	9.30	9.30	9.30
PFCs	3.10	3.10	3.10
SF ₆	3.10	3.10	3.10
NF ₃	NO	NO	NO
Other (specify) +			
Total with LULUCF	310.00	286.20	262.50
Total without LULUCF	329.00	305.20	281.50



Exercise 4: Modifying data

- Step 1: Single-click in a cell and overwrite it with new data
- Step 2: Double-click in a cell and edit that information:
- Step 3: Overwrite one of the green calculated cells and notice the change in color

CH ₄ emissions excluding CH ₄ from LULUCF	33.00
N ₂ O emissions including N ₂ O from LULUCF	49
N ₂ O emissions excluding N ₂ O from LULUCF	16.50

N ₂ O emissions excluding N ₂ O from LULUCF	16.50
HFCs	9.30
PFCs	3.1
PFCs	4.00
NF ₃	NO

Total with LULUCF	300.00
Total without LULUCF	329.90



Exercise 4: Add a custom sector

- Step 1: Click the + sign to add a custom sector
- Step 2: Enter the name
- Step 3: Click Add new

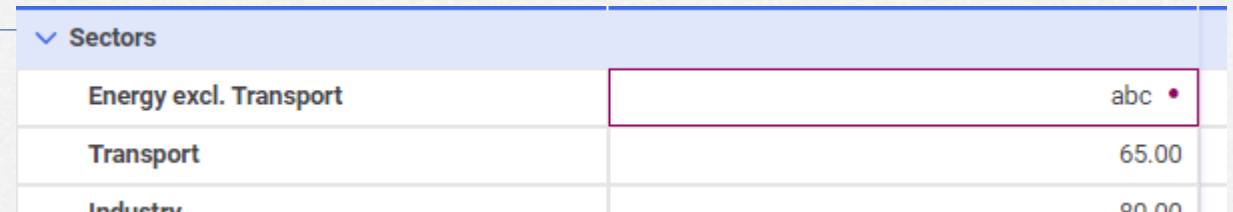
The screenshot displays the ERF PROGRESS Data entry interface. On the left, a navigation tree shows the '4.2. With additional measures' section selected. The main area shows a table with columns for 'Historical Year' (2022) and 'Projected'. The table lists various sectors and their emissions in ktCO2eq. A red '1' is placed next to the '+' icon in the 'Other (specify)' row. A modal dialog titled 'Add a new row' is open, showing a text input field with 'Refining' entered, with a red '2' next to it. The 'Add new' button is highlighted with a red '3'.

	Historical Year	Projected
	2022	
Sectors		
Energy excl. Transport	110.00	
Transport	65.00	
Industry	80.00	
Agriculture	45.00	
LULUCF	-20.00	
Waste	20.00	
Other (specify) +		
Total with LULUCF		
Total without LULUCF		
Gases		
CO ₂ emissions including net CO ₂ from LULUCF		
CO ₂ emissions excluding net CO ₂ from LULUCF		
CH ₄ emissions including CH ₄ from LULUCF		
CH ₄ emissions excluding CH ₄ from LULUCF		
N ₂ O emissions including N ₂ O from LULUCF	45.00	
N ₂ O emissions excluding N ₂ O from LULUCF	16.50	



Exercise 4: Understanding data validation

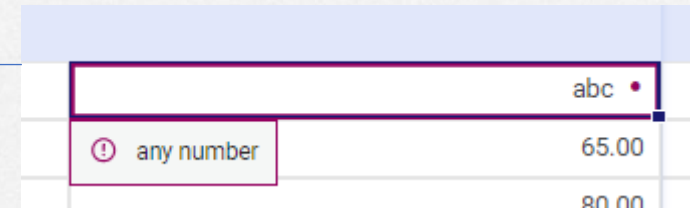
- Data validation error looks like this



A screenshot of a table with a light blue header row. The header row is labeled 'Sectors' with a dropdown arrow. The table has three rows. The first row is 'Energy excl. Transport' with a value of 'abc' and a red dot indicating an error. The second row is 'Transport' with a value of '65.00'. The third row is 'Industry' with a value of '80.00'.

Sectors	
Energy excl. Transport	abc •
Transport	65.00
Industry	80.00

- Click on the dot to see what values are accepted here



A screenshot of a dropdown menu. The top row shows 'abc' with a red dot. Below it, a dropdown menu is open, showing a list of accepted values. The first value is 'any number' with a red dot. The second value is '65.00'. The third value is '80.00'.

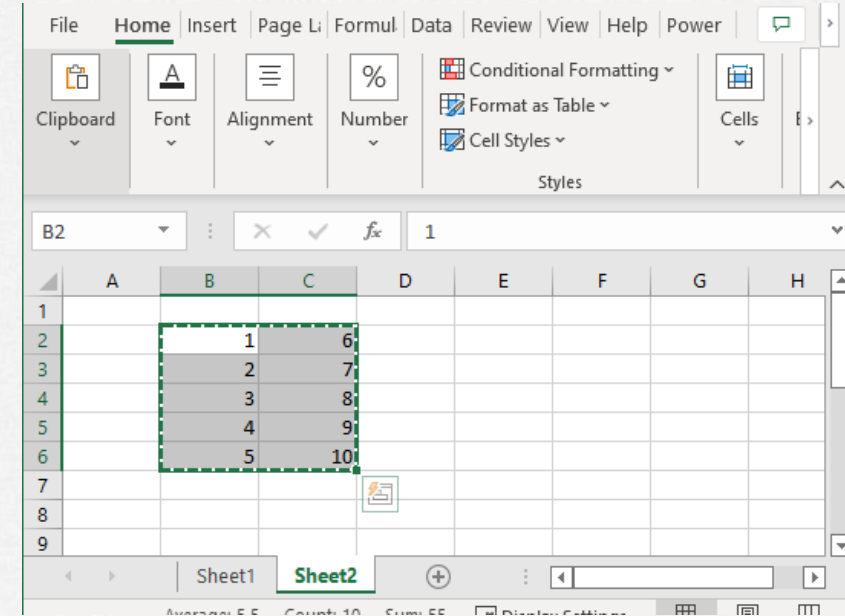
abc •
any number •
65.00
80.00

- Note that non-validated data is not saved to the server



Exercise 4: Copy/paste data from excel

- Step 1: Enter some data in excel
- Step 2: Use the excel copy function
- Step 3: Press ctrl-V in the NDC Progress tool to paste
- Step 4: View the copied data
- Note that range copied cannot be larger than target range



4.1. With measures ^a

^a All units are in ktCO₂eq

☒ Expand all

	Historical Year	Projections
	2022	2025
▼ Sectors ^a		
Energy excl. Transport ^b	1.00	6.00
Transport ^c	2.00	7.00
Industry ^c	3.00	8.00
Agriculture ^{d, e}	4.00	9.00
LULUCF	5.00	10.00
Waste		
Other (specify) +		
Total with LULUCF	15.00	40.00
Total without LULUCF	10.00	30.00
▼ Gases		



Unable to paste data.

The number of rows you're trying to paste exceeds the available space in the grid.



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Exercise 5: Use export/import to add and modify data

Overview

- Export the With additional measures data entry grid to excel
- Add and modify data in excel
- Import excel file
- Draft mode
- Understanding the log file and error messages



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Exercise 5: Export the With measures data entry grid to excel

- Step 1: Click export and select Current grid as .xlsx
- Step 2: Click save to save with proposed file name
- Step 3: Note success message

4.2. With additional measures

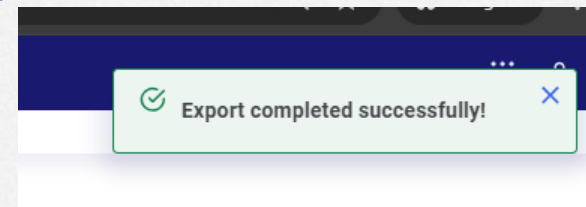
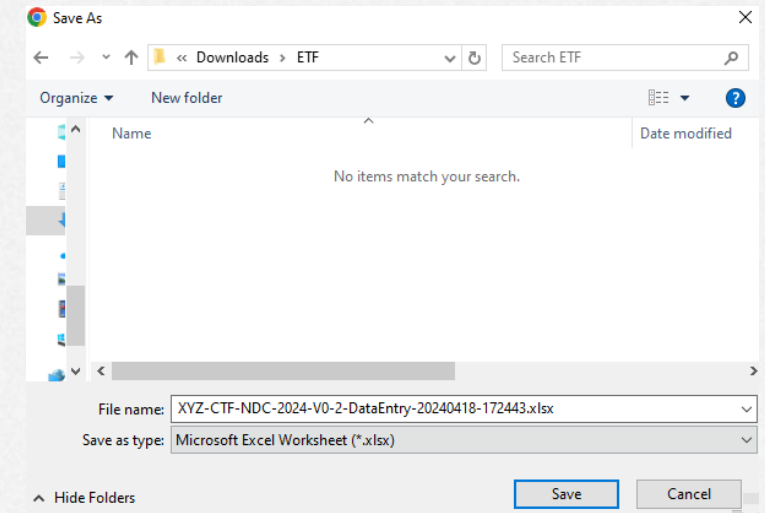
All units are in ktCO2eq

Expand all

Export

Current grid as .xlsx

	Historical Year	Projections	
	2022	2025	2030
Sectors			
Energy excl. Transport	110.00	110.00	100.00



Exercise 5: Add and modify data in excel

- Step 1: Open file in excel
- Step 2: Modify values in Energy sector
- Step 3: Add values to the custom sector
- Step 4: Save file

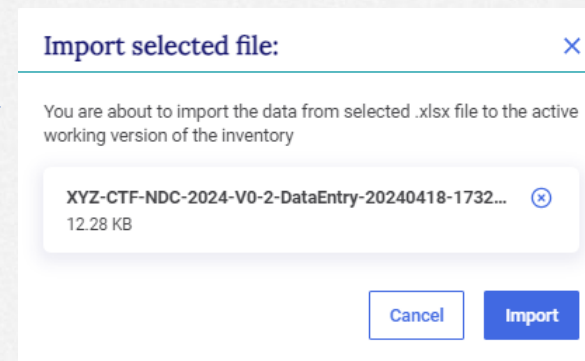
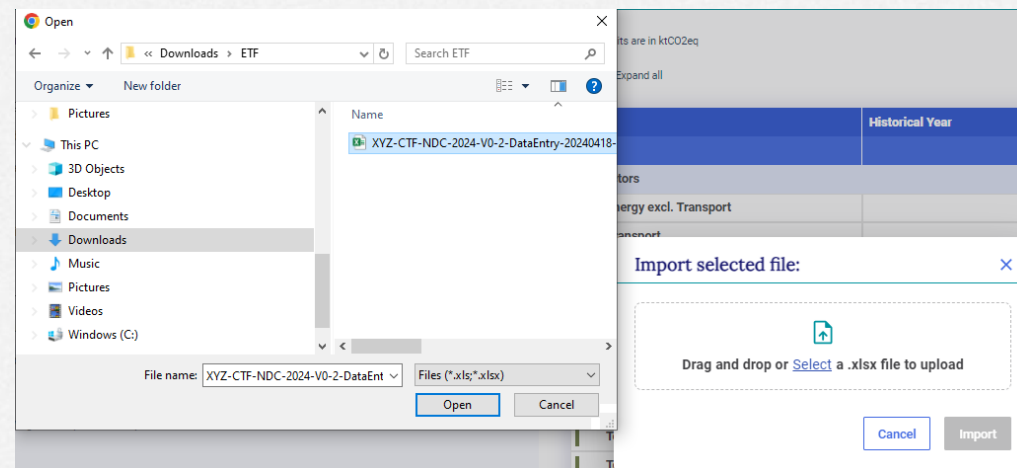
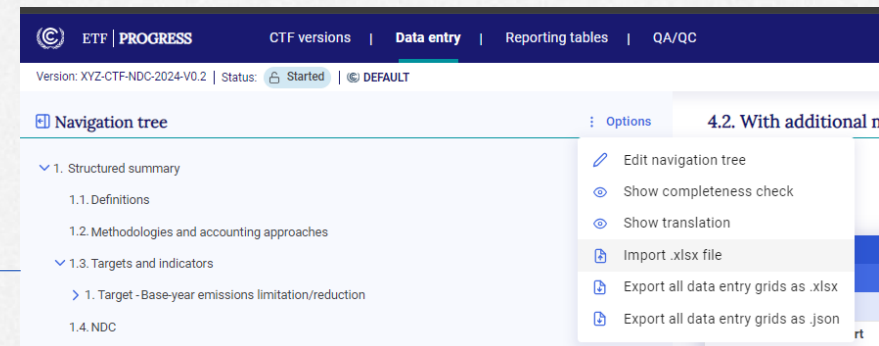
XYZ-CTF-NDC-2024-V0.2 Exported on: 2024-04-18 17:32:01 (UTC+2)

ID	Description	2022	2025	2030
01	Sectors			
02	Energy excl. Transport	100.00	90.00	80.00
03	Transport	65.00	70.00	60.00
04	Industry	80.00	60.00	50.00
05	Agriculture	45.00	50.00	60.00
06	LULUCF	-20.00	-20.00	-20.00
07	Waste	20.00	15.00	10.00
08	Other (specify)			
09	Refining	20	10	5
10	Total with LULUCF	300.00	285.00	260.00
11	Total without LULUCF	320.00	305.00	280.00
12	Gases			
13	CO ₂ emissions including net			
14	CO ₂ from LULUCF	248.00	228.00	208.00
15	CO ₂ emissions excluding net			
16	CO ₂ from LULUCF	264.00	244.00	224.00
17	CH ₄ emissions including CH ₄			



Exercise 5: Import excel file

- Step 1: In navigation tree menu select import .xlsx
- Step 2: Drag and drop file or click select and use windows dialog to select it and click open
- Step 3: Click Import



Exercise 5: Draft mode

- Step 1: Note banner indicating draft mode
- Step 2: Note data sync paused
- Step 3: Click to save log file
- Step 4: Note changed data from import
- Step 5: Click save to keep imported data

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

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT

Draft mode. The file is stored locally and the synchronization with the system is paused. [Link to log file](#)

Data sync paused | Online

Cancel Save

Navigation tree

- 1. Structured summary
 - 1.1. Definitions
 - 1.2. Methodologies and accounting approaches
 - 1.3. Targets and indicators
 - 1. Target - Base-year emissions limitation/reduction
 - 1.4. NDC
- 2. Mitigation policies and 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

4.2. With additional measures

All units are in ktCO₂eq

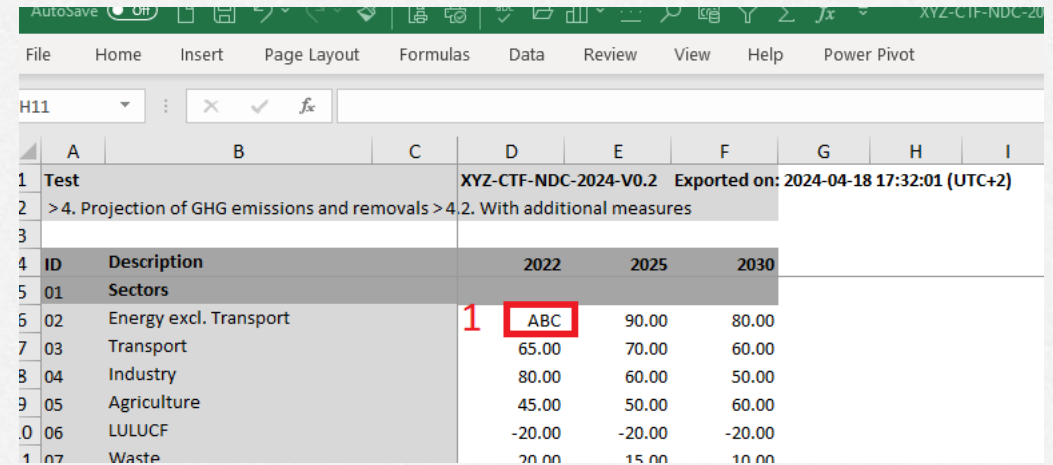
Expand all Export

	Historical Year	Projections		
	2022	2025	2030	
✓ Sectors				
Energy excl. Transport	100.00	90.00	80.00	
Transport	65.00	70.00	60.00	
Industry	80.00	60.00	50.00	
Agriculture	45.00	50.00	60.00	
LULUCF	-20.00	-20.00	-20.00	
Waste	20.00	15.00	10.00	
✓ Other (specify)				
Refining	20.00	10.00	5.00	
Total with LULUCF	310.00	275.00	245.00	
Total without LULUCF	330.00	295.00	265.00	
✓ Gases				

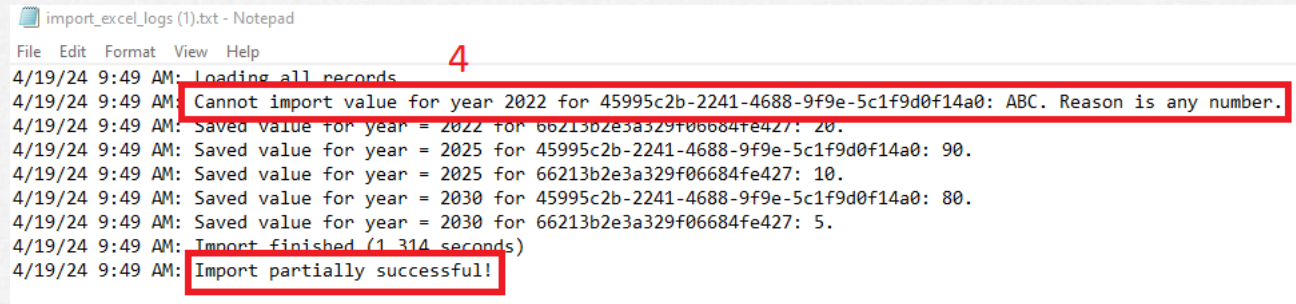


Exercise 5: Understanding the log file and error messages

- Step 1: Open the excel file again and add invalid data
- Step 2: Import the excel file
- Step 3: Save the log file and open it
- Step 4: View error messages
- Step 5: Cancel out of draft mode



ID	Description	2022	2025	2030
01	Sectors			
02	Energy excl. Transport	ABC	90.00	80.00
03	Transport	65.00	70.00	60.00
04	Industry	80.00	60.00	50.00
05	Agriculture	45.00	50.00	60.00
06	LULUCF	-20.00	-20.00	-20.00
07	Waste	20.00	15.00	10.00



```
import_excel_logs (1).txt - Notepad
File Edit Format View Help
4/19/24 9:49 AM: Loading all records
4/19/24 9:49 AM: Cannot import value for year 2022 for 45995c2b-2241-4688-9f9e-5c1f9d0f14a0: ABC. Reason is any number.
4/19/24 9:49 AM: Saved value for year = 2022 for 66213b2e3a329f06684fe427: 20.
4/19/24 9:49 AM: Saved value for year = 2025 for 45995c2b-2241-4688-9f9e-5c1f9d0f14a0: 90.
4/19/24 9:49 AM: Saved value for year = 2025 for 66213b2e3a329f06684fe427: 10.
4/19/24 9:49 AM: Saved value for year = 2030 for 45995c2b-2241-4688-9f9e-5c1f9d0f14a0: 80.
4/19/24 9:49 AM: Saved value for year = 2030 for 66213b2e3a329f06684fe427: 5.
4/19/24 9:49 AM: Import finished (1.314 seconds)
4/19/24 9:49 AM: Import partially successful!
```



Exercise 6: Add data for Policies and Measures

Overview

- Create a new measure
- Types of data entry fields
- Fill in data using the various methods
- Create custom entries
- Create user comments and footnotes



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for exercise guide*



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Exercise 6: Create a new measure

- Step 1: Click the + sign to add a new measure
- Step 2: Enter a name for the measure
- Step 3: Click add new

The screenshot displays the ERF PROGRESS Data entry interface. The top navigation bar includes links for CTF versions, Data entry, Reporting tables, and QA/QC. The main content area shows a navigation tree on the left with the following structure:

- 1. Structured summary
- 2. Mitigation policies and measures
 - 2.1. Policies and Measures (highlighted with a red '1' and a '+' sign)
 - 2.2. Measures to address social and economic consequences of response measures
- 3. GHG Emissions from CRT
- 4. Projection of GHG emissions and removals

A modal window titled "2.1.Policies and Measures - Add new" is open, showing a text input field with the value "New mitigation policy" (highlighted with a red '2') and buttons for "Cancel" and "Add new" (highlighted with a red '3').

Below the modal, a text prompt reads: "Please select data grid from the navigation tree".

The footer of the interface contains the following information: Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-19 09:49 (UTC+2).

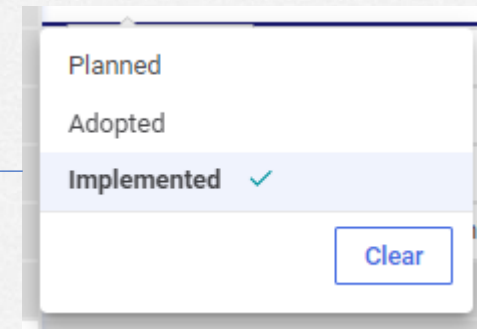


Exercise 6: Types of data entry fields

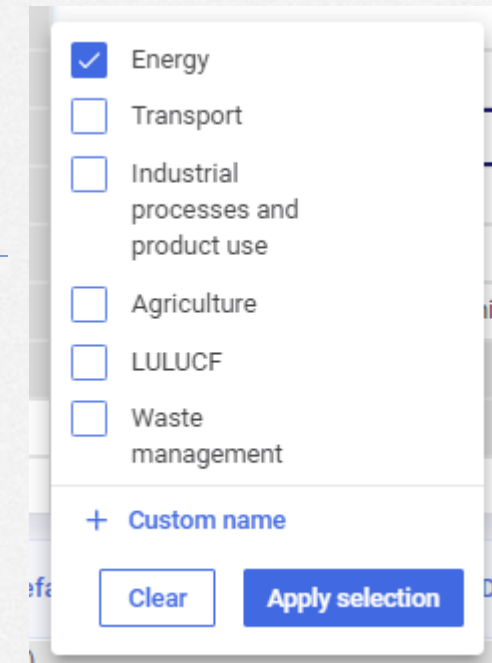
- Free text

A screenshot of a free text input field. It consists of a white rectangular box with a thin blue border. To the left of the box is a small grey vertical bar with a blue plus sign (+) at the bottom.

- Closed single-select dropdown

A screenshot of a closed single-select dropdown menu. The menu is white with a blue border. It contains three options: "Planned", "Adopted", and "Implemented". The "Implemented" option is highlighted with a blue background and a small blue checkmark to its right. Below the options is a blue "Clear" button.

- Multi-select extendable dropdown

A screenshot of a multi-select extendable dropdown menu. The menu is white with a blue border. It contains a list of options, each with a blue checkbox: "Energy" (checked), "Transport", "Industrial processes and product use", "Agriculture", "LULUCF", and "Waste management". Below the list is a blue "+ Custom name" button. At the bottom are two buttons: "Clear" and "Apply selection".

Exercise 6: Fill in data using the various methods

- Step 1: Select the measure in the navigation tree
- Step 2: Click the + sign to add optional additional information
- Step 3: Fill out the data entry grid

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

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

Navigation tree

- 1. Structured summary
- 2. Mitigation policies and measures
 - 2.1. Policies and Measures
 - 1** New mitigation policy
 - 2.2. Measures to address social and economic consequences of response measures
 - 3. GHG Emissions from CRT
 - 4. Projection of GHG emissions and removals

2.1. Policies and Measures > New mitigation policy

Expand all Export

New mitigation policy	
Party Internal Code (identifier)	A20
Included in With Measures projections	Yes
Description	This is the description of this measure
Additional information	
Cost information	This is cost information
Information on non-GHG benefits	This is information on non-GHG benefits
Interaction with other mitigatio...	This is how the measure interacts with other measures
Influences emissions from inter...	Yes
Information on how this measu...	Information on long-term trends
Objectives	This is the objective of this measure
Type of Instrument	Regulatory
Status	Implemented
Sectors affected	Energy
Gases Affected	CO2,CH4
Start year	2020
Implementing entity	This is the implementing entity
GHG emission reductions	
Achieved (ktCO ₂ eq)	
Expected (ktCO ₂ eq)	FX

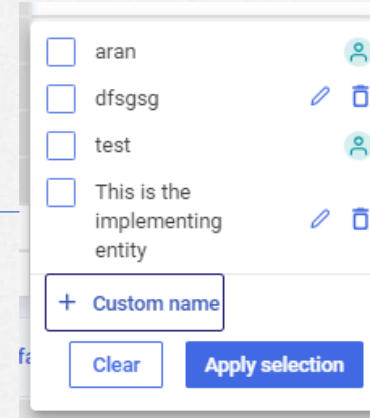
Comments and Custom Footnotes Default Footnotes Documentation box

Application version: 927209d01c147ba60f704de069f40aaa | Metadata version: 1.23.5 | Last synchronized: 2024-04-19 10:14 (UTC+2)

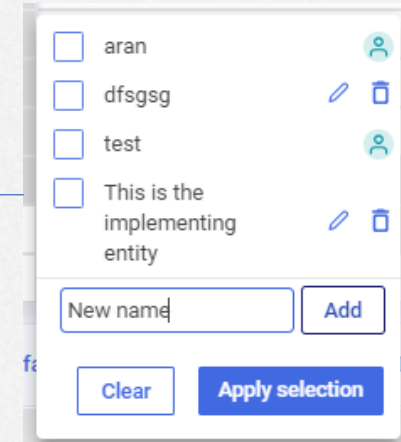


Exercise 6: Create custom entries

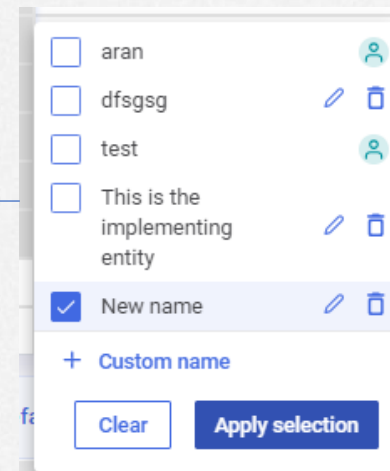
- Step 1: Click the + Custom name button to create a new entry
- Step 2: Enter the name.
You must then click add
- Step 3: Ensure the new list item is checked and click Apply selection



A screenshot of a web interface for creating custom entries. It features a list of four items: 'aran', 'dfsgsg', 'test', and 'This is the implementing entity'. Each item has a checkbox on the left and a user icon on the right. Below the list is a text input field containing '+ Custom name'. At the bottom are two buttons: 'Clear' and 'Apply selection'.



A screenshot of the same web interface, but with the text input field now containing 'New name'. An 'Add' button has appeared to the right of the input field. The 'Clear' and 'Apply selection' buttons remain at the bottom.



A screenshot of the web interface showing the 'New name' entry selected with a blue checkmark in its checkbox. The 'Apply selection' button is highlighted in blue, indicating it has been clicked. The 'Clear' button is still visible.

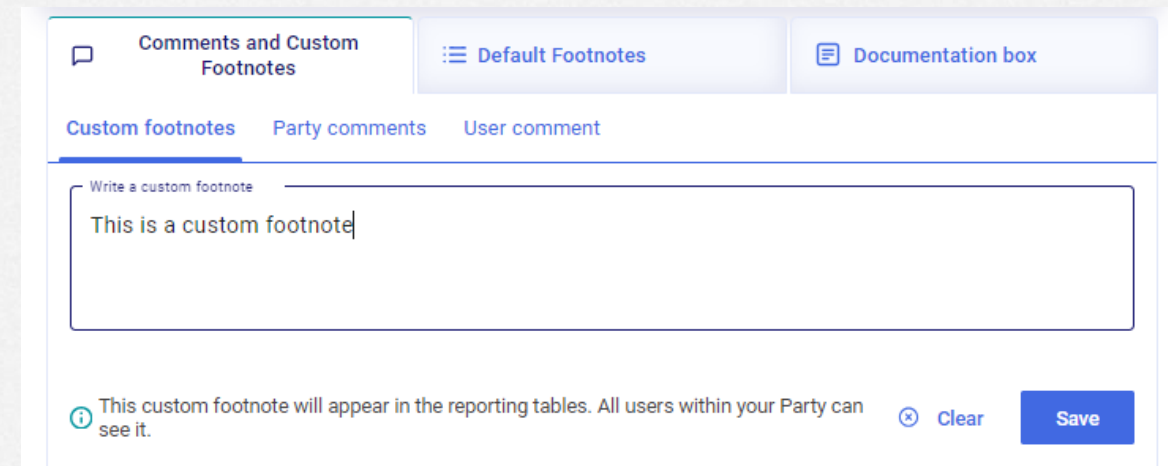


Exercise 6: Create user comments and footnotes

- Step 1: Select a cell
- Step 2: Click anywhere on the comments/footnotes tab to pop up the function
- Step 3: Add a custom footnote and press save
- Step 4: Explore the other comment options



The screenshot shows a table titled 'GHG emission reductions' with columns for 'Start year', 'Implementing entity', 'Achieved (ktCO₂e)', and 'Expected (ktCO₂e)'. A red '1' is in the 'Start year' column. Below the table are three tabs: 'Comments and Custom Footnotes' (selected), 'Default Footnotes' (with a red '2'), and 'Documentation box'. The status bar at the bottom indicates 'ion: 1.23.5 | Last synchronized: 2024-04-19 10:36 (UTC+2)'.



The screenshot shows the 'Custom footnotes' form. It has three tabs: 'Custom footnotes' (selected), 'Party comments', and 'User comment'. The form contains a text area with the text 'This is a custom footnote'. At the bottom, there is an information icon, a message 'This custom footnote will appear in the reporting tables. All users within your Party can see it.', a 'Clear' button, and a 'Save' button.



Exercise 7: Add and modify data for Structured Summary

Overview

- Add new targets
- Enter target information
- Add indicators and their information
- Add tracking progress data
- Add progress made data
- Add a definition
- Add a methodology/accounting approach
- Add NDC information



*Scan the QR code
for exercise guide*



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Exercise 7: Add new targets

- Step 1: Click the + sign on 1.3 targets and indicators
- Step 2: Select the Base-year emissions target type
- Step 3: Confirm that the target has been created

The screenshot displays the Emissions Tracking Framework (ETF) PROGRESS interface. The top navigation bar includes links for CTF versions, Data entry, Reporting tables, and QA/QC. The main content area shows a navigation tree on the left with 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
- 3. GHG Emissions from CRT
- 4. Projection of GHG emissions and removals

Step 1: A red '1' indicates the user clicking the '+' sign next to '1.3. Targets and indicators'.

Step 2: A red '2' indicates the user selecting a target type from the dropdown menu. The menu options are:

- Select Target type from the list
- Base-year emissions limitation/reduction
- Emission budget base-year
- Baseline / BAU
- Trajectory
- Base-year intensity
- Other (quantitative)
- Other (qualitative)

Step 3: A red '3' indicates the user confirming the target has been created. The final state shows '1. Target - Base-year emissions limitation/reduction' added under '1.3. Targets and indicators'.



Exercise 7: Enter target information

- Step 1: Enter target information as shown

1. Target - Base-year emissions limitation/reduction



Expand all

Export

Base-year emissions limitation/reduction		Unit	
Description			Economy-wide emissions reduction of 50% from 2010 levels by 2030
Target Year			
Target level	kt CO ₂ equiv...		100.00
Base year			2010
Base year level	kt CO ₂ equiv...		150.00



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Exercise 7: Add indicators and their information

- Step 1: Click the + sign to add an indicator
- Step 2: Fill in the indicator information

The screenshot displays the '1.1. Indicator' form in the UNFCCC Progress web application. The interface includes a top navigation bar with links for 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. Below the navigation bar, the 'Navigation tree' on the left lists various sections, with '1.1. Indicator' selected and highlighted. The main content area shows the '1.1. Indicator' form, which includes a table for entering indicator information. The table has two columns: 'Indicator' and 'Indicator information'. The rows are: 'Indicator name' (Economy-wide emissions), 'Indicator description' (This indicator will track the emissions level.), 'Information for the reference point(s), level(s), baseline(s), base year(s) or starting point(s), as appropriate' (The reference point is 2010 emissions.), 'Definitions needed to understand the indicator' (Economy-wide emissions is defined as all IPCC sectors other than LULUCF), 'Updates in accordance with any recalculation of the GHG inventory, as appropriate', and 'Relation to NDC' (This describes the relationship to the NDC). The form also includes an 'Expand all' button and an 'Export' button.

Indicator	Indicator information
Indicator name	Economy-wide emissions
Indicator description	This indicator will track the emissions level.
Information for the reference point(s), level(s), baseline(s), base year(s) or starting point(s), as appropriate	The reference point is 2010 emissions.
Definitions needed to understand the indicator	Economy-wide emissions is defined as all IPCC sectors other than LULUCF
Updates in accordance with any recalculation of the GHG inventory, as appropriate	
Relation to NDC	This describes the relationship to the NDC



Exercise 7: Add tracking progress data

- Step 1: Select Tracking progress in the navigation tree
- Step 2: Click the + sign to add a line of supporting information
- Step 3: Enter the name
- Step 4: Click add and the apply selection
- Step 5: Fill in the tracking progress data
- Step 6: Explore the options for cooperative approaches

The screenshot shows the ETF PROGRESS Data entry interface. The navigation tree on the left highlights 'Tracking Progress' (1). The main panel shows the '1.1. Indicator > Tracking Progress' section. The 'Expand all' button is checked. The table below shows the indicator details and supporting information.

Indicator	2021	2022
1.1. Indicator - This indicator will track the emissions level.	100.00	98.00
Supporting information (if applicable) + 2		
Where applicable, total GHG emissions and removals consistent with the coverage of the NDC (para. 77(b) of the MPGs)	100.00	98.00
Contribution from the LULUCF sector for each year of the target period or target year, if not included in the inventory time series of total net GHG emissions and removals, as applicable (para. 77(c) of the MPGs)		
Click "+" to report on participation in ... +		

	2021	2022
1.1. Indicator - This indicator will track the emissions level.	100.00	98.00
Supporting information (if applicable) +		
Percent change		
%	10.00	12.00
Where applicable, total GHG emissions and removals consistent with the coverage of the NDC (para. 77(b) of the MPGs)	100.00	98.00
Contribution from the LULUCF sector for		



Exercise 7: Add Progress made data

- Step 1: Select Progress made in the navigation tree
- Step 2: Add the information in the text entry box

ETF | PROGRESS

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

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | © DEFAULT

Data synchronized | Online

Navigation tree

1.3. Targets and indicators

1. Target - Base-year emissions limitation/reduction

Indicator(s)

1.1. Indicator

Tracking Progress

1 Progress made

2. Target - Other (qualitative)

3. Target - Other (quantitative)

Indicator(s)

3.1. Indicator

Tracking Progress

Progress made

1.4. NDC

1.1. Indicator > Progress made


Expand all

Export

Progress made	
Progress made towards the NDC, as determined by comparing the most recent information for each selected indicator, including for the end year or end of period, with the reference point(s), level(s), baseline(s), base year(s) or starting point(s) (paras. 69–70 of the MPGs)	Emissions are 12% below the baseline level, demonstrating the the Party is on track to meet its target. 2

Comments and Custom Footnotes

Default Footnotes

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Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-21 08:24 (UTC+2)

Exercise 7: Add a definition

- Step 1: Navigate to Definitions
- Step 2: Add a new definition in each of the 3 categories (note that the indicator definition is entered on the indicator data entry grid).

Navigation tree

Options

1. Structured summary

1.1. Definitions

1.2. Methodologies and accounting approaches

1.3. Targets and indicators

+

1. Target - Base-year emissions limitation/reduction

🗑️

Indicator(s)

+

1.1. Indicator

🗑️

Tracking Progress

Progress made

1.4. NDC

2. Mitigation policies and measures

1.1. Definitions

Expand all

Export

Definitions	
Indicators (populated by 1.4 Targets and Indicators)	
1.1. Indicator - This indicator will track the...	
Any sector or category defined differently... <div>+</div>	
1. Energy <div>🗑️</div>	This sector is defined differently
Definition needed to understand mitigati... <div>+</div>	
Economic diversification plans <div>🗑️</div>	This is our economic diversification plan
Other relevant definitions <div>+</div>	
This is a new definition <div>✎</div> <div>🗑️</div>	This is another definition



Exercise 7: Add a methodology/accounting approach

- Step 1: Navigate to Methodologies and accounting approaches
- Step 2: Fill in the description

ETF

PROGRESS

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

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT

Navigation tree

1. Structured summary

1.1. Definitions

1.2. Methodologies and accounting approaches

1.3. Targets and indicators

1. Target - Base-year emissions limitation/reduction

Indicator(s)

1.1. Indicator

Tracking Progress

Progress made

1.2. Methodologies and accounting approaches

Expand all


Export

Methodologies and accounting approaches	
For the first NDC under Article 4:	
Accounting approach, including how it ...	
Description	This is an accounting approach
Reference to the information in th...	
Section	
Page number	
Link	







Exercise 7: Add NDC information



- Fill in the NDC information using the NDC of your Party


 ETF | PROGRESS


CTF versions | **Data entry** | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status:  Started |  DEFAULT

 Data synchronized |  Online

 Navigation tree

 Options

1. Structured summary

- 1.1. Definitions
- 1.2. Methodologies and accounting approaches
- 1.3. Targets and indicators
 - 1. Target - Base-year emissions limitation/reduction
 - Indicator(s)
 - 1.1. Indicator
 - Tracking Progress
 - Progress made



1.4. NDC

2. Mitigation policies and measures

3. GHG Emissions from CRT

4. Projection of GHG emissions and removals

1.4. NDC

 Expand all  Export

NDC	
Target(s) and description, including target type(s), as applicable	
Target year(s) or period(s), and whether they are single-year or multi-year target(s), as applicable	
Reference point(s), level(s), baseline(s), base year(s) or starting point(s), and their respective value(s), as applicable	
Time frame(s) and/or periods for implementation, as applicable	
Scope and coverage, including, as relevant, sectors, categories, activities, sources and sinks, pools and gases, as applicable	
Intention to use cooperative approaches that involve the use of ITMOs under Article 6 towards NDCs under Article 4 of the Paris Agreement, as applicable	
Any updates or clarifications of previously reported information, as applicable	



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Exercise 8: Download reporting tables

Overview

- Select reporting tables to download
- View reporting tables



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for exercise guide*



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Exercise 8: Select reporting tables to download

- Step 1: Select the Reporting tables tab
- Step 2: Click Check all
- Step 3: Click Download as .xlsx and hit save

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

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT Online

Common Tabular Formats

Select and download reporting tables.

Select tables

☒ Check all

Download as .xlsx

Targets and indicators	Mitigation policies and measures
<input checked="" type="checkbox"/> Table 1 - Description of indicators	<input checked="" type="checkbox"/> Table 5 - Mitigation policies and measures, actions and plans
<input checked="" type="checkbox"/> Table 2 - Definitions	
<input checked="" type="checkbox"/> Table 3 - NDC Methodologies and accounting approaches	Projections of GHG emissions and removals
<input checked="" type="checkbox"/> Table 4 - Tracking NDC progress	<input checked="" type="checkbox"/> Table 7 - With measures
<input checked="" type="checkbox"/> Table 12 - Policies to address social and economic consequences of response measures	<input checked="" type="checkbox"/> Table 8 - With additional measures
<input checked="" type="checkbox"/> Table 13 - Description of NDC	<input type="checkbox"/> Table 9 - Without measures
	<input checked="" type="checkbox"/> Table 10 - Projections of key indicators
	<input checked="" type="checkbox"/> Table 11 - Key underlying assumptions and parameters



Exercise 8: View reporting tables

- Open the downloaded file in excel and view all tabs

AutoSave On | XYZ-CTF-NDC-2024-V0.2-20240419-114850_started.xlsx | Search (Alt+Q)

File Home Insert Page Layout Formulas Data Review View Help Power Pivot

D18 : X ✓ fx Yes/No

	A	B	C	D	E
1	Index				
2					
3	Abbreviations and acronyms				
4					
5				Reported	Explained
6	Table1	Structured summary: Description of selected indicators		Yes	
7	Table2	Structured summary: Definitions needed to understand the NDC		Yes	
8	Table3	Structured summary: Methodologies and accounting approaches – consistency with Article 4, paragraphs 13 and 14, of the Paris Agreement and with decision 4/CMA.1		Yes	
9	Table4	Structured summary: Tracking progress made in implementing and achieving the NDC under Article 4 of the Paris Agreement		Yes	
10	Table5	Mitigation policies and measures, actions and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving a nationally determined contribution under Article 4 of the Paris Agreement (a), (b)		Yes	
11	Table6	Summary of greenhouse gas emissions and removals in accordance with the common reporting table 10 emission trends – summary		Yes	
12	Table7	Information on projections of greenhouse gas emissions and removals under a ‘with measures’ scenario		Yes/No(FX)	
13	Table8	Information on projections of greenhouse gas emissions and removals under a ‘with additional measures’ scenario		Yes/No	
14	Table9	Information on projections of greenhouse gas emissions and removals under a ‘without measures’ scenario		Yes/No	
15	Table10	Projections of key indicators		Yes/No(FX)	
16	Table11	Key underlying assumptions and parameters used for projections		Yes/No(FX)	
17	Table12	Information necessary to track progress on the implementation and achievement of the domestic policies and measures implemented to address the social and economic consequences of response measures		Yes	
18	Table13	Description of a Party’s nationally determined contribution under Article 4 of the Paris Agreement, including updates		Yes/No	
19					

Ready Accessibility: Investigate



Thank you for attending!

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The background is composed of several large, solid-colored triangles. A large blue triangle occupies the central and left portions of the frame. A green triangle is in the top-left corner. A yellow triangle is in the bottom-right corner. A smaller, lighter blue triangle is in the top-right corner.

Thank you!