



United Nations
Climate Change

#Together4Transparency

Initiative Self-Service (ISS)
Initiative Profile User Manual for
Cooperative Climate Initiative (CCI) Focal Points
(Profile information management)

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1. Background

1.1. Context

The **Initiative Self-Service (ISS)** platform is an online tool used by the focal points of registered **NAZCA Cooperative Climate Initiatives (CCIs)** to manage and submit information about their CCIs, along with the NAZCA CCI reporting framework.

With ISS, users can:

- View and edit profile-oriented information of the CCI
- Submit annual NAZCA CCI progress reports
- Manage participant entities of the CCI

1.2. Prerequisite

Before accessing the ISS, ensure

1. The registration of your Initiative to NAZCA as a CCI has been confirmed by the UNFCCC secretariat. If unsure, visit [GCAP UNFCCC - Cooperative initiative tracking](#).
2. You have successfully created a personal ISS account
3. You have communicated the details of your personal account to the NAZCA team, and they have successfully associated it with the CCI for which you are the Focal Point

For a detailed description of steps two and three, you can watch the [tutorial available online](#), or consult [Initiative Self-Service \(ISS\) Registration User Manual for Cooperative Climate Initiative \(CCI\) Focal Points \(Account setup\) - May 2026 | UNFCCC](#).

2. Navigating, editing, and submitting CCI profile information (applicable to all modules)

2.1. Entering edit mode

- To begin adding or updating information, click the “Edit” button.
- This activates editing mode and displays all Initiative Profile modules on the left-hand side.

2.2. Navigating between modules

- The Initiative Profile section is divided into four modules, accessible from the left-hand menu.
- Click on each module title to navigate between modules.

2.3. Mandatory fields

- Fields marked with a red asterisk (*) are required.
- You must complete all mandatory fields before submitting your profile.

2.4. Completion indicators

When all required fields in a module are completed:

- The module will appear green in the left navigation panel

If required fields are still missing:

- The module you are currently editing will be highlighted in blue, and
- Other incomplete modules will remain white

2.5. Saving and submitting changes

- The “Submit Changes” button will only be enabled once all mandatory fields across all four modules are completed
- Once enabled, click “Submit Changes” to save and apply your updates

2.6. Updating your profile

You can return at any time to:

- Edit information
- Add new details
- Update existing content

Keeping your profile regularly updated is strongly recommended.

3. Module 1: Initiative information

This module captures basic details about your initiative. Key fields:

- Initiative name
- Website
- Social media links
- Logo
- Launch year
- Launch event (if applicable)
- Expected end date
- Status (Active or Concluded)
- Public contact email address
- Primary contact organization(s)

Important note: If a CCI does not submit annual progress reports for more than three years, it will be marked with status Unknown on NAZCA.

4. Module 2: Goal, targets, and monitoring

This module defines the purpose and measurable outcomes of your Initiative.

4.1. Climate-related goal

Each CCI must define a climate-related goal:

- Provide the impact statement
- Add a detailed description
- Explain alignment with the Paris Agreement
- (Optional) Link to other multilateral agreements
- Describe the added value of the Initiative (beyond individual participants)

4.2. Targets

Targets are measurable milestones supporting your goal.

Important: before creating targets, please note that

- Targets cannot be edited or deleted once they are created
- Once a target is created, you will be required to report on its progress as part of the Annual Progress Reporting process
- Targets can be terminated by indicating their status during the submission of the Progress Report
- Targets can be replaced by newly created targets

To add a new target:

- Click “Create New Target”
- Enter the following mandatory information:
 - Title
 - Description
 - Target year
 - Target type

These four fields are the minimum required to create and save a target. You may save the target at this stage, or add more quantifiable information (recommended, as applicable). If you choose to add further details, the system will prompt you to complete additional mandatory fields.

- Thematic axes and quantifiable data:

- These axes are based on the Global Climate Action Agenda (2026–2030). For more information, consult: <https://unfccc.int/documents/652935> and <https://www.climatechampions.net/action-agenda/>.
- If you select one or more thematic axes, additional quantifiable fields become mandatory (e.g., unit of measurement, methodology, etc.)
- You must also provide a rationale, explaining how the target contributes to the selected axis and its objectives
- To finish and return to the edit screen, click on “Create target”
 - If you click on “Create target”, you will be able to review or delete it, but you will not be able to edit it
 - If you click on “Create target”, you will return to the edit screen; however, to save the target, you will still need to “Submit changes” (therefore, you must provide all the mandatory information in all four sections)

4.3. Monitoring and reporting

Describe how progress toward goals will be tracked. Select a reporting type:

- NAZCA Annual Progress Reporting (September)
- OR an alternative reporting system (if applicable)
 - If you indicate that your CCI publishes periodic progress reports outside of NAZCA, the system will require you to upload the relevant supporting documentation

5. Module 3: Organizational structure

In this module you can explain how the Initiative is structured. Prerequisites:

- A CCI must be a multi-stakeholder initiative

5.1. Information to provide

- Description of the Initiative’s organisation and the framework for collaboration between the stakeholders
- Number of dedicated staff and related information

5.2. Involved entities and participants

- You can provide a list of individual entities/organizations that take on specific roles in operating the Initiative.
 - Note: this functionality is not yet enabled for public use and will be released at a later stage.
- Participants; there are two types:
 - Signatories: Entities that have made a formal commitment
 - Members: Entities contributing without formal commitment

- Note: The full list of participants will be required to be uploaded in a separate ISS section, not available to the users yet

5.3. Relationships with other CCIs

- If linked to another Initiative:
 - Select the related CCI
 - Describe the relationship
- Important note: This relationship must be validated by the other Initiative(s) before becoming public.

Note: this functionality is not yet enabled for public use and will be released at a later stage.

6. Module 4: Function, focus, and themes

This module categorizes your Initiative.

6.1. Functions

- Select one primary and up to two secondary functions

6.2. Climate and geographical focus

- Choose:
 - Climate focus (e.g., mitigation, adaptation)
 - Geographic coverage (global, regional, multinational, national)

6.3. Thematic areas

- Select themes aligned with your Initiative based on the Global Climate Action Agenda thematic axes

6.4. Sustainable development goals (SDGs)

- Select the SDGs your Initiative contributes to

7. Additional support

- For any support and further assistance on any other technical issue, you can contact NAZCA@unfccc.int