

SUBMISSION OF NATIONAL REPORTS

Version 2
21 April 2020

Guide for Annex I Parties

The document provides the guide for Annex I Parties about the end-to-end process of submission of the following reports:


1. **Annual GHG Inventories including:**
 - Common Reporting Format tables
 - National Inventory Report
 - Standard Electronic Format tables
 - Report to facilitate the calculation of the assigned amount (if relevant)
2. **National Communications**
3. **Biennial Reports including BR-CTF tables**

The document also provides the information on various tools available for generating and submitting the reports listed above to the UNFCCC secretariat.

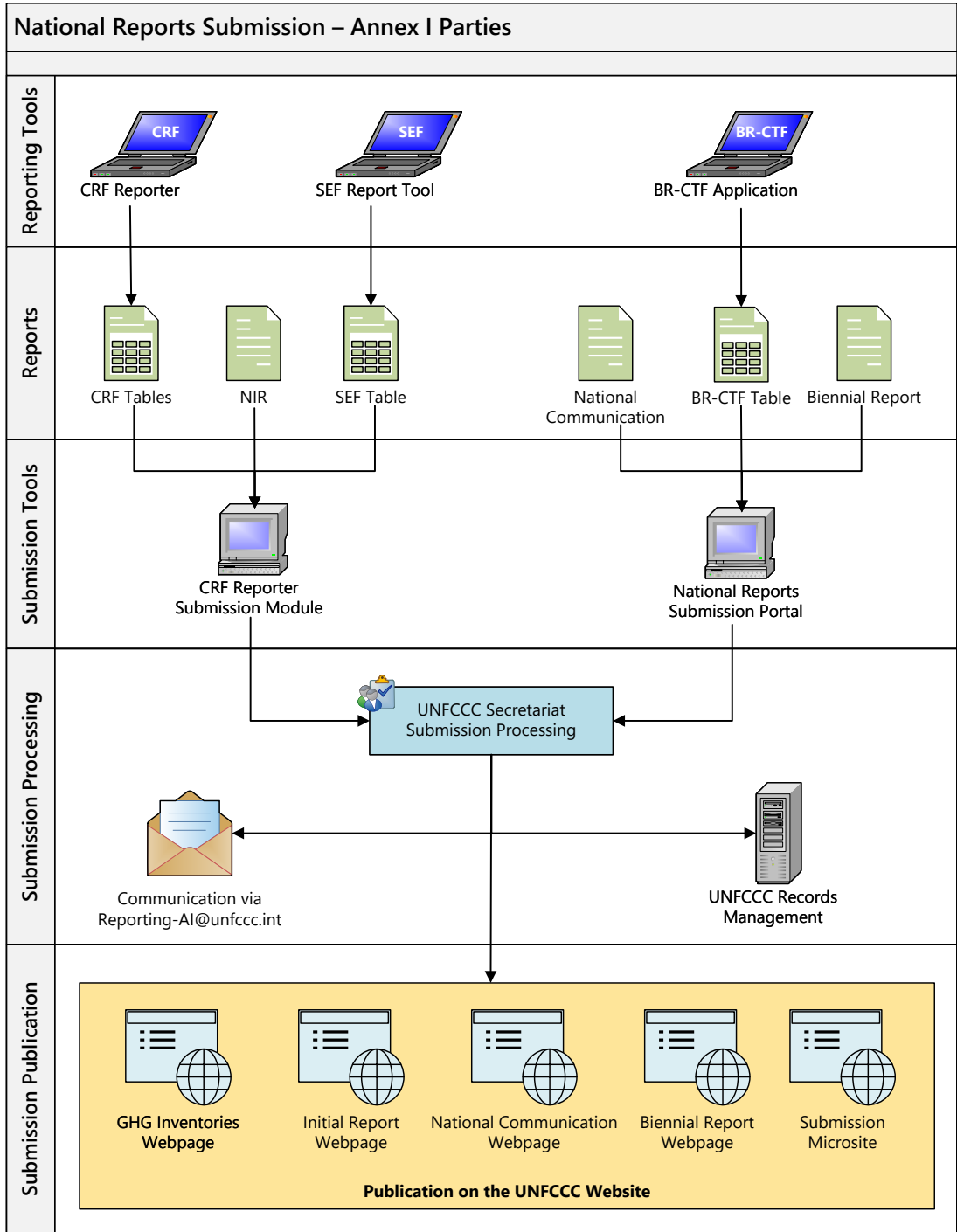
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1. OVERVIEW

The figure below presents the overview of the availability of the reporting tools, submission tools and the submission process for the national reports.



Please select the tool and web pages in the figure below and Press CTRL+Click to access the tools and web pages.



2. NATIONAL REPORTS

2.1 What should be included in Annual GHG Inventories submission?

Submission	Mandate	Reporting Tool	Timeline	Frequency	Submission Tool
Common Reporting Format Tables	Decision 6/CMP.9 Decision 24/CP.19	CRF Reporter	15 April (27 May)		
National Inventory Report	Decision 24/CP.19 Decision 15/CMP.1 Decision 2/CMP.8 Decision 3/CMP.11	-	15 April (27 May)	Yearly	CRF Reporter Submission Module
Standard Electronic Format Tables	Decision 15/CMP.1 Decision 3/CMP.11	SEF Report Tool	15 April (27 May)		
Report to facilitate the calculation of the assigned amount	Decision 2/CMP.8	-	-	-	

2.1.1 Common Reporting Format Tables

- ✓ Parties should submit a complete set of Common Reporting Format (CRF) tables from the base year to latest inventory year generated using the most recent available version of the upgraded CRF Reporter.
- ✓ Where appropriate, Annex I Parties that are Parties to the Kyoto Protocol should also include the KP-LULUCF tables generated using the CRF Reporter containing data for the activities under Article 3, paragraphs 3 and 4 of the Kyoto Protocol.

2.1.2 National Inventory Report

- ✓ Parties shall submit a National Inventory Report (NIR) in one of the UN languages. Parties who submit their NIR in a language other than English are also encouraged to submit a translation.
- ✓ Where appropriate, Annex I Parties that are Parties to the Kyoto Protocol should also include the following supplementary information:
 - ✓ Kyoto Protocol units and accounting
 - ✓ Activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol
 - ✓ Other additional information under Article 7 of the Kyoto Protocol
 - ✓ Information on changes in national system
 - ✓ Information on changes in national registry
 - ✓ Information on minimization of activities under Article 3, paragraph 14, of the Kyoto Protocol
- ✓ Other information, in addition to the Standard Electronic Format (SEF) tables, related to Kyoto Protocol units (e.g. R2-R5 reports).

2.1.3 Standard Electronic Format Tables

- ✓ Annex I Parties that are Parties to the Kyoto Protocol shall submit information on Kyoto Protocol units for the second commitment period for the reported year, in the form of SEF tables generated using the SEF Report Tool, version 3.7.4.
- ✓ Parties are also encouraged to submit information on Kyoto Protocol units for the first commitment period for the reported year using the same reporting tool.

2.1.4 Report to facilitate the calculation of the assigned amount

- ✓ If not already submitted, Annex I Parties that are Parties to the Kyoto Protocol should submit the report to facilitate the calculation of the assigned amount to the secretariat as an NIR submission - either along with the NIR itself or as a separate document.
- ✓ In both cases, a comment indicating the inclusion of the initial report in the submission should be added.

2.2 What should be included in National Communications submission?

Submission	Mandate	Timeline	Frequency	Submission Tool
National Communication	Article 12 of Convention	1 January	Every 4 years	Submission Portal
	Decision 4/CP.5			
	Decision 15/CMP.1			
	Decision 9/CP.16			
	Decision 2/CP.17			

National Communications

- ✓ Annex I Parties should submit their National Communication in one of the official UN languages. Parties that submit their National Communications in a language other than English are also encouraged to submit an English translation.
- ✓ Annex I Parties that are Parties to the Kyoto Protocol should include in the National Communication supplementary information demonstrating their adherence to the requirements under the Article 7.2 of the Kyoto Protocol.

2.3 What should be included in Biennial Reports submission?

Submission	Mandate	Reporting Tool	Timeline	Frequency	Submission Tool
Biennial Report	Decision 1/CP.16 Decision 2/CP.17	-	1 January	Every 2 years	Submission Portal
Biennial Report Common Tabular Format Tables	Decision 1/CP.16 Decision 2/CP.17 Decision 19/CP.18	BR-CTF Application			

Biennial Reports

- ✓ Under the Convention, Annex I Parties should submit their Biennial Reports and they should include:
 - ✓ The Biennial Report in one of the UN languages. Parties are encouraged to submit an English translation of the Biennial Reports to facilitate their use in the review process.
 - ✓ A set of Biennial Report Common Tabular Format (BR-CTF) tables (excel format) generated using the BR-CTF application.
- ✓ In the years when the full National Communications are submitted, Annex I Parties should present the Biennial Reports as an annex to the National Communications or as a separate report.

3. REPORTING TOOLS

3.1 CRF Reporter

- ✓ The CRF Reporter provides Parties with the ability to enter GHG inventory data, compile, validate and report GHG emission inventories in a user-friendly and efficient manner while ensuring that core data structure and reporting requirements ([Decision 24/CP.19](#)) are met.



Need access to the CRF Reporter?

- ✓ The CRF Reporter can be accessed by the **authorized users only**.
- ✓ Please **contact your National Inventory Compiler** for access to the CRF Reporter.



Help/ Question on CRF Reporter?

- [CLICK HERE](#) to access the CRF Reporter User Manual
- Technical questions related to CRF Reporter – report issues through the help function integrated in the CRF Reporter or email to crfweb@unfccc.int
- Questions related to submission process –email to Reporting-AI@unfccc.int

3.2 SEF Report Tool

- ✓ The SEF tables should be exported from the SEF report tool in both the Excel (*.xlsx) and XML (*.xml) file formats after the reports have been finalized.
- ✓ The Excel and XML files should be uploaded individually in the CRF Reporter submission module as an "SEF submission". Please keep the standard naming convention for the files: RREG1_PP(Party)_YYYY_CP_VV(version).
- ✓ Please note that only the files containing the SEF tables (including the corresponding XML files) should be included in the "SEF submission".
- ✓ Other information, such as the R2-R5 reports, should be uploaded as "NIR submission".



Need access to the SEF Report Tool?

- ✓ The SEF Report Tool can be accessed by the authorized users only.
- ✓ Please **contact your Registry System Administrator** for access to the SEF Report Tool.



Help/ Question on SEF Report Tool?

- [CLICK HERE](#) to access the SEF Report Tool User Manual
- Technical questions related to SEF Report Tool – email to SIAR.Assessment@unfccc.int
- Questions related to submission process –email to Reporting-AI@unfccc.int

3.3 BR-CTF Application

- ✓ In accordance with [decision 19/CP.18](#), the UNFCCC secretariat has developed an electronic reporting application (BR CTF application) for the common tabular format (BR CTF) for developed country Parties.
- ✓ The BR-CTF application should only be used as a reporting tool to generate the BR-CTF tables but not to upload and submit the official files to the secretariat.



Need access to the BR-CTF Application?

- The BR-CTF Application can be accessed by the **authorized users only**.
- Please **contact your BR-CTF Compiler** for access to the BR-CTF Application.



Help/ Question on BR-CTF Application?

- [CLICK HERE](#) to access the BR-CTF Application User Manual¹
- Technical questions related to BR-CTF Application - email to tools.support@unfccc.int
- Questions related to submission process –email to Reporting-AI@unfccc.int

¹ The UNFCCC secretariat is currently upgrading the BR-CTF Application. The BR-CTF Application and its User Manual will be available in due time.

4. SUBMISSION TOOLS

4.1 CRF Reporter Submission Module

From December 2016, a submission module was embedded in the CRF Reporter, which is to be used by Parties to submit annual GHG inventories. The following components of the GHG inventories should be submitted using the CRF Reporter submission module:

- Common Reporting Format tables → Submit as “**CRF submission**”
- National Inventory Report → Submit as “**NIR submission**”
- Standard Electronic Format tables → Submit as “**SEF submission**”
- Report to facilitate the calculation of the assigned amount → Submit as “**NIR submission**”



Need access to the CRF Reporter Submission Module?

- The CRF Reporter submission module is **available to maximum of two users per Party**.
- The user must be **nominated by the National Focal Point (NFP)** to submit the report on behalf of the Party.
- The **NFP send email to the secretariat** via Reporting-AI@unfccc.int to add new users or replace previous users (indicating which of the two existing accounts shall be replaced). The request should include: first name, last name and email address.
- The **secretariat provides access** to the requested user and **notify the user via email**.
- The user then can **access the CRF Reporter Submission Module**.



Help/ Question on CRF Reporter Submission Module?

- [CLICK HERE](#) to access the CRF Reporter User Manual (please refer section 6)
- Technical questions related to CRF Reporter – report issues through the help function integrated in the CRF Reporter or email to crfweb@unfccc.int
- Questions related to submission process –email to Reporting-AI@unfccc.int

4.2 National Report Submission Portal

The National Report Submission Portal (herein referred to as submission portal) is a simple and user-friendly web-based system which allows Parties to upload their official submissions of:

- National Communications
- Biennial Reports including the BR-CTF tables

Both BR textual part and BR-CTF tables (generated from BR-CTF application and downloaded to your computer) should be uploaded and submitted to the secretariat using the submission portal. The BR-CTF application should only be used as a reporting tool to generate the BR-CTF tables but not to upload and submit the official files to the secretariat.



Need access to the Submission Portal?

- ☑ The access to submission portal is **granted to maximum of two users per Party**.
- ☑ The user must be **nominated by the National Focal Point (NFP)** to submit the report on behalf of the Party. The request should be sent to secretariat via email to Reporting-AI@unfccc.int.
- ☑ In order to access the submission portal, the **user must first have an UNFCCC user account**. If the user already has an UNFCCC user account for other applications such as Roster of Experts, MA Portal, BR-CTF, Virtual Team Rooms, NAMA Registry:
 - then the **secretariat will provide access** rights to the requested user and **notify the user via email**.
 - but has **forgotten the username and/or password**, then the user should send an email to tools.support@unfccc.int indicating the issue that the user is facing with relevant information.
- ☑ If a Party wish to replace the previous users, the **NFP should send email to the secretariat** via Reporting-AI@unfccc.int indicating which of the two existing accounts shall be replaced. The request should include: first name, last name and email address.



Help/ Question on Submission Portal?

- [CLICK HERE](#) to access the Submission Portal User Manual
- Questions related to submission portal –email to Reporting-AI@unfccc.int

5. WHERE TO FIND THE SUBMITTED REPORTS?

- All official reports submitted by Parties (including GHG Inventories, National Communication and Biennial Report) are posted on the secretariat website after validation. The additional files (such as confidential information, cover letters, etc.) submitted along with the official reports are not published but are stored in the record management system of the secretariat (official repository).
- In addition, the National Communication and Biennial Report that are submitted using the submission portal are also posted on the submission microsite. The reports submitted using the submission portal and marked as “Published” in the submission portal are available automatically in the submission microsite.
- The web pages for these submissions can be accessed by clicking in the boxes below on the weblink provided below.

National Reports

Weblink

Annual GHG Inventories

CLICK HERE

Report to facilitate the calculation of the assigned amount

CLICK HERE

National Communications

CLICK HERE

Biennial Reports

CLICK HERE

Submission Microsite

CLICK HERE