



**United Nations**  
Climate Change Secretariat  
Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques  
Secrétaire Exécutif

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## MESSAGE TO PARTIES AND OBSERVER STATES

### Release of the final version of the reporting tools under the enhanced transparency framework

In line with paragraph 8 of decision 5/CMA.3, the final version of reporting tools for the electronic reporting of the common reporting tables and common tabular formats under the enhanced transparency framework (ETF) are now available to all Parties.

This release enables Parties to start compilation of data and generation of reporting tables, which follow the agreed formats as annexed to decision 5/CMA.3, and to provide the Biennial Transparency Reports before 31 December 2024.

The user management tool, which allows Parties to manage all users who will be working with the reporting tools on behalf of the country, is also now accessible and operational. Following the message sent by email on 14 June 2024, several UNFCCC national focal points have already sent their nominations for the roles ETF Focal Point and ETF Focal Point Alternate. If you have not yet done so, please provide the requested information. It is important to note that without these nominations, the Party will not be able to access the reporting tools. The nominated ETF Focal Point and ETF Focal Point Alternate will be contacted directly by the secretariat with the necessary instructions on how to manage users within the country.

The secretariat also published a dedicated help page, accessible at <https://unfccc.int/etf-reporting-tools-help>, to facilitate the effective use of the ETF reporting tools. User manuals, technical documentation, frequently asked questions and the link where you can report issues and incidents while using the tools can be found on this page. This page will be regularly updated as more relevant information becomes available.

**Distribution:** To Parties and observer States to the United Nations Framework Convention on Climate Change through their national focal points and diplomatic missions accredited to the Federal Republic of Germany.



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I wish to inform Parties that the IPCC inventory software workshop organized by the Intergovernmental Panel on Climate Change, together with the incoming COP 29 Presidency and the secretariat, will be held in Baku, Azerbaijan from 4 to 6 September 2024. Information on training activities for the ETF reporting tools, in accordance with paragraphs 14 and 16 of decision 5/CMA.3, will be made available on the UNFCCC website at <https://unfccc.int/process-and-meetings/transparency-and-reporting/reporting-and-review/transparency-data-and-tools/etf-reporting-tools>.

I would like to thank Parties that have contributed to the Trust Fund for Supplementary Activities for the development of the ETF reporting tools and remind Parties that additional funding is still needed to be able to further enhance the tools and organize regular training workshops.

Yours sincerely,

*(Signed by)*

Simon Stiell