

Sharm El-Sheikh Online Portal User Manual

UN Climate Change
Transparency Division



United Nations
Climate Change

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Sharm el-Sheikh Online Portal User Manual

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If you have any questions, please contact sjwa@unfccc.int.



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1. Overview

This user manual provides step-by-step guidance on how to access and use the Sharm el-Sheikh Online Portal.

The Sharm el-Sheikh Online Portal was established by the Conference of the Parties under the Sharm el-Sheikh Joint Work on Implementation of Climate Action on Agriculture and Food Security, in accordance with [Decision 3/CP.27](#).

The portal serves as a platform for capturing and sharing submissions on projects, initiatives and policies aimed at enhancing opportunities for the implementation of climate action, to address issues related to agriculture and food security. Parties and observer organizations may submit relevant information, which will be published and made accessible through the portal.

2. Accessing the Portal

The portal can be accessed at: <https://docs.unfccc.int/sharm-el-Sheikh-online-portal>

Users can access the portal via the link above using a standard web browser. No login is required for browsing publicly available submissions.

United Nations Climate Change | Sharm el-Sheikh Online Portal | Agriculture and Food Security | UNFCCC Main page

To exit full screen, press and hold **Esc**

Sharm el-Sheikh Online Portal

The Conference of the Parties established the Sharm el-Sheikh online portal under the Sharm el-Sheikh joint work on implementation of climate action on agriculture and food security for sharing information on projects, initiatives and policies for increasing opportunities for implementation of climate action to address issues related to agriculture and food security.

Decision 3/CP.27

How to submit

Parties and observers can submit information on projects, initiatives and policies for increasing opportunities for implementation of climate action to address issues related to agriculture and food security to be made available through this portal. To do so, national focal points (for Parties) and designated contact points (for admitted observers) are invited to submit relevant information by filling the following [template](#) and sending it along the actual submission document(s) to the following email: sjwa@unfccc.int.

Search submissions by keyword match

Q Search for submission **Advanced filters**

Type of submitting entity
Type of submitting entity

Submission type
Submission type

Opportunities and collaboration
Opportunities and collaboration



3. Key Features of the Portal

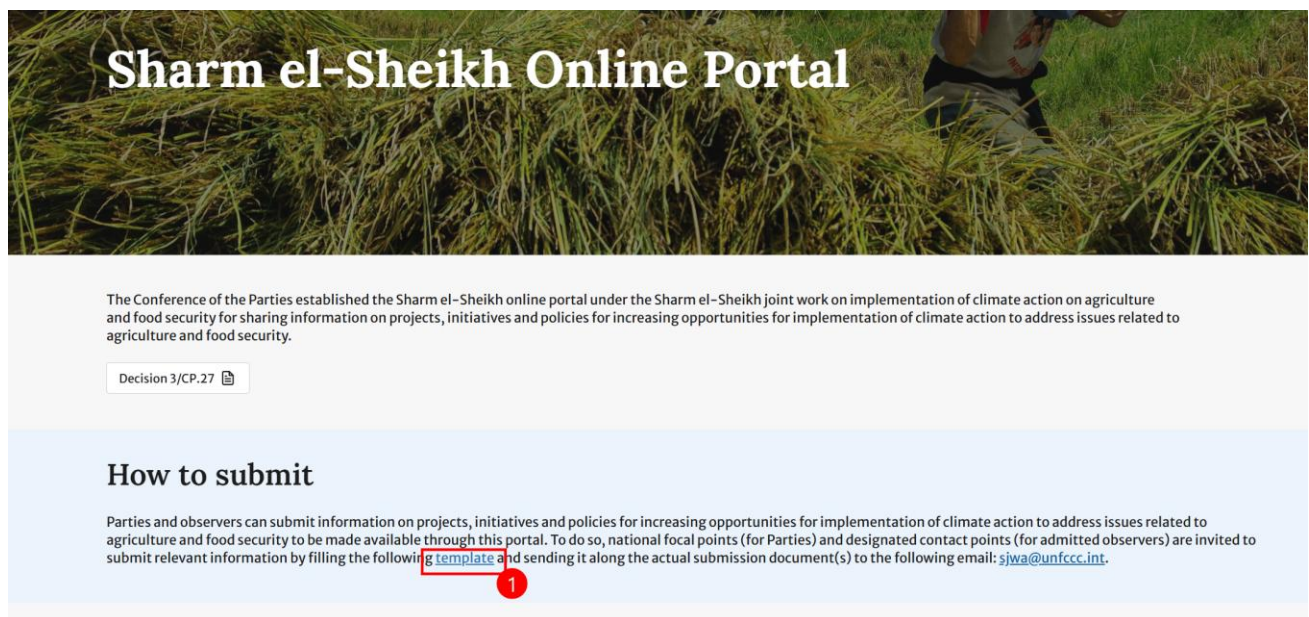
The portal provides the following key functionalities:

3.1 Submission of Information

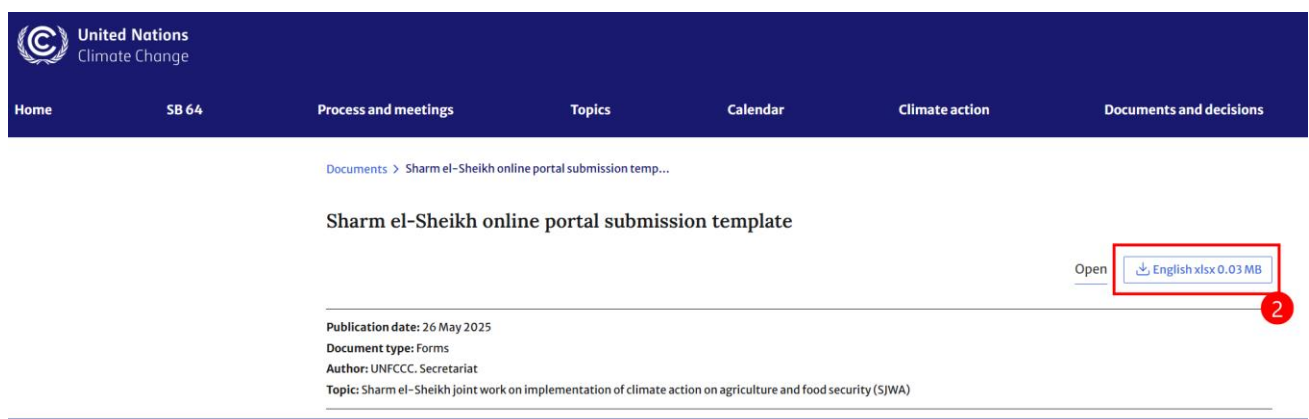
National focal points (for Parties) and designated contact points (for admitted observers) are invited to submit information relevant to climate action in agriculture and food security.

Submission process:

1. Click on the official submission [template](#).



2. Download the official submission template on your local device.



3. Complete the template by filling in all required fields:



SHARM EL SHEIKH JOINT WORK ONLINE PORTAL - SUBMISSION FORM				
SUBMISSION INFORMATION				
1	Organization name*	Text string		
	Type of submitting entity	Closed list	Select from dropdown	
2	Submission title*	Text string		
3	Lead contact*	Text string		
	Are lead contact email/phone to be visible publicly?	Closed list		
	Lead contact email	Email		
	Phone contact	Numerical field		
4	Submitter (if different from the Lead contact)	Text string		
	Are submitter email/phone to be visible publicly?	Closed list		
	Submitter email	Email		
	Phone contact	Numerical field		
5	Country*	Closed list (but submitting entity can select more than one)	Select from dropdown	
6	Submission type*	Checkbox (submitting entity can select more than one)	☐ (a) Project ☐ (b) Initiative ☐ (c) Policy	
7	Target group for project, initiative or policy*	Text string		
8	Submission overview*	Text string		
9	Submission scale*	Closed list	Select from dropdown	
10	Expected time frame for preparation and/or implementation*	Start Year End Year	Preparation Implementation	
11	Status of project, initiative or policy*	Closed list	Select from dropdown	
12	Purpose of submission*	Checkbox (submitting entity can select more than one)	☐ (a) Seeking collaboration ☐ (b) Seeking funding ☐ (c) Offering collaboration ☐ (d) Offering funding ☐ (e) Sharing information	
13	Follow-on question from the above: if seeking funding, how much?	To allow to enter amount and currency used.	Amount	Currency and other information
14	Follow-on question from the above: if seeking collaboration, what kind?	Checkbox (submitting entity can select more than one)	☐ (a) Technology transfer ☐ (b) Capacity-building ☐ (c) Knowledge exchange ☐ (d) Other If Other, please specify	
15	Outcomes and lessons learned*	Text string (or links)	Please share challenges, best practices, examples of innovation, success stories, case studies, etc.	More (if any) More (if any)
16	Related national policies, strategies and plans*	Text string		
17	Other relevant information and attachments (including links)	Text string (or links)	Enter filenames of attachments (maximum size 200MB) or link	More (if any) More (if any)
18	Full submission document*	Text string	Enter filenames of attachments (maximum size 200MB) or link	

- Send the main submission document, filled template and supporting documents/links if any via email to: sjwa@unfccc.int.

Submissions will be reviewed and published on the portal.

3.2 Browsing and Exploring Submissions

On the homepage, users can easily access and explore available submissions through the following features:

1. Search and Filter Options



A search bar enables keyword-based searches.

The screenshot shows the top section of the search interface. At the top, there is a search bar with the text 'XYZ' and a magnifying glass icon. To the right of the search bar is a button labeled 'Advanced filters'. Below the search bar are three dropdown menus: 'Type of submitting entity', 'Submission type', and 'Opportunities and collaboration'. Each dropdown menu has a small downward arrow icon. Below these dropdowns, there is a section titled 'Submissions.' with a 'Sort by Default order' dropdown and an 'Export Submissions' button. Below this, there are two sections: 'Submissions from Parties' and 'Submissions from United Nations System', each with an upward arrow icon.

In the default view, the user can also filter submissions by "Type of submitting entity", "Submission type" and "Opportunity and collaboration".

This screenshot shows the same search interface as the previous one, but with the 'Type of submitting entity' dropdown menu open. The dropdown menu is a white box with a blue border. It contains a 'Select all' button at the top, followed by five checkboxes: 'Party', 'UN system entity', 'Admitted IGO', 'Admitted NGO', and 'Non admitted entity'. The 'UN system entity' and 'Admitted IGO' checkboxes are checked. At the bottom of the dropdown menu are 'Clear' and 'Apply selection' buttons. The background of the interface is slightly dimmed.

Advanced filters allow users to further refine search results by narrowing shown submissions based on "submission scale", "country of interest", "status of project, initiative or policy" and "kind of collaboration".

This screenshot shows the search interface with the 'Advanced filters' button highlighted by a red rectangle. A red circle with the number '1' is placed next to the button. The search bar contains the placeholder text 'Search for submission'. The dropdown menus for 'Type of submitting entity', 'Submission type', and 'Opportunities and collaboration' are visible below the search bar.



Search submissions by keyword match

Q Search for submission

Basic filters

Type of submitting entity
Type of submitting entity

Submission type
Submission type

Opportunities and collaboration
Opportunities and collaboration

Submission scale
Submission scale

Country/countries of interest
Country/countries of interest

Status of project, initiative or policy
Status of project, initiative or policy

Kind of collaboration
Kind of collaboration

2. Categorized Submission List

Submissions are organized into the following categories:

- Submissions from Parties
- Submissions from the United Nations System
- Submissions from Admitted Intergovernmental Organizations (IGOs)
- Submissions from Admitted Non-Governmental Organizations (NGOs)
- Submissions from Non-Admitted Entities (NAEs)

Submissions.		Sort by Default order	Export Submissions	Collapse	Expand
Submissions from Parties					
Submissions from United Nations System					
Submissions from Admitted Intergovernmental Organizations					
Submissions from Admitted Non-Governmental Organizations (NGOs)					
Submissions from Non-Admitted Entities (NAEs)					

Click the arrow at the top right of each table to expand the category and view/compress the table. Use the horizontal scroll bar at the bottom of each table to view all available information and fields.



Submissions from United Nations System					
United Nations System	Date of submission	Type of submission	Document or link	Other relevant information	Relevant links
World Bank Group	14 May 2026	Policy	WB-Submission-Documents-SIWA-2026.05.14.pdf		20260514_WBG-Recipe%20for%20a%20Livable%2020260514-WBG-Agriculture%20Rooted%20in%20Nature.pdf
Food and Agriculture Organization of the United Nations	19 January 2026	Initiative	FAO-FAST-Partnership-Submission-Documents-SIWA-2026.01.19.pdf	https://www.fao.org/food-agriculture-sustainable-transformation-partnership/en , FAST Partnership E-discussion report Gaps and challenges to accelerate climate finance: A peer-to-peer learning exercise. [en]	en FAST-Partnership-E-discussion-report-Gaps-and-challenges-to-accelerate-climate-finance-A-peer-to-peer-learning-exercise.pdf
Food and Agriculture Organization of the United Nations (FAO)	24 December 2025	Initiative, Project	FAO-Submission-Documents-SIWA-2025.12.24.pdf		20251224_FAO_Sharm_el-Sheikh_Portal_Submission_Clean.pdf
Food and Agriculture Organization of the United Nations (FAO)	31 December 2024	Initiative, Policy, Project	FAO-Submission-Documents-SIWA-2024.12.31.pdf		FAO-Submission%20to%20Sharm_el-Sheikh%20online%20portal_Annotated.pdf FAO-20250730_Sharm_el-Sheikh_Portal_Submission_Terminal.pdf

3. Export Functionality

Users can export submission data for further analysis or offline use.

To export submissions:

1. Use the search and filter functionality to narrow-down the list of submissions to those of interest
2. Select the Export Submissions button.

Search submissions by keyword match

Advanced filters

Type of submitting entity
Type of submitting entity

Submission type
Submission type

Opportunities and collaboration
Opportunities and collaboration

Submissions.

Sort by Default order

Export Submissions

Collapse

Expand

Submissions from Parties

Submissions from United Nations System

Submissions from Admitted Intergovernmental Organizations

3. Choose the desired export format.
4. Select the sections and fields you would like to include in the export.



5. Click Download to generate and save the file to your device.

Download submissions

Complete form to access your data

Which format would you like to download the submissions* 2

☒ Excel ☐ CSV

Select one or more sections* 3

☒ Organization name ☒ On behalf of ☒ Type of submitting entity ☒ Submission title

☒ Lead contact Information ☒ Submitter ☒ Country of interest ☒ Submission type

☒ Target group for project, initiative or policy ☒ Submission overview ☒ Submission scale ☒ Preparation start date

☒ Preparation end date ☒ Implementation start date ☒ Implementation end date ☒ Relevant links

☒ Status of project, initiative or policy ☒ Purpose of submission ☒ Outcomes and lessons learned ☒ Language of documentation

☒ Related national policies ☒ Other relevant information and attachments ☒ Document or link ☒ Date of submission

☐ Date of latest modification

☒ Select all

Cancel

4Download

Note: For assistance with submissions or portal navigation, please contact sjwa@unfccc.int.