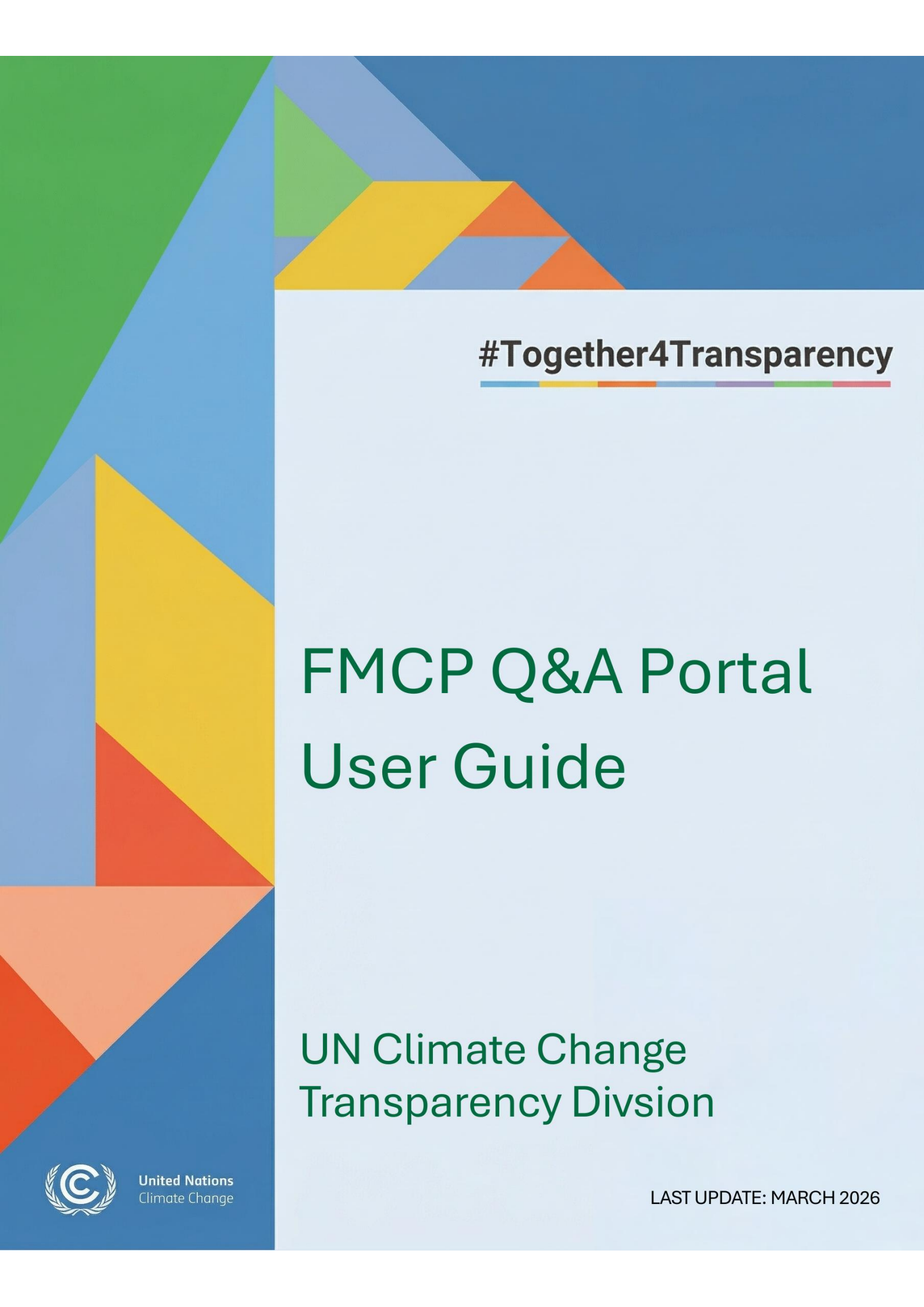




#Together4Transparency

FMCP Q&A Portal User Guide

UN Climate Change
Transparency Division



United Nations
Climate Change

LAST UPDATE: MARCH 2026



FMCP Q&A Portal

User Guide

Version 1.0

25 March 2026

If you have any questions or notice any inconsistencies in the document, please contact the Systems and Tools Unit at: tools.support@unfccc.int



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1. Overview of the FMCP Q&A Portal

This user guide provides step-by-step instructions for using the facilitative, multilateral consideration of progress (FMCP) Q&A Portal.

The FMCP Q&A Portal is part of the Enhanced Transparency Framework (ETF) under the Paris Agreement, developed to support the facilitative, multilateral consideration of progress by enabling Parties to:

- Raise written questions to Parties under FMCP
- View questions raised under FMCP
- For Parties undergoing FMCP, submit answers during the designated answer period
- Export questions and answers for reference.

The portal is accessed through the FMCP Portal homepage ([Facilitative,-Multilateral-Consideration-of-Progress-\(FMCP\).aspx](#)).

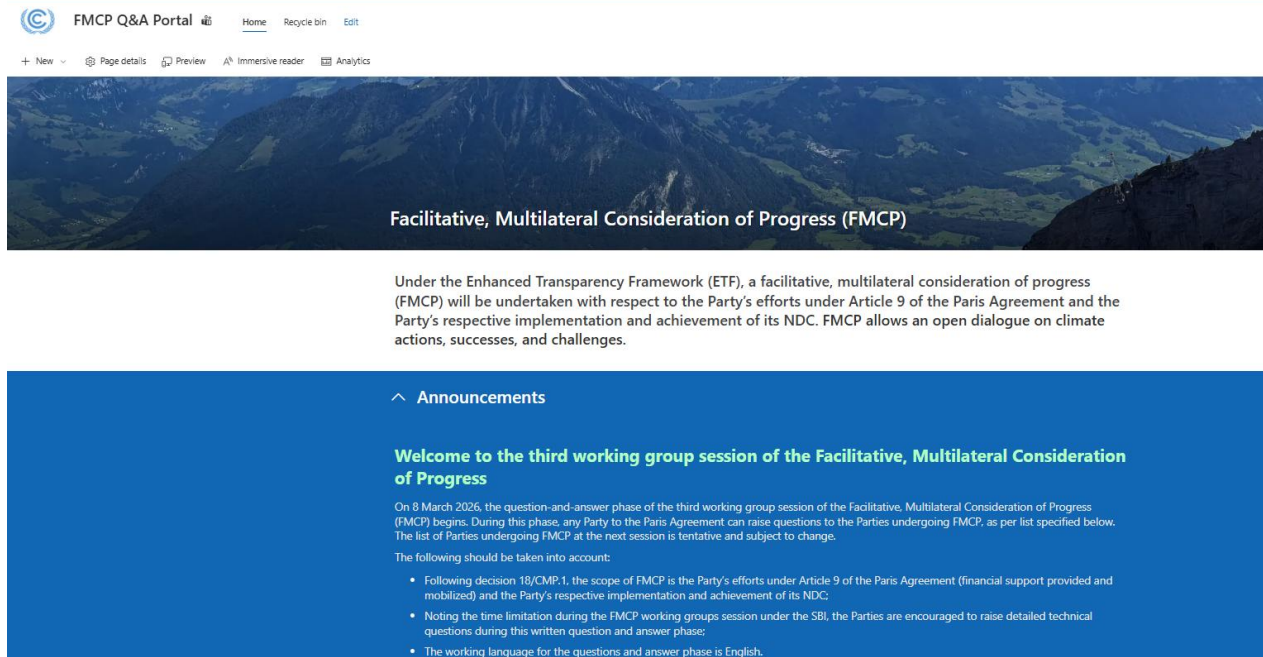
2. Accessing the FMCP Q&A Portal

2.1 FMCP Q&A Portal Homepage

On FMCP Q&A Portal homepage, you will find general information and announcements related to FMCP working group sessions, including the timelines for the written question and answer phases. In addition, an overview of the Parties under the current FMCP working group session is available on this page.

From this homepage, users can navigate to either:

- The Question Submission Portal (to raise questions to Parties under FMCP, and
- The Answer Portal (to view and/or submit answers for a specific Party under FMCP).



3. Raising Questions to a Party under FMCP

3.1 Question Period

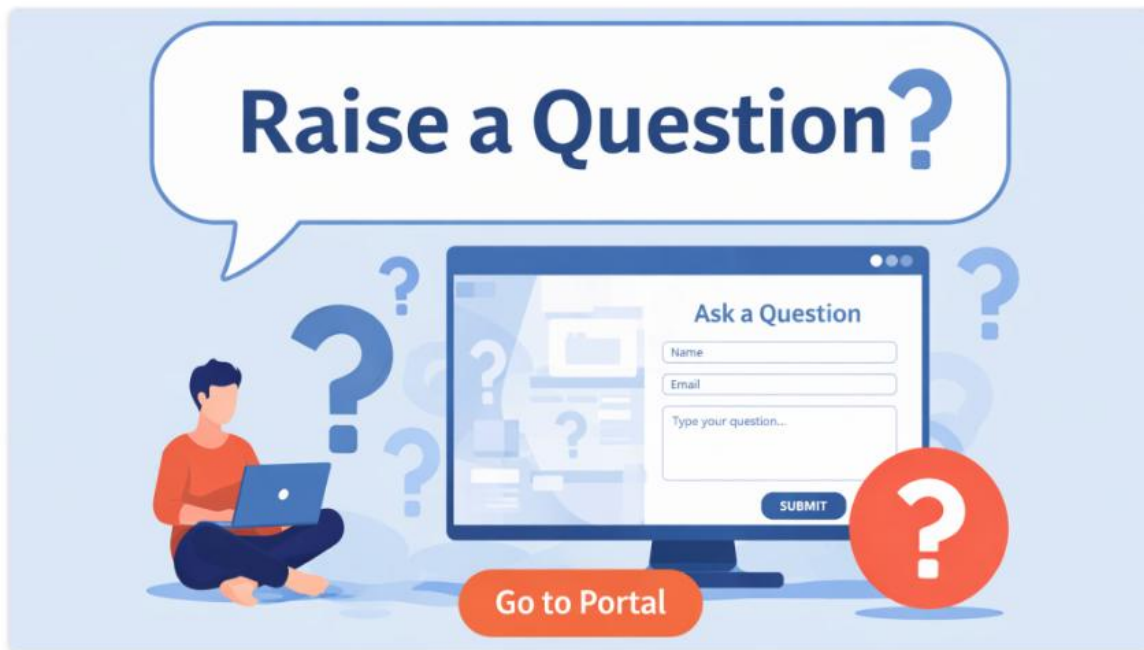
The portal displays a defined question period, including:

- Start date and time,
- End date and time¹.

3.2 Navigating to the Question Submission Portal

1. On the FMCP Portal homepage, locate the “Raise a Question?” card.

¹ Parties will be able to raise questions beyond the end date indicated in the FMCP Q&A Portal. Parties under FMCP may respond to questions received after the indicated end date at their discretion (MPGs, para 192(b)).



2. Click on the card to go to the Question Submission Portal.

This portal allows you to view existing questions and submit new ones.

3.3 Submitting a new question

To raise a new question:

1. In the Question Submission Portal, click **“Raise a Question”**.



Questions Submission Portal

- Raising a Question to Party

The screenshot shows the 'Questions Submission Portal' interface. At the top, there is a blue button labeled '+ Raise a Question'. An orange callout box with an arrow pointing to this button contains the text: 'Click here to raise a new question.' Below the button, the page title is 'FMCP Raise Question To Party'. There is a table with columns: Session, Question from pa..., Question to party, Question Category, and Title. The table contains three rows of data. The first row has a blue 'SB64' session, a blue question icon, a red question icon, a category 'related to the attainment of its quantified economy-wide emission reduction target', and a title 'Sample question'. The second row has a blue 'SB64' session, a blue question icon, a red question icon, a category 'All emissions and removals related to its quantified economy-wide emission reduction target', and a title 'Test Question'. The third row has a blue 'SB64' session, a blue question icon, a red question icon, a category 'Progress towards the achievement of its quantified economy-wide reduction target', and a title 'Test Question'. An orange callout box with an arrow pointing to the second row contains the text: 'Once a question is submitted, It will be visible in the list below to view.'

Session	Question from pa...	Question to party	Question Category	Title
SB64			related to the attainment of its quantified economy-wide emission reduction target	Sample question
SB64			All emissions and removals related to its quantified economy-wide emission reduction target	Test Question
SB64			Progress towards the achievement of its quantified economy-wide reduction target	Test Question

2. A form will open for question entry.
3. Complete the form fields as follows:

Questions Submission Portal

- Raising a Question to Party.

Please complete the form and click Save to submit a question. Once submitted, the question will be raised to Party and cannot be modified.
Note: Apply Label field at the bottom of this form must remain set to None and should not be changed.

Session * SB64 Session is by default the SB session at which the FMCP working group session is scheduled

Question from Party * -- Select the Party that you represent

Please indicate the party responsible for raising the question.

Question to Party * --

Please specify the party to whom this question applies

Question Category * -- Select the appropriate category from the dropdown list

Title * Enter value here Enter a concise title for the question

Question Body * Enter value here Enter the full, detailed text of the question

Apply label None Do not select any label here. Leave as is as None.

Save
Cancel
Click "Save" to submit the question. Once saved, it is sent directly to the Party and cannot be modified.

Required Fields

- Session: Session is by default set as the SB session at which the FMCP working group session is scheduled.
- Question from Party: Select the Party that you represent.
- Question to Party: Select the Party under FMCP to whom the question is addressed.
- Question Category: Select the appropriate category from the dropdown list.
- Title: Enter a concise title for the question.
- Question Body: Enter the full, detailed text of the question.
- Label Field "**Apply label**": This field **must remain set to None** and should not be changed.
- Click "Save" to **submit** the question.

Important note: Once a question is saved and submitted, it is raised to the Party and cannot be modified. After submission, the question will appear in the list below in the Question Submission Portal.

4. Providing answers to questions (Parties under FMCP only)

4.1 Answer Period

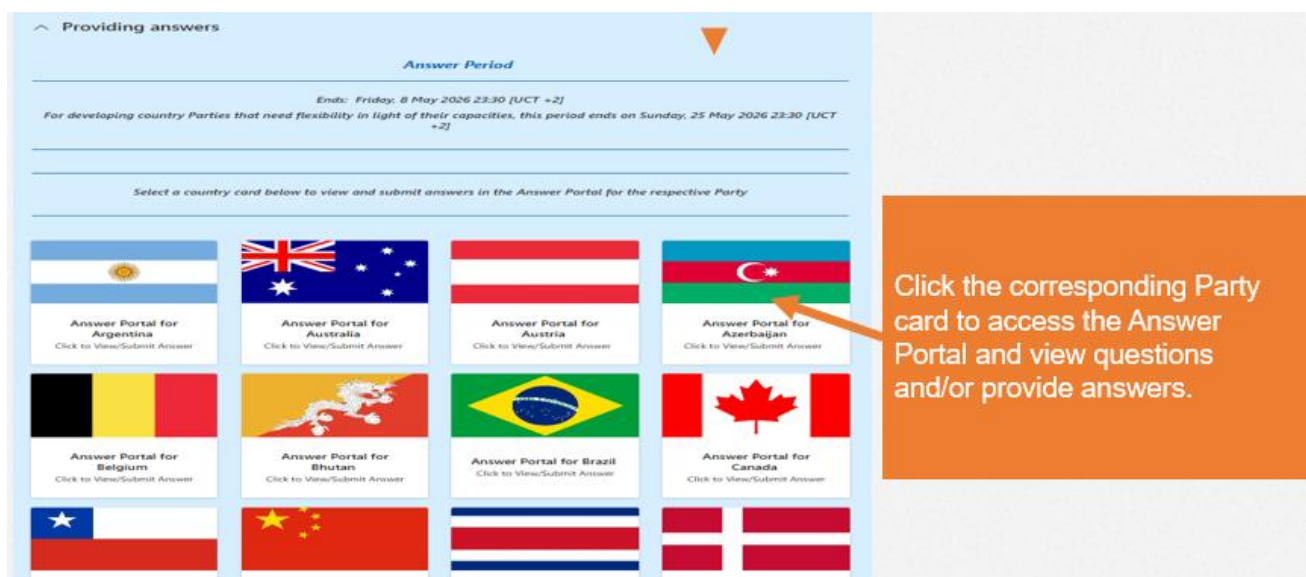
Parties under FMCP shall make best efforts to respond in writing to the questions within the timeline indicated in the portal. An extended timeline may apply to developing country Parties that need flexibility in light of their capacities.

The Parties may, at their discretion, respond to questions received after the period for raising questions has ended.

4.2 Navigating to the Answer Portal

1. On the FMCP Portal homepage, locate the Answer Portal section.
2. Click on the card corresponding to Party under FMCP.

Each Party has its own Answer Portal where questions addressed to that Party can be viewed and answered.



4.3 Viewing questions

- In the Answer Portal, questions addressed to the Party under FMCP are displayed in a list.
- To open a question, select and double-click on the relevant row.

This opens the detailed view of the selected question.

Answer Portal for Party Name (*Double-click on the Question raised to submit/View the Answers*) ☆

Session	Question from pa...	Question to party	Question Category	Title	Question Body	Answer	Attachments
SB64			All emissions and removals related to its quantified economy-wide emission reduction target	Test question	Test question body		

Double-click the row to view the question and submit your answer.

4.4 Submitting an Answer

To submit an answer to a question:

1. Open the question by double-clicking the row.
2. Click “Edit all”.

Edit all ← Click Edit all

Title : Test question

Question from : Test question body

Answer (Read only)

Attachments

Apply label

Choose a label

Title : Test question

Question from Brunei Darussalam : Test question body

Answer

Attachments

Add attachments

Apply label

None

Click on the pencil icon to open the answer text box .

3. Click the pencil icon next to the answer field to open the answer text box.
4. Enter answer in the provided field.



The screenshot shows the 'Edit Answer' form. At the top, there is a search bar and a dropdown menu. Below this, the form has a header section with 'Title : Test question' and 'Question from Brunei Darussalam : Test question body'. The main text area is labeled 'Answer' and contains the placeholder text 'answer here'. To the right of this area, there is a text box with the label 'Enter your answer'. Below the text area, there is an 'Attachments' section with a link 'Add attachments'. Below that, there is an 'Apply label' section with a dropdown menu set to 'None'. At the bottom right, there are 'Save' and 'Cancel' buttons. An orange arrow points from the 'Enter your answer' text box to the 'answer here' text area. Another orange arrow points from the 'Click Save to save the answer.' text box to the 'Save' button.

Search this list

Edit

Title : Test question

Question from Brunei Darussalam : Test question body

Answer

answer here

Enter your answer

Attachments

Add attachments

Apply label

None

Click Save to save the answer.

Save Cancel

5. (Optional) Use “Add attachments” to include any relevant files.
6. Label Field “**Apply label**”: **Leave this field set to None**. Do not select any label.
7. Click “Save” to record the answer.

The screenshot shows the 'Edit Answer' form after the answer has been saved. The 'Answer' section now displays 'Answer here.' and a pencil icon to its right. Below this, the 'Attachments' section has a link 'Add attachments'. The 'Apply label' section has a dropdown menu set to 'None'. At the bottom right, there are 'Save' and 'Cancel' buttons. An orange arrow points from the 'Add any attachments(if needed)' text box to the 'Add attachments' link. A red arrow points from the 'Do not select any label here. Leave as is as none.' text box to the 'Apply label' dropdown menu. An orange arrow points from the 'Click Save to submit the answer.' text box to the 'Save' button.

Title : Test c

Question from Test question body

Answer

Answer here.

Saved Answer will show up here. Click the pencil icon to edit the answer, if needed

Attachments

Add attachments

Apply label

None

Add any attachments(if needed)

Do not select any label here. Leave as is as none.

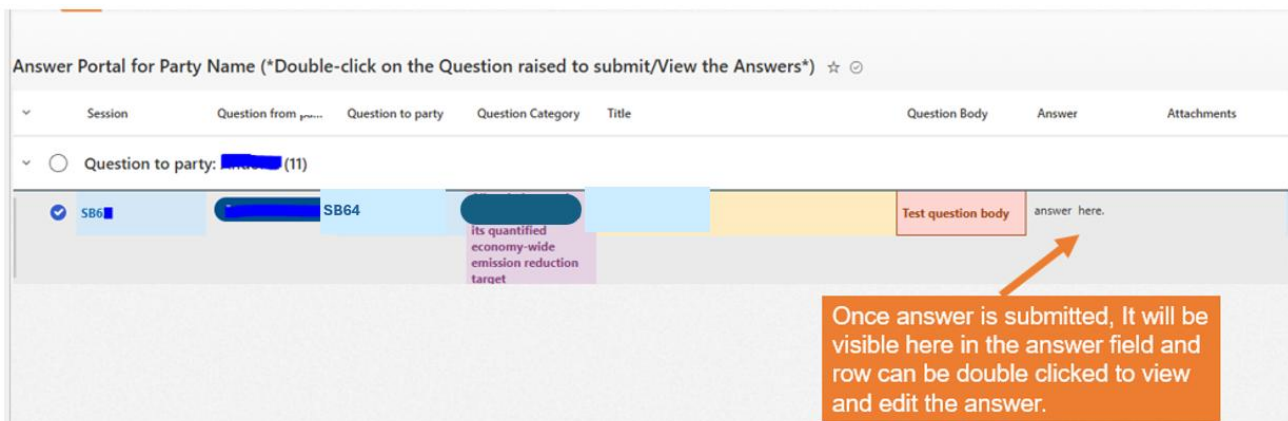
Click Save to submit the answer.

Save Cancel

After saving, the answer will appear in the answer field. The pencil icon can be used again if the answer needs to be edited.

4.5 After providing an answer

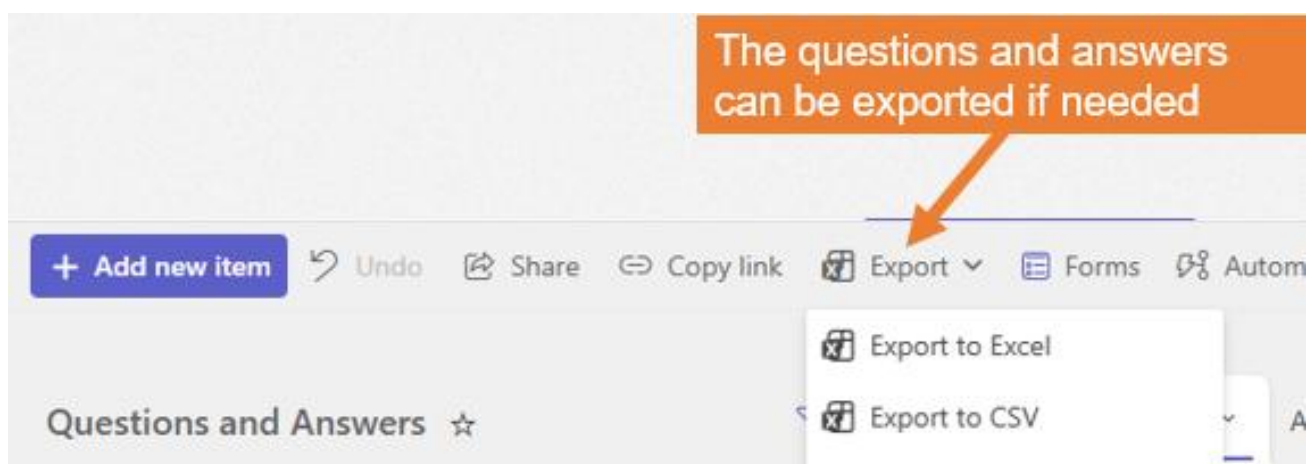
- Once an answer has been saved, it is visible in the Answer Portal to all Parties.
- The corresponding row can be double-clicked again to view or edit the answer, if needed.



- Parties may edit the answer at any time until the end of the answer period. The answers will be locked at the end of the answer period.

5. Exporting questions and answers

The FMCP Q&A Portal provides export functionality. Users can export the questions and answers using the available options, including “Export to Excel”





6. Key usage notes and reminders

- Do not modify the “Apply label” field; it must remain set to “None” for both questions and answers.
- Once a question has been saved, it is directly sent to the Party under FMCP and cannot be edited.
- Answers can be edited at any time until the end of the answer period.
- The answers will be locked at the end of the answer period.
- Pay attention to the defined question and answer periods shown on the portal.