

Nationally Determined Contribution (NDC) Registry

User Guide for Parties

July 2022



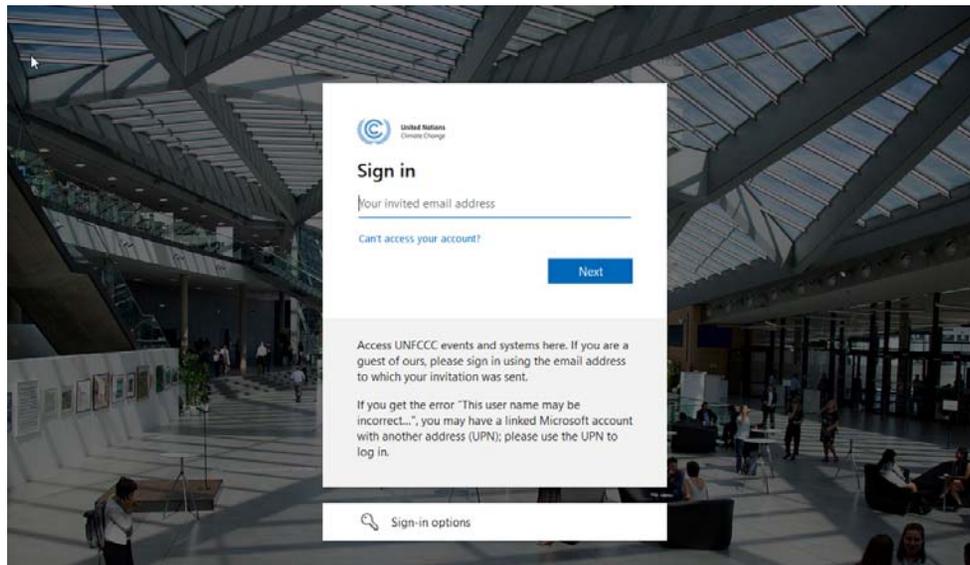
Logging and user access

Logging in

User accounts have been created for National Focal Points (NFPs) and NFPs will have received an email from Microsoft Teams informing them they have been added to the NDCREG team. After clicking **Login**, users will be asked to enter their invited **email address**.

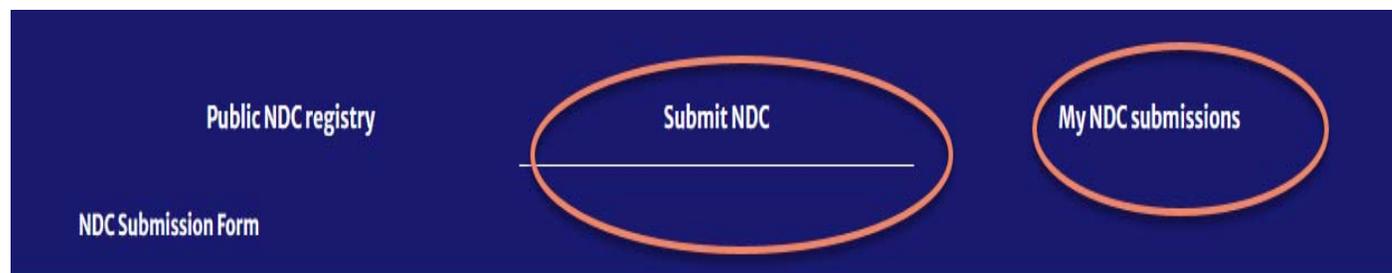
Enter the email and click next. A unique verification code will then be sent to this email.

If any NFPs does not have an account and wish to request one, please contact us on ndc@unfccc.int



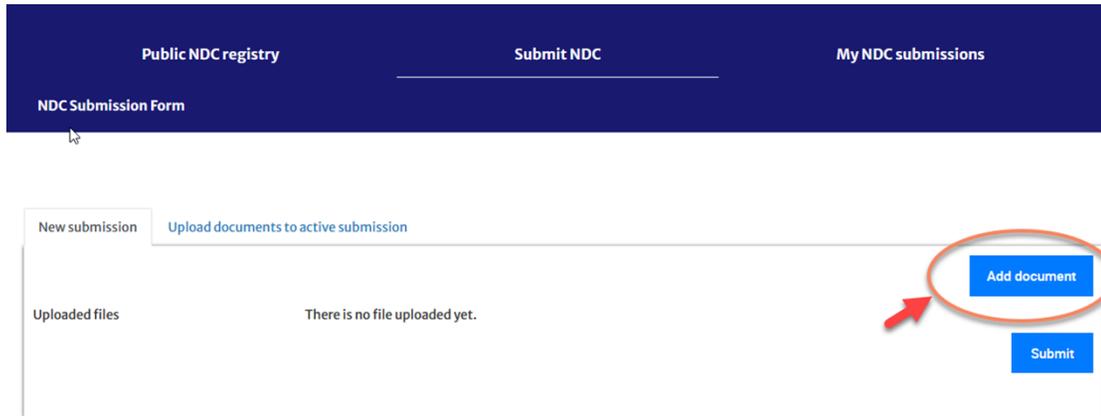
Landing Page

- The NDC Registry submission portal dashboard has multiple tabs public registry, Submit NDC and My NDC submission.
- The default is Submit NDC which allows parties to make a new submission.
- Users may also view their existing submissions under “My Submissions” or navigate back to the



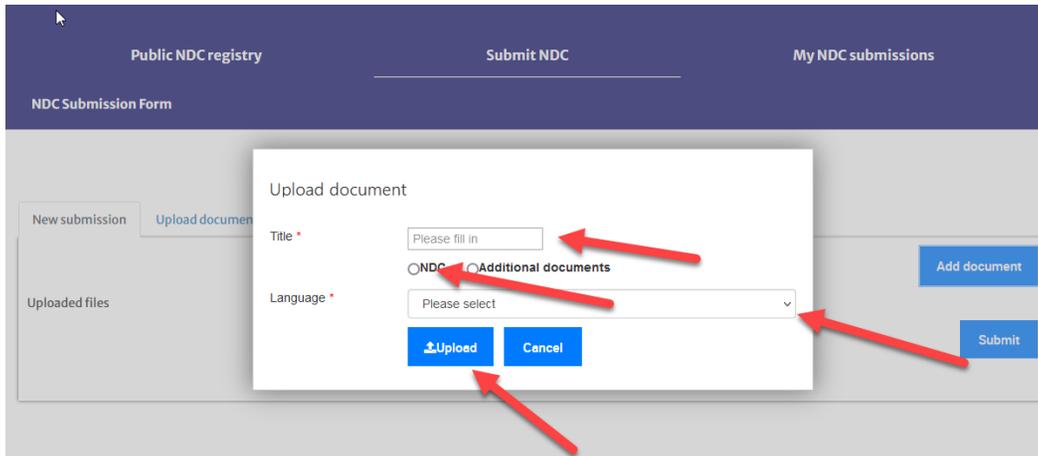
Making a New Submission

Step 1: On the “Submit NDC page, click “Add document



The screenshot shows the 'Submit NDC' page with a dark blue header containing 'Public NDC registry', 'Submit NDC', and 'My NDC submissions'. Below the header is the 'NDC Submission Form'. The form has two tabs: 'New submission' and 'Upload documents to active submission'. The 'Upload documents to active submission' tab is active, showing 'Uploaded files' with the text 'There is no file uploaded yet.' and a blue 'Add document' button circled in red. A red arrow points to the 'Add document' button. A 'Submit' button is also visible at the bottom right of the form area.

Step 2: Enter the document title and select the language of your document

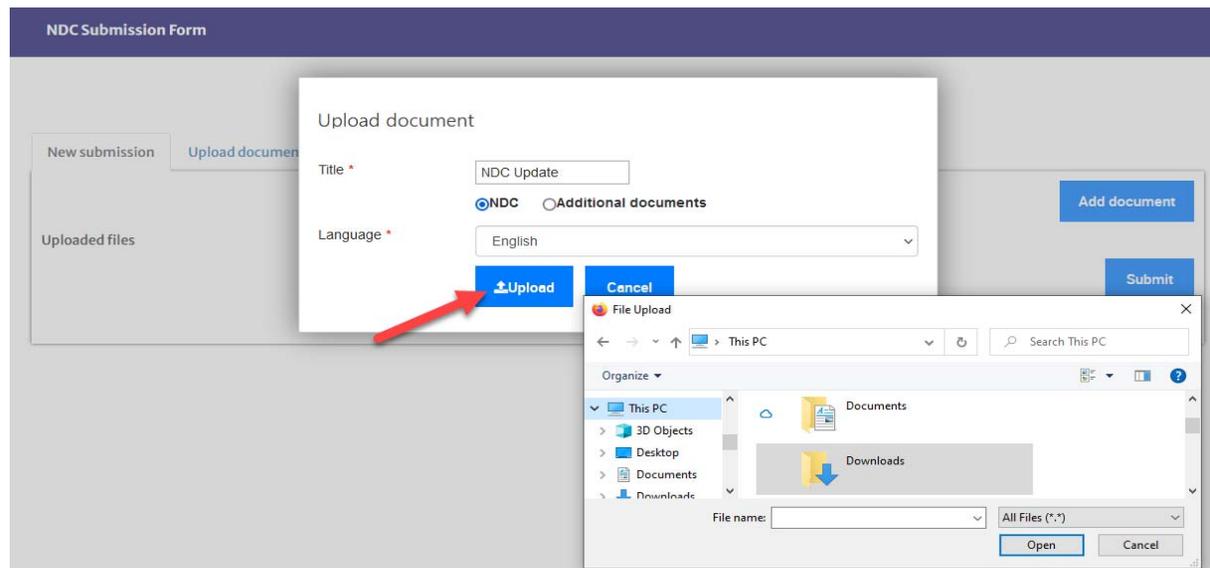


The screenshot shows the 'Submit NDC' page with the 'Upload document' modal open. The modal has a title 'Upload document' and contains the following fields: 'Title' with a text input field containing 'Please fill in', 'Language' with a dropdown menu containing 'Please select', and two radio buttons for 'NDC' and 'Additional documents'. The 'Additional documents' radio button is selected. There are 'Upload' and 'Cancel' buttons at the bottom of the modal. Red arrows point to the 'Title' input field, the 'Additional documents' radio button, the 'Language' dropdown, and the 'Upload' button. The background shows the 'Add document' and 'Submit' buttons from the previous step.



Making a New submission

Step 3: After filling in the required information click on **upload** and select the document file you wish to submit. Please select either **NDC** or **Other documents** depending on the file you are uploading.



Note: All documents uploaded should be Adobe pdf files(*.pdf)



After your Submission

After you make your submission, you will receive an email confirming receipt of your submission from ndc@unfccc.int

Dear National Focal Point for Climate Change,

We would like to thank you for submitting your country's NDC related documents to the registry for recording. This email is to **confirm** the receipt of these documents.

Please note that we will conduct a final technical check before making them public. You will receive a notification in due course.

Please do not hesitate to contact us at ndc@unfccc.int, should you have any further questions.

Yours sincerely,
The NDC registry team
UNFCCC secretariat

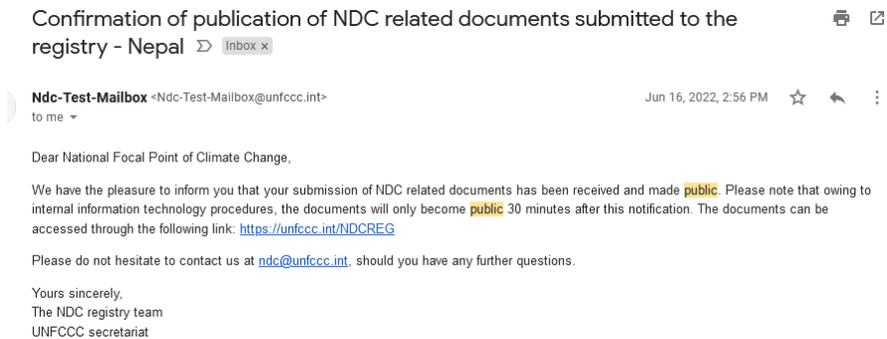
You submission will be visible under “My Submissions” on the landing page with the status Submitted.



Published Submissions

Once the secretariat receives the NDC Submission, The secretariat conducts a technical check on the documents submitted and published to the public NDC portal website.

A confirmation email is sent to the NFP informing the NFP on the publication.



Your submission will be visible under “My Submissions” on the landing page with status Active.

Any Archived submissions will also be visible here

	Language	Translation	Version	Submission date ↓	Additional documents	Status
{Updated submission}	English		2	28 Dec 2020		Active
{Archived}	English		1	28 Dec 2016		Archived



A Note on Archiving

Please be aware that any existing submissions for your Party will be archived once you make a new submission. Archived submissions will still be visible on the public registry, but their status will be set to “Archived”

Showing 3 of 3 results

Party	Title	Language	Translation	Version	Status	Submission Date	Additional documents
 Argentina	Argentina First NDC (Archived)	Spanish	Argentina First NDC(Archived)	1	Archived	17/11/2016	
 Argentina	Argentina Second NDC (Archived)	Spanish		2	Archived	30/12/2020	
 Argentina	Argentina Second NDC (Updated submission)	Spanish		3	Active	02/11/2021	

Showing 3 of 3 results

