



Partnership on Transparency
in the Paris Agreement



Ministry of Environment
Greenhouse Gas Inventory
and Research Center

ETF Reporting Tool

NDC Tracking Progress

Pedro Torres (UNFCCC)

24-26 September 2024

Supported by:



Federal Ministry
for Economic Affairs
and Climate Action

Federal Foreign Office

on the basis of a decision
by the German Bundestag



INTERNATIONAL
CLIMATE
INITIATIVE



United Nations
Framework Convention on
Climate Change



AUSTRALIA

Outline

- Creating a new version (Exercise 1)
- Organization of information in the ETF reporting tool and mapping to CTF tables
- Add data for Structured Summary using the ETF reporting tool (Exercise 7)
- Further exercises at your own pace

NDC Progress

<https://unfccc.int/ETF-Support-RT-HandsOnTraining>



Please scan the QR code to download this presentation



Full hands-on training

- Exercise 1: Create new version and specify version settings
- Exercise 2: View and access CTF Versions; modify version settings
- Exercise 3: View and move through navigation tree and grids
- Exercise 4: Add and modify data for Projections
- Exercise 5: Use export/import to add and modify data
- Exercise 6: Add and modify data for Policies and Measures
- Exercise 7: Add and modify data for Structured Summary
- Exercise 8: Download reporting tables



Exercise 1

Create a new version and specify version settings



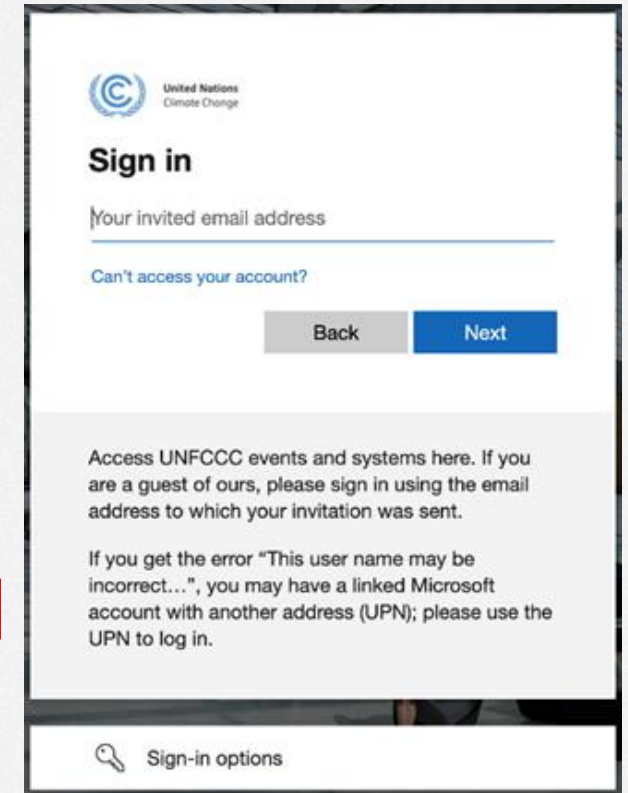
Sign in to the ETF Progress application

Weblink to access the ETF Reporting Tools:

<https://etf-progress-training.unfccc.int>

Login details

- Username: [Email that you registered with]
- Password: [Password associated with the account]



Exercise 1: Create new version and specify version settings

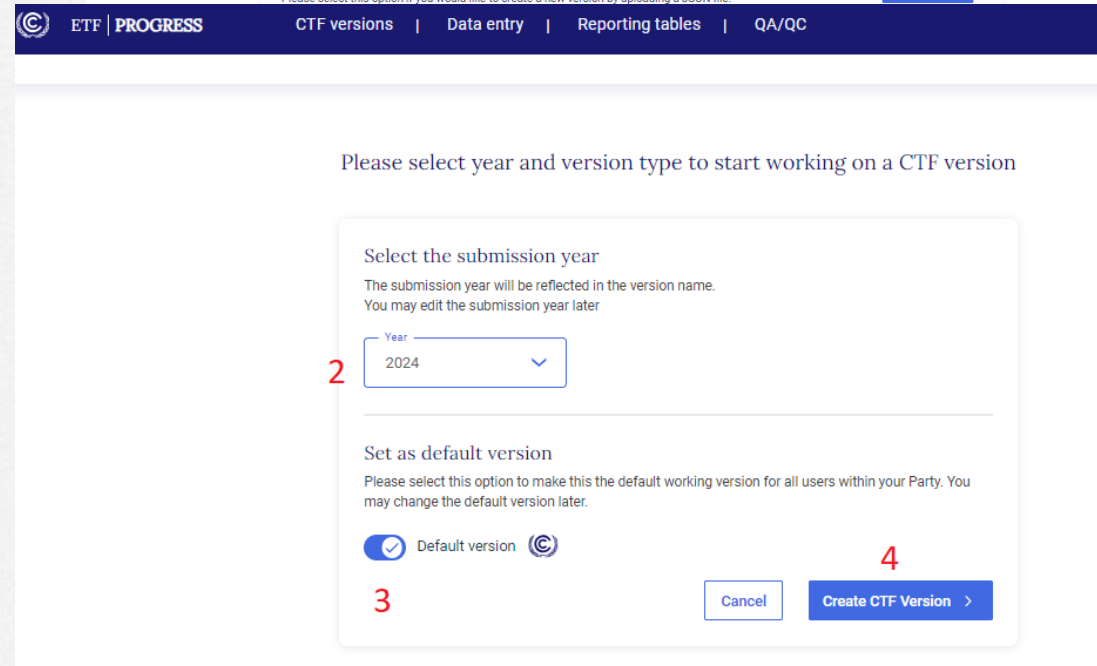
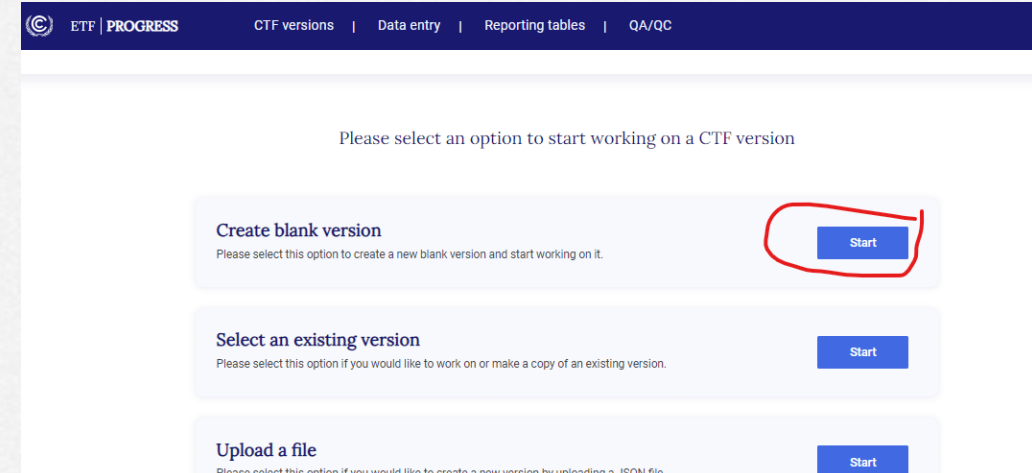
Overview

- Create a new version
- Select version settings for flexibility
- Select version settings for Mitigation Policies and Measures
- Select version settings for GHG inventory
- Select version settings for Structured Summary
- Select version settings for Projections



Exercise 1: Create new version

- **Step 1:** select “Create blank version”
- **Step 2:** select submission year (2024)
- **Step 3:** select “default version”
- **Step 4:** select “Create CTF version” to continue



Exercise 1: Select version settings for flexibility

- **Step 1:** select **Yes** to initial question
- **Step 2:** toggle para 85 on
- **Step 3:** toggle para 95 on
- **Step 4:** toggle para 102 on
- **Step 5:** select **Next**

Version Settings

1 Flexibility provisions Complete

2 Mitigation policies and measures

3 GHG Inventory Information

4 Structured summary

5 Projections

1 Flexibility provisions

Please specify if any flexibility provisions in light of national capacities will be used.

1 Yes No

Select the specific flexibility provisions to be used

Para 85 (Enables the use of the notation key FX in the estimates of GHG reductions for PaMs) 2

Please enter explanation here

Para 92 (Use when no projections data will be reported)

Para 95 (Allows an earlier year for the endpoint of projections) 3

Please enter explanation here

Para 102 (Enables the use of the notation key FX in all areas of projections reporting) 4

Please enter explanation here

[Exit version settings](#) 5 [Next >](#) [Go to data entry](#)



Flexibility provisions

Flexibility provisions (Annex to decision 18/CMA.1)	Flexibility provisions for those developing country Parties that need it in the light of their capacities
<p>Para. 85 (estimated impacts of PaMs)</p>	<p>Each Party shall provide, to the extent possible, estimates of expected and achieved GHG emission reductions for its actions, policies and measures in the tabular format referred to in paragraph 82 above; those developing country Parties that need flexibility in the light of their capacities with respect to this provision are instead encouraged to report this information.</p> <p>Implementation in Progress tool: notation key FX is allowed for estimated impacts.</p>
<p>Para. 92 (projections)</p>	<p>Each Party shall report projections pursuant to paragraphs 93–101 below; those developing country Parties that need flexibility in the light of their capacities are instead encouraged to report these projections.</p> <p>Implementation in Progress tool: version settings, data entry grids, and reporting tables for projections are all disabled.</p>
<p>Para. 95 (projections)</p>	<p>Projections shall begin from the most recent year in the Party’s national inventory report and extend at least 15 years beyond the next year ending in zero or five; those developing country Parties that need flexibility in the light of their capacities with respect to this provision have the flexibility to instead extend their projections at least to the end point of their NDC under Article 4 of the Paris Agreement.</p> <p>Implementation in Progress tool: endpoint of projections as early as NDC end year is allowed.</p>
<p>Para. 102 (projections)</p>	<p>Those developing country Parties that need flexibility in the light of their capacities with respect to paragraphs 93–101 above can instead report using a less detailed methodology or coverage.</p> <p>Implementation in Progress tool: notation key FX is allowed anywhere in projections data entry grids.</p>



Exercise 1: Select version settings for Mitigation Policies and Measures

- **Step 1:** select **Yes** to initial question
- **Step 2:** select years for achieved (2020)
- **Step 3:** select years for estimated (2030, 2040)
- **Step 4:** select Next

ETF | PROGRESS CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Initiated | DEFAULT Online

Version Settings

- 1 Flexibility provisions Complete
- 2 **Mitigation policies and measures Complete**
- 3 GHG Inventory Information
- 4 Structured summary
- 5 Projections

2 Mitigation policies and measures

* Response required to continue

Would you like to specify the years for which estimated emission reductions will be reported?*

1 Yes No

Specify years to report achieved or expected emission reductions*
Please select at least one year.

2 Achieved years
2020

3 Expected years
2030, 2040

2030 × 2040 ×

× Exit version settings < Back Next > Go to data entry



Exercise 1: Select version settings for GHG inventory

- **Step 1:** select “Last inventory data year”
- **Step 2:** enter last inventory year (2022)
- **Step 3:** select Next

Version Settings

- 1 Flexibility provisions Complete
- 2 Mitigation policies and measures Complete
- 3 **GHG Inventory Information** Complete
- 4 Structured summary
- 5 Projections

3 GHG Inventory Information

* Response required to continue

Specify the GHG inventory version to populate inventory data in this submission*
If the inventory is not ready, you can instead specify the last data year in the inventory now and specify the inventory later. GHG data will be transferred only when an inventory version is selected. Both of these options can be changed later.

GHG inventory version Last inventory data year **1**

Enter last inventory year*
Please enter the latest inventory year for which you will have data in your GHG inventory submission.

2

3 [Next >](#) [Go to data entry](#)

[Exit version settings](#)

Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-17 15:06 (UTC+2)



Exercise 1: Select version settings for Structured Summary

- **Step 1:** enter NDC start and end years (2021, 2030)
- **Step 2:** select **Yes** for first NDC
- **Step 3:** select **No** for achievement
- **Step 4:** select **Yes** for annex table
- **Step 5:** select Next

The screenshot displays a multi-step process for setting version settings. A progress indicator on the left shows five steps: 1. Flexibility provisions (Complete), 2. Mitigation policies and measures (Complete), 3. GHG Inventory Information (Complete), 4. Structured summary (Complete), and 5. Projections. The main content area is titled '4 Structured summary' and includes a red '1' next to input fields for 'Enter start year' (2021) and 'Enter end year' (2030). Below this, a red '2' is next to a question: 'Is the information reported in this submission for the first NDC under Article 4 of the Paris Agreement?*' with radio buttons for 'Yes' (selected) and 'No'. A red '3' is next to another question: 'Does this submission contain information for the end year of the NDC and therefore an assessment of achievement of the target(s) for the NDC?*' with radio buttons for 'Yes' and 'No' (selected). A red '4' is next to a final question: 'Please specify whether the appendix table Description of a Party's nationally determined contribution under Article 4 of the Paris Agreement, including updates will be reported.*' with radio buttons for 'Yes' (selected) and 'No'. At the bottom, there is a navigation bar with a link to 'Exit version settings', a 'Back' button, a 'Next >' button, and a 'Go to data entry' button. A red '5' is positioned above the 'Next >' button.



Exercise 1: Select version settings for Projections

- **Step 1:** toggle Table 8 on
- **Step 2:** select end year for projections (2030)
- **Step 3:** select interim years projections(2025)
- **Step 4:** select **Go to data entry**

The screenshot shows the 'Version Settings' page for 'Projections' in the 'ETF | PROGRESS' system. The page is titled 'Version Settings' and has a status of 'Initiated'. A progress indicator on the left shows five steps, with step 5 'Projections' highlighted. The main content area is titled '5 Projections' and contains the following settings:

- 'Table 8 (with additional measures)' is toggled on (indicated by a blue checkmark and a red '1').
- 'Table 9 (without measures)' is toggled off.
- 'Please specify the end year for projections' is set to '2030' (indicated by a red '2').
- 'Please specify the interim year(s) for which projections are reported' is set to '2025' (indicated by a red '3').

At the bottom of the page, there are three buttons: 'Exit version settings', '< Back', and 'Go to data entry' (indicated by a red '4').



Navigation tree and CTF tables



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Mapping from Navigation Tree to CTF tables



Navigation tree

1. Structured summary

1.1. Definitions

CTF table 2. Structured summary: Definitions needed to understand NDC

1.2. Methodologies and accounting approaches

CTF table 3. Structured summary: Methodologies and accounting approaches

1.3. Targets and indicators

1. Target - Base-year emissions limitation/reduction

CTF table 4. Structured summary: Tracking progress made in implementing and achieving the NDC

Indicator(s)

1.1. Indicator

CTF table 1. Structured summary: Description of selected indicators

CTF table 2. Structured summary: Definitions needed to understand NDC

Tracking Progress

CTF table 4. Structured summary: Tracking progress made in implementing and achieving the NDC

Progress made

1.4. NDC

Appendix: Description of NDC

2. Mitigation policies and measures

2.1. Policies and Measures

CTF table 5. Mitigation policies and measures, actions and plans

2.2. Measures to address social and economic consequences of response measures

CTF table 12. PaMs to address consequences of response measures

3. GHG Emissions from CRT

CTF table 6. Summary of GHG emissions and removals

4. Projection of GHG emissions and removals

4.1. With measures

CTF table 7. Projections of GHG emissions and removals under a WEM scenario

4.2. With additional measures

CTF table 8. Projections of GHG emissions and removals under a WAM scenario

4.4. Projections of key indicators

CTF table 10. Projections of key indicators

4.5. Key underlying assumptions and parameters

CTF table 11. Key underlying assumptions and parameters used for projections

Exercise 7

Add and modify data for Structured Summary



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Exercise 7: Add and modify data for Structured Summary

Overview

- Add new targets
- Enter target information
- Add indicators and their information
- Add tracking progress data
- Add progress made data
- Add a definition
- Add a methodology/accounting approach
- Add NDC information



*Scan the QR code
for exercise guide*



Exercise 7: Add new targets

- **Step 1:** Click the + sign on *1.3 targets and indicators*
- **Step 2:** Select the *Base-year emissions target* type
- **Step 3:** Confirm that the target has been created

The screenshot displays the ETf PROGRESS interface. At the top, there is a navigation bar with the ETf logo, 'PROGRESS', and links for 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. Below this, the version 'XYZ-CTF-NDC-2024-V0.2' and status 'Started' are shown. The main content area features a 'Navigation tree' on the left with a '+' icon and 'Options' link. The tree is expanded to show '1.3. Targets and indicators', which is highlighted in blue and has a red '1' next to it. A dropdown menu is open over this item, titled 'Select Target type from the list', with options: 'Base-year emissions limitation/reduction' (highlighted), 'Emission budget base-year', 'Baseline / BAU', 'Trajectory', 'Base-year intensity', 'Other (quantitative)', and 'Other (qualitative)'. A red '2' is next to the dropdown menu. Below the navigation tree, a 'Data grid' is partially visible. At the bottom, another view of the navigation tree is shown, where '1.3. Targets and indicators' is expanded to show '1. Target - Base-year emissions limitation/reduction' (highlighted in blue) with a red '3' next to it, and '1.4. NDC' below it.



Exercise 7: Enter target information

- **Step 1:** Enter target information as determined in your group

1. Target - Base-year emissions limitation/reduction

Expand all

 Export

Base-year emissions limitation/reduction	Unit	
Description		Economy-wide emissions reduction of 50% from 2010
Target Year		levels by 2030
Target level	kt CO ₂ equiv...	100.00
Base year		2010
Base year level	kt CO ₂ equiv...	150.00





Exercise 7: Add indicators and their information

- **Step 1:** Click the + sign to add an indicator
- **Step 2:** Fill in the indicator information

ETF | PROGRESS CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT Data synchronized | Online

1.1. Indicator

Expand all [Export](#)

Indicator	
Indicator name	Economy-wide emissions
Indicator description	This indicator will track the emissions level.
Information for the reference point(s), level(s), baseline(s), base year(s) or starting point(s), as appropriate	The reference point is 2010 emissions.
Definitions needed to understand the indicator	Economy-wide emissions is defined as all IPCC sectors other than LULUCF
Updates in accordance with any recalculation of the GHG inventory, as appropriate	
Relation to NDC	This describes the relationship to the NDC

Exercise 7: Add tracking progress data

- **Step 1:** Select *Tracking progress* in the navigation tree
- **Step 2:** Fill in the tracking progress data
- **Step 3:** Explore the options for cooperative approaches

The screenshot displays the UNFCCC Progress web application interface. The top navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', 'QA/QC', and 'Json validator'. The main content area is divided into two panels. The left panel, titled 'Navigation tree', shows a hierarchical menu with 'Tracking Progress' highlighted in blue and marked with a red '1'. The right panel, titled '1.1. Indicator > Tracking Progress', shows a table with columns for '2021' and '2022'. The table contains a row for 'Test Indicator 1' with a sub-row for 'kt CO₂ equivalent' marked with a red '2'. Below the table, there is a section for 'Supporting information (if applicable)' with a '+' icon, and a section for 'Comments and Custom Footnotes' with a '+' icon marked with a red '3'.

	2021	2022
Test Indicator 1		
kt CO ₂ equivalent	2	
Supporting information (if applicable) +		
Where applicable, total GHG emissions and removals consistent with the coverage of the NDC (para. 77(b) of the MPGs) (in kt CO ₂ equivalent)		
Contribution from the LULUCF sector for each year of the target period or target year, if not included in the inventory time series of total net GHG emissions and removals, as applicable (para. 77(c) of the MPGs) (in kt CO ₂ equivalent)		
Click "+" to report on participation in...		





Exercise 7: Add Progress made data

- **Step 1:** Select *Progress made* in the navigation tree
- **Step 2:** Add the information in the text box

The screenshot displays the 'Progress made' data entry interface. The navigation tree on the left shows the path: 1.3. Targets and indicators > 1. Target - Base-year emissions limitation/reduction > Indicator(s) > 1.1. Indicator > Progress made. The main content area is titled '1.1. Indicator > Progress made' and features an 'Expand all' button and an 'Export' button. A table with two columns is shown: 'Progress made' and 'Progress made'. The 'Progress made' column contains a red '2'. The 'Progress made' column contains the text: 'Emissions are 12% below the baseline level, demonstrating the the Party is on track to meet its target.' Below the table are buttons for 'Comments and Custom Footnotes' and 'Default Footnotes'. The footer of the page shows: 'Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-21 08:24 (UTC+2)'. The top navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The status bar shows 'Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT', 'Data synchronized', and 'Online'.

Exercise 6

Add data for Policies and Measures



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Exercise 6: Add data for Policies and Measures (Demo)

Overview

- Create a new measure
- Show the data entry grid for each PaM
- Use the bulk import tool for importing a number of PaMs



Exercise 6: Create a new measure

- Step 1: Click the + sign to add a new measure
- Step 2: Enter a name for the measure
- Step 3: Click add new

The screenshot displays the ERF PROGRESS web application interface. The top navigation bar includes 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The main content area shows a 'Navigation tree' with a list of items: '1. Structured summary', '2. Mitigation policies and measures', '3. GHG Emissions from CRT', and '4. Projection of GHG emissions and removals'. Under '2. Mitigation policies and measures', there are sub-items: '2.1. Policies and Measures' (with a red '+' icon and a red '1' next to it), '2.2. Measures to address social and economic consequences of response measures', and '3. GHG Emissions from CRT'. A modal dialog box titled '2.1.Policies and Measures - Add new' is open, showing an input field with the text 'New mitigation policy' (with a red '2' next to it) and two buttons: 'Cancel' and 'Add new' (with a red '3' next to it). A red arrow points from the 'Add new' button back to the '2.1. Policies and Measures' item in the navigation tree. Below the dialog box, the text 'Please select data grid from the navigation tree' is displayed. The footer of the application shows version and synchronization information.

ETF | PROGRESS CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT

Data synchronized | Online

Navigation tree Options

1. Structured summary

2. Mitigation policies and measures

2.1. Policies and Measures 1 +

2.2. Measures to address social and economic consequences of response measures

3. GHG Emissions from CRT

4. Projection of GHG emissions and removals

2.1.Policies and Measures - Add new

Enter name

New mitigation policy 2

Cancel Add new 3

Please select data grid from the navigation tree

Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-19 09:49 (UTC+2)



Exercise 6: Fill in data

- **Step 1:** Select the measure in the navigation tree
- **Step 2:** Click the + sign to add optional additional information
- **Step 3:** Fill out the data entry grid

The screenshot shows the 'Data entry' interface for a 'New mitigation policy'. The navigation tree on the left highlights 'New mitigation policy' with a red '1'. The main area shows a form with various fields and a table for 'Additional information' with a red '2'. The table has columns for 'Party Internal Code (identifier)' (A20, red '3'), 'Included in With Measures projections' (Yes), 'Description' (This is the description of this measure), 'Additional information' (Cost information, Information on non-GHG benefits, Interaction with other mitigatio..., Influences emissions from inter..., Information on how this measu...), 'Objectives' (This is the objective of this measure), 'Type of Instrument' (Regulatory), 'Status' (Implemented), 'Sectors affected' (Energy), 'Gases Affected' (CO2,CH4), 'Start year' (2020), 'Implementing entity' (This is the implementing entity), 'GHG emission reductions' (Achieved (ktCO2eq), Expected (ktCO2eq)), and 'FX'.

Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-19 10:14 (UTC+2)



Exercise 6: Fill in PaMs data using the bulk import tool

Specific tab for using bulk import tool

Export JSON when data is filled in

The screenshot displays the Microsoft Excel interface with the 'Data Entry' tab selected. The ribbon includes the following groups and icons:

- Clipboard:** Paste, Format Painter
- Font:** Calibri, 11, Bold (B), Italic (I), Underline (U), Color, Background Color
- Switch workspace:** Policies and Measures, Table III.1
- Data entry macro:** Add row, Copy row, Delete row, Add column, Delete column
- Table Design:** Deactivate multiSelect, Activate multiSelect, Unlock, Lock, Export JSON

The worksheet below the ribbon shows a table with columns labeled 'Title', 'Internal Code', and 'Information on...'. The 'Title' cell in row 5 is highlighted in yellow. The 'Internal Code' and 'Information on...' cells in row 5 are highlighted in blue. The 'Information on...' cell in row 5 has a dropdown arrow. The 'Export JSON' icon in the ribbon is highlighted with a callout.

Click to activate worksheet to import PaMs

Adjust number of rows needed

Adjust years for achieved and expected GHG emission reductions

Adjust options for dropdown selection

Lock/Unlock for adjusting column width



Exercise 6: Fill in PaMs data using the bulk import tool

- **Step 1:** Confirm years to report achieved and expected emission reduction are consistent with version settings
- **Step 2:** Fill in data in Excel bulk import tool
- **Step 3:** Export JSON file from the Excel bulk import tool

2 Mitigation policies and measures

* Response required to continue

Would you like to specify the years for which estimated emission reductions will be reported?*

Yes No

Specify years to report achieved or expected emission reductions*

Please select at least one year.

Achieved years
2020

Expected years
2030, 2040

2030 X 2040 X

	Title	Estimates of CO ₂ emission reductions (kt CO ₂ eq), k		
		2020 Achieved	2030 Expected	2040 Expected
4				
5				
6	Reduction of CO ₂ emission intensity in power sectors	NE	400	800
7	Promotion of the installation of LED road lighting	NE	50	100
8	Promotion of the use of public transportation	NE	250	500



Exercise 6: Fill in PaMs data using the bulk import tool

- **Step 4:** Validate JSON file in the ETF reporting tool
- **Step 5:** Download the validated JSON file

ETF | PROGRESS | CTF versions | Data entry | Reporting tables | QA/QC | **Json validator** | Users accessing: PT

Version: XYZ-CTF-NDC-2024-V0.74 | Status: Started | DEFAULT

Json validator

Validator tool for analysing .json files

Validate data exchange .json file

CTF-NDC_exportData_XYZ_Policies and Measures_09092024_170718.json
44.63 KB

Validate .json file

Validated File

Validated data exchange .json file. This file is now ready for importing.

CTF-NDC_exportData_XYZ_Policies and Measures_09092024_170718_Validated
124.04 KB

Download

Log file

CTF-NDC_exportData_XYZ_Policies and Measures_09092024_170718_Log
5.79 KB

Download

Application version: 1ee8ae1cd19b2d0f663d2aff956c5714 | Metadata version: 1.27.4 | Last synchronized: 2024-09-09 17:07 (UTC+2)



Exercise 6: Fill in PaMs data using the bulk import tool

- **Step 6:** Import the validated JSON file to your selected CTF version
- **Step 7:** Check data was correctly imported

The screenshot displays the 'CTF versions' management interface. The top navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', 'QA/QC', 'Json validator', and user information. The main content area shows a table of CTF versions with columns for Year, Version name, Status, Version, Created date, and Updated. An 'Import .json file' button is visible in the top right. An error dialog box is overlaid on the bottom right, titled 'File does not have a version number', with the message: 'The .json file you are uploading does not have a version number. Select a version to import data:'. A dropdown menu in the dialog shows 'XYZ-CTF-NDC-2024-V0.38' selected. An orange arrow points to the 'Import .json file' button, and another orange arrow points to the selected version in the dialog.

Year	Version name	Status	Version	Created date	Updated	
2024	XYZ-CTF-NDC-2024-V0.74	Started	DEFAULT	2024-09-06	2024-09-09	Open
2026	XYZ-CTF-NDC-2026-V0.1	Started	-	2024-07-05	2024-07-05	Open
2025	XYZ-CTF-NDC-2025-V0.1	Started	-	2024-07-05	2024-08-15	Open
2024	XYZ-CTF-NDC-2024-V0.73	Started	-	2024-08-28	2024-08-28	Open



Thank you



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Full hands-on training



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Housekeeping rules for the hands-on training

- For this training session, access is provided to the ETF Progress reporting tool training environment
- For each exercise, the secretariat will first demonstrate the features of the ETF Progress Reporting tool. **During the demonstration, please refrain from using the tool.** Following the demonstration, you will work on the hands-on exercise
- **Please start working on the exercise only when you are asked to do so.** Sufficient time will be allotted to perform exercises
- **Please feel free to ask questions** while performing the exercises



*Scan the QR
code for
exercise guide*





Exercises overview

- Exercise 1: Create new version and specify version settings
- Exercise 2: View and access CTF Versions; modify version settings
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- Exercise 5: Use export/import to add and modify data
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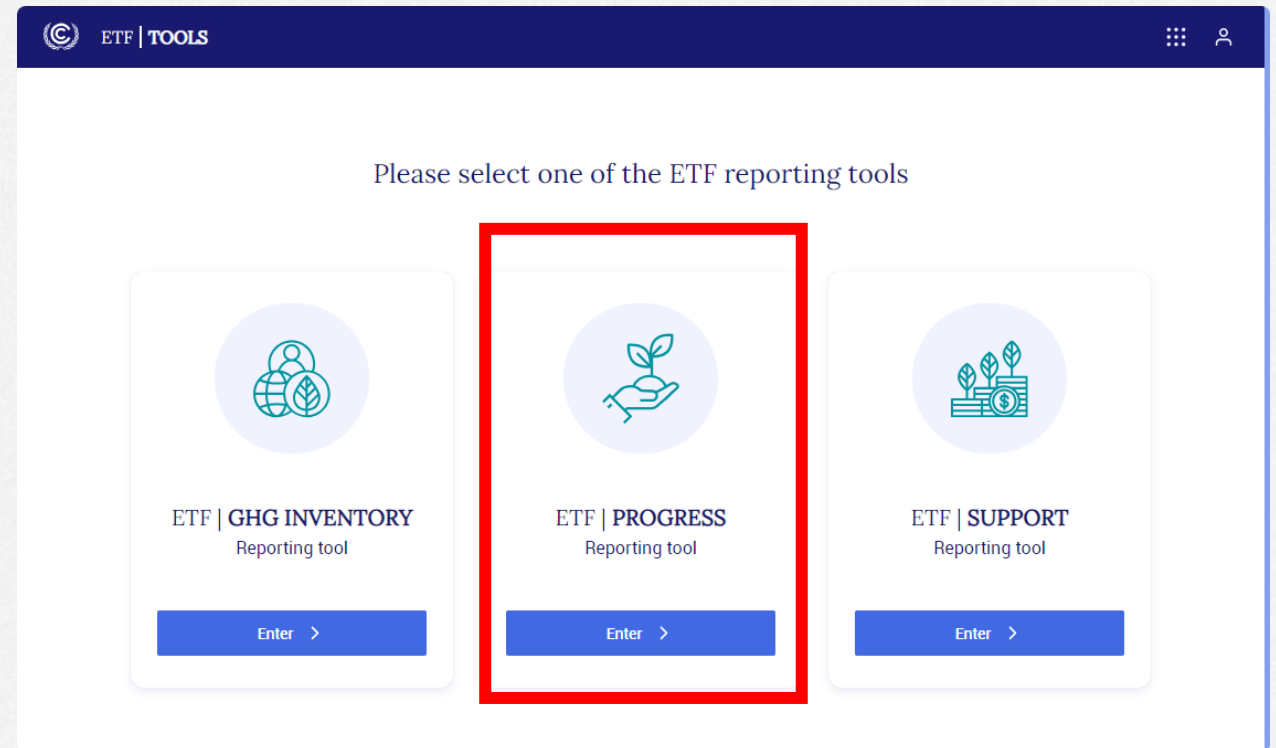
Select application

Weblink to access the ETF Reporting Tools:

<https://etf-progress-training.unfccc.int>

Login details

- Username: [Email that you registered with]
- Password: [Password associated with the account]



Exercise 1: Create new version and specify version settings

Overview

- Create a new version
- Select version settings for flexibility
- Select version settings for Mitigation Policies and Measures
- Select version settings for GHG inventory
- Select version settings for Structured Summary
- Select version settings for Projections

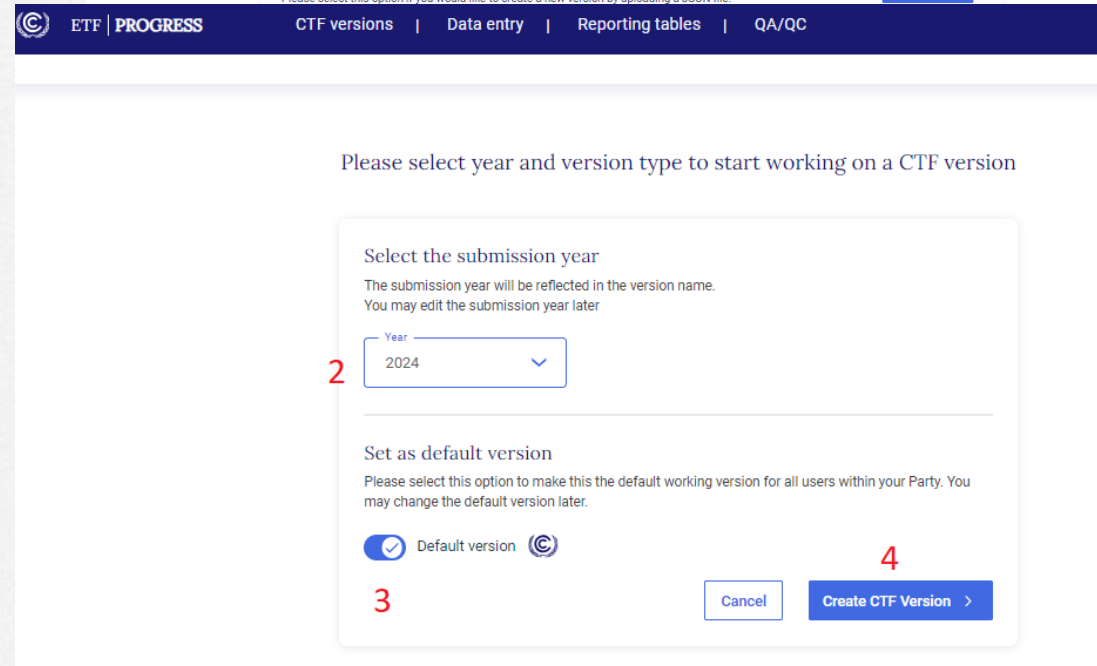
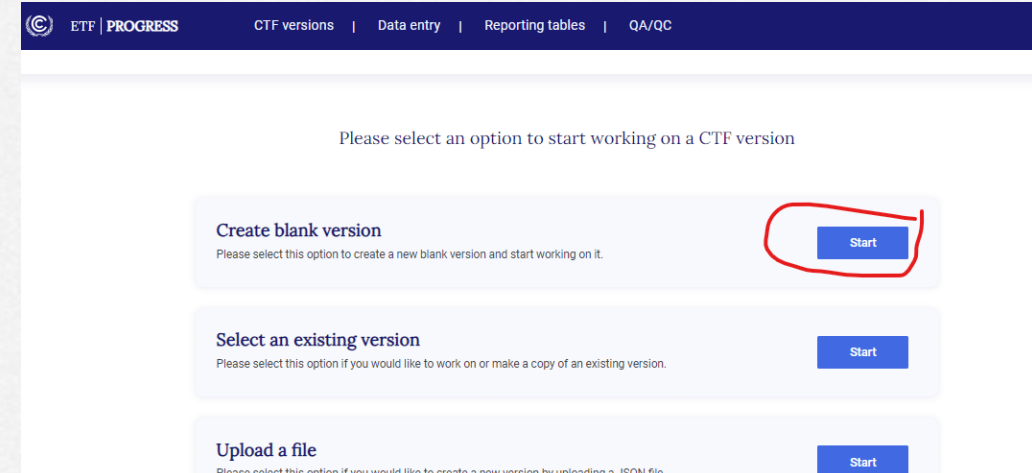


*Scan the QR code
for exercise guide*



Exercise 1: Create new version

- Step 1: select “Create blank version”
- Step 2: select submission year (2024)
- Step 3: select “default version”
- Step 4: select “Create CTF version” to continue



Exercise 1: Select version settings for flexibility

- Step 1: select Yes to initial question
- Step 2: toggle para 85 on
- Step 3: toggle para 95 on
- Step 4: toggle para 102 on
- Step 5: select Next

Version Settings

1 Flexibility provisions Complete

2 Mitigation policies and measures

3 GHG Inventory Information

4 Structured summary

5 Projections

1 Flexibility provisions

Please specify if any flexibility provisions in light of national capacities will be used.

1 Yes No

Select the specific flexibility provisions to be used

Para 85 (Enables the use of the notation key FX in the estimates of GHG reductions for PaMs) 2

Please enter explanation here

Para 92 (Use when no projections data will be reported)

Para 95 (Allows an earlier year for the endpoint of projections) 3

Please enter explanation here

Para 102 (Enables the use of the notation key FX in all areas of projections reporting) 4

Please enter explanation here

[Exit version settings](#) 5 [Next >](#) [Go to data entry](#)



Flexibility provisions

Flexibility provisions (Annex to decision 18/CMA.1)	Flexibility provisions for those developing country Parties that need it in the light of their capacities.
<p>Para. 85 (estimated impacts of PaMs)</p>	<p>Each Party shall provide, to the extent possible, estimates of expected and achieved GHG emission reductions for its actions, policies and measures in the tabular format referred to in paragraph 82 above; those developing country Parties that need flexibility in the light of their capacities with respect to this provision are instead encouraged to report this information.</p> <p>Implementation in Progress tool: notation key FX is allowed for estimated impacts.</p>
<p>Para. 92 (projections)</p>	<p>Each Party shall report projections pursuant to paragraphs 93–101 below; those developing country Parties that need flexibility in the light of their capacities are instead encouraged to report these projections.</p> <p>Implementation in Progress tool: version settings, data entry grids, and reporting tables for projections are all disabled.</p>
<p>Para. 95 (projections)</p>	<p>Projections shall begin from the most recent year in the Party’s national inventory report and extend at least 15 years beyond the next year ending in zero or five; those developing country Parties that need flexibility in the light of their capacities with respect to this provision have the flexibility to instead extend their projections at least to the end point of their NDC under Article 4 of the Paris Agreement.</p> <p>Implementation in Progress tool: endpoint of projections as early as NDC end year is allowed.</p>
<p>Para. 102 (projections)</p>	<p>Those developing country Parties that need flexibility in the light of their capacities with respect to paragraphs 93–101 above can instead report using a less detailed methodology or coverage.</p> <p>Implementation in Progress tool: notation key FX is allowed anywhere in projections data entry grids.</p>



Exercise 1: Select version settings for Mitigation Policies and Measures

- Step 1: select Yes to initial question
- Step 2: select years for achieved (2020)
- Step 3: select years for estimated (2030, 2040)
- Step 4: select Next

The screenshot shows the 'Version Settings' interface for 'Mitigation policies and measures'. The interface includes a navigation bar with 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The current version is 'XYZ-CTF-NDC-2024-V0.2' with a status of 'Initiated' and a 'DEFAULT' version. The 'Version Settings' section on the left lists five steps: 1. Flexibility provisions (Complete), 2. Mitigation policies and measures (Complete), 3. GHG Inventory Information, 4. Structured summary, and 5. Projections. The main content area is titled '2 Mitigation policies and measures' and contains a question: 'Would you like to specify the years for which estimated emission reductions will be reported?'. The 'Yes' radio button is selected. Below the question, there are two dropdown menus: 'Achieved years' with '2020' selected, and 'Expected years' with '2030, 2040' selected. At the bottom of the form, there are buttons for '2030' and '2040' with 'X' icons. The footer of the interface includes a 'Back' button, a 'Next' button, and a 'Go to data entry' button. A red '4' is positioned above the 'Next' button.



Exercise 1: Select version settings for GHG inventory

- Step 1: select “Last inventory data year”
- Step 2: enter last inventory year (2022)
- Step 3: select Next

ETF | PROGRESS CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Initiated | DEFAULT Online

Version Settings

- 1 Flexibility provisions Complete
- 2 Mitigation policies and measures Complete
- 3 **GHG Inventory Information** Complete
- 4 Structured summary
- 5 Projections

3 GHG Inventory Information

* Response required to continue

Specify the GHG inventory version to populate inventory data in this submission*
If the inventory is not ready, you can instead specify the last data year in the inventory now and specify the inventory later. GHG data will be transferred only when an inventory version is selected. Both of these options can be changed later.

GHG inventory version Last inventory data year **1**

Enter last inventory year*
Please enter the latest inventory year for which you will have data in your GHG inventory submission.

2

3

Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-17 15:06 (UTC+2)



Exercise 1: Select version settings for Structured Summary

- Step 1: enter NDC start and end years (2021, 2030)
- Step 2: select Yes for first NDC
- Step 3: select No for achievement
- Step 4: select Yes for annex table
- Step 5: select Next

- 1 Flexibility provisions
Complete
- 2 Mitigation policies and measures
Complete
- 3 GHG Inventory Information
Complete
- 4 **Structured summary**
Complete
- 5 Projections

4 Structured summary

* Response required to continue

Please specify the start year and end year of implementation of the NDC reported in this submission*

1

Is the information reported in this submission for the first NDC under Article 4 of the Paris Agreement?*

Yes: Enables reporting of information relevant to the first NDC.
No: Enables reporting of information relevant to the second or subsequent NDCs.

2 Yes No

Does this submission contain information for the end year of the NDC and therefore an assessment of achievement of the target(s) for the NDC?*

Yes: Enables reporting of estimates of achieved GHG emission reductions for mitigation policies and measures, actions and plans. Also enables reporting on the assessment of achievement of the NDC.
No: Enables reporting of estimates of expected GHG emission reductions for mitigation policies and measures, actions and plans.

3 Yes No

Please specify whether the appendix table Description of a Party's nationally determined contribution under Article 4 of the Paris Agreement, including updates will be reported.*

4 Yes No



Exercise 1: Select version settings for Projections

- Step 1: toggle Table 8 on
- Step 2: select end year for projections (2030)
- Step 3: select interim years projections(2025)
- Step 4: select Go to data entry

The screenshot displays the 'Version Settings' page for 'XYZ-CTF-NDC-2024-V0.2'. The interface includes a navigation bar with 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. A sidebar on the left lists five settings, all marked as 'Complete':

- 1 Flexibility provisions Complete
- 2 Mitigation policies and measures Complete
- 3 GHG Inventory Information Complete
- 4 Structured summary Complete
- 5 Projections Complete

The main content area is titled '5 Projections' and contains the following configuration options:

- 'Specify additional projection scenarios to be reported':
 - 'Table 8 (with additional measures)': 1
 - 'Table 9 (without measures)':
- 'Please specify the end year for projections': A dropdown menu set to '2030' 2
- 'Please specify the interim year(s) for which projections are reported': A dropdown menu set to '2025' 3, with a checkbox below it also checked for '2025'.

At the bottom right, there is a red number '4' and a 'Go to data entry' button. At the bottom left, there is an 'Exit version settings' link.



Exercise 2: View and access CTF Versions; modify version settings

Overview

- View CTF versions
- Filter/sort CTF versions
- Edit version settings



*Scan the QR code
for exercise guide*



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Exercise 2: View CTF versions

- Step 1: Click on CTF versions tab
- Step 2: View the information associated with each version

ETF PROGRESS **1** CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT Online

CTF versions

The list below contains all CTF versions and their status. [+ Create Version](#)

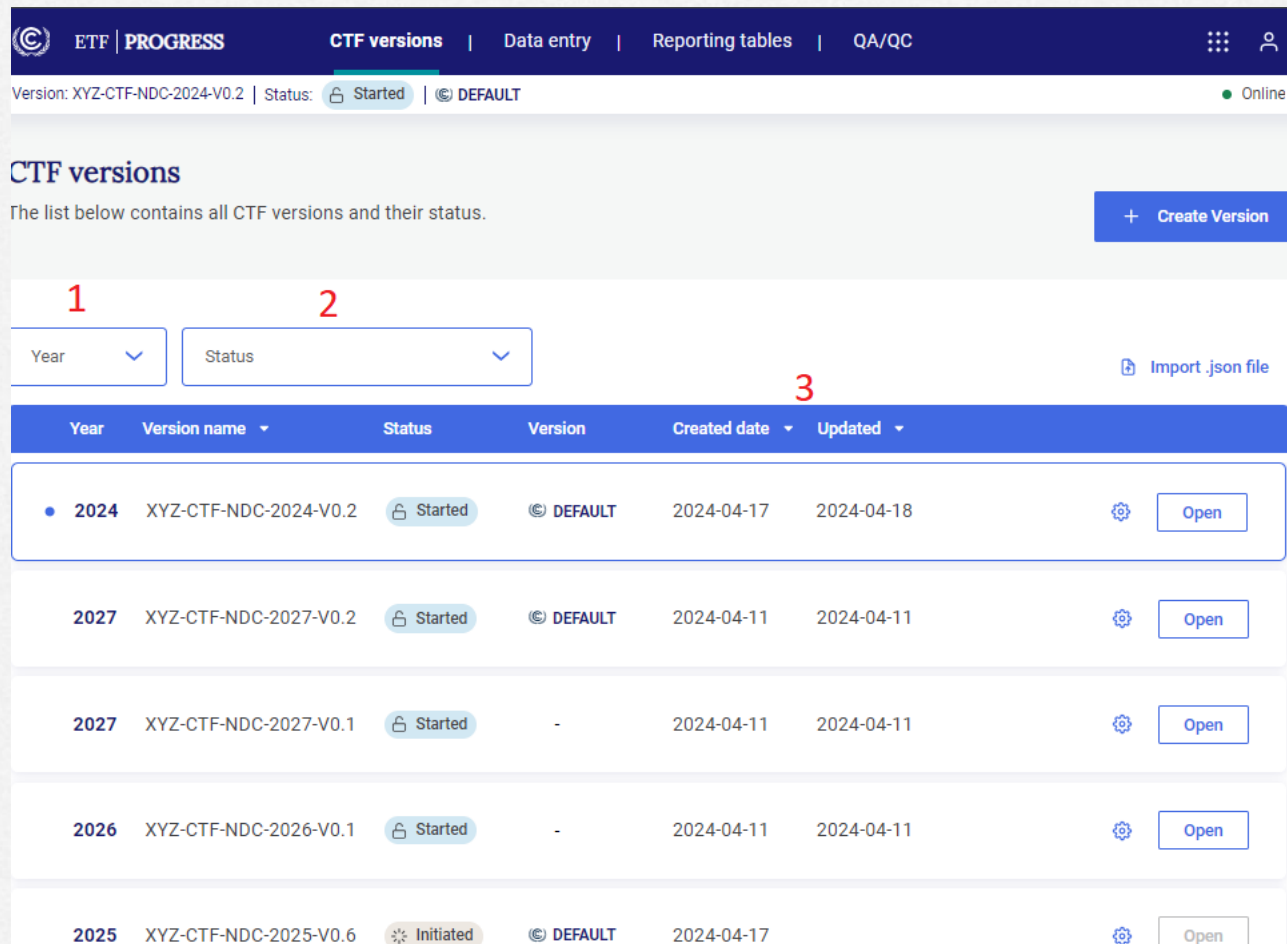
Year Status [Import .json file](#)

Year	Version name	Status	Version	Created date	Updated	
2024	XYZ-CTF-NDC-2024-V0.2	Started	DEFAULT	2024-04-17	2024-04-18	Open
2027	XYZ-CTF-NDC-2027-V0.2	Started	DEFAULT	2024-04-11	2024-04-11	Open
2027	XYZ-CTF-NDC-2027-V0.1	Started	-	2024-04-11	2024-04-11	Open
2026	XYZ-CTF-NDC-2026-V0.1	Started	-	2024-04-11	2024-04-11	Open
2025	XYZ-CTF-NDC-2025-V0.6	Initiated	DEFAULT	2024-04-17		Open



Exercise 2: Filter/sort CTF versions

- Step 1: Use the Year dropdown to view the submissions for only one year
- Step 2: Use the Status dropdown to filter by status
- Step 3: Sort the list by date created and updated



The screenshot shows the 'CTF versions' interface. At the top, there is a navigation bar with 'ETP | PROGRESS' and 'CTF versions | Data entry | Reporting tables | QA/QC'. Below this, the current version is 'XYZ-CTF-NDC-2024-V0.2' and the status is 'Started'. The main content area is titled 'CTF versions' and contains a table of versions. The table has columns for Year, Version name, Status, Version, Created date, and Updated. The first row is highlighted, and the columns 'Year' and 'Status' are filtered to '2024' and 'Started' respectively. The 'Created date' and 'Updated' columns are sorted in descending order. A 'Create Version' button is visible in the top right corner. There are also red numbers 1, 2, and 3 pointing to the Year dropdown, Status dropdown, and the 'Created date' and 'Updated' columns respectively.

Year	Version name	Status	Version	Created date	Updated	
2024	XYZ-CTF-NDC-2024-V0.2	Started	DEFAULT	2024-04-17	2024-04-18	Open
2027	XYZ-CTF-NDC-2027-V0.2	Started	DEFAULT	2024-04-11	2024-04-11	Open
2027	XYZ-CTF-NDC-2027-V0.1	Started	-	2024-04-11	2024-04-11	Open
2026	XYZ-CTF-NDC-2026-V0.1	Started	-	2024-04-11	2024-04-11	Open
2025	XYZ-CTF-NDC-2025-V0.6	Initiated	DEFAULT	2024-04-17		Open



Exercise 2: Edit version settings

- Step 1: Select Edit version settings for the version you are working on
- Step 2: Go to the Projections settings and change the end year to 2035
- Step 3: Select Go to data entry
- Step 4: Download and view the log file
- Step 5: Select Save and go to data entry

The screenshot displays the 'Version Settings' interface for a specific version (2024 XYZ-CTF-NDC-2024-V0.2). The interface includes a table of versions and a 'Projections' section. A red '1' highlights the 'Edit Version settings' button in the table. The 'Projections' section shows a dropdown menu for the end year, with '2035' selected and a red '2' next to it. A confirmation dialog box is open, titled 'Attention', with a red '5' next to the 'Save and go to data entry' button. The dialog contains the following text: 'You have made the following changes to version settings:', '5- Projections:', 'Please specify the interim year(s) and end year for which projections are reported: 2025, 2035', 'Warning: these changes may result in data loss. Download log file for details: [Log file 4](#)', and 'Are you sure you want to save these changes and go to data entry?'. The dialog has 'Cancel' and 'Save and go to data entry' buttons. A red '3' is visible at the bottom right of the interface, near the 'Go to data entry' button. The footer of the interface shows 'Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-18 12:45 (UTC+2)'.

Year	Version name	Status	Version	Created date	Updated	
2024	XYZ-CTF-NDC-2024-V0.2	Started	DEFAULT	2024-04-17	2024-04-18	Edit Version settings Duplicate version
2027	XYZ-CTF-NDC-2027-V0.2	Started	DEFAULT	2024-04-11	2024-04-11	

Structured summary Complete

Projections Complete

Table 9 (without measures)

Please specify the end year for projections

Year: 2035

2030

2035 ✓

interim year(s) for which projections are

Version Settings

Flexibility provisions Complete

Mitigation po Complete

GHG Inventory Complete

Structured su Complete

Projections Complete

Attention

You have made the following changes to version settings:

5- Projections:

- Please specify the interim year(s) and end year for which projections are reported: 2025, 2035

Warning: these changes may result in data loss. Download log file for details: [Log file 4](#)

Are you sure you want to save these changes and go to data entry?

Cancel Save and go to data entry

reported

Years: 2025

2025 ×

Exit version settings Back Next Go to data entry

Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-18 12:45 (UTC+2)



Exercise 3: View and move through navigation tree and grids

Overview

- Main elements of the header and data entry screen
- Navigation tree basics



*Scan the QR code
for exercise guide*



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Exercise 3: Main elements of the header and data entry screen

- 1: Component tabs
- 2: Application and user menus
- 3: Version number
- 4: Version status
- 5: Default version indicator
- 6: Sync/online status
- 7: Last sync time

The screenshot displays a web application interface for data entry. At the top, a dark blue navigation bar contains the logo, 'ETF | PROGRESS', and several tabs: 'CTF versions', 'Data entry' (highlighted with a red '1'), 'Reporting tables', and 'QA/QC'. On the right of this bar are a user menu icon (highlighted with a red '2') and a sync status icon (highlighted with a red '6'). Below the navigation bar, a light blue header area shows the current version 'XYZ-CTF-NDC-2024-V0.2' (highlighted with a red '3'), its status 'Started' (highlighted with a red '4'), and a 'DEFAULT' indicator (highlighted with a red '5'). On the right of this header, it shows 'Data synchronized' and 'Online'. A left-hand navigation tree is visible, listing categories like 'Structured summary' and 'Mitigation policies and measures'. The main content area features a large circular icon with a data grid and a cursor, with the text 'Please select data grid from the navigation tree'. At the bottom, a footer bar (highlighted with a red '7') provides application and metadata details.



Exercise 3: Navigation tree basics

- 1: Minimize button
- 2: Navigation tree menu
- 3: Selected data entry grid
- 4: Hide/expand widget

The screenshot displays the ERF PROGRESS web application interface. The top navigation bar includes the ERF PROGRESS logo, CTF versions, Data entry, Reporting tables, and QA/QC. The main content area is divided into several sections:

- 1**: Navigation tree (left sidebar)
- 2**: Options menu (dropdown from the navigation tree)
- 3**: Selected data entry grid (right main area)
- 4**: Hide/expand widget (top left of the grid)

The navigation tree shows a hierarchical structure of categories and sub-categories. The selected data entry grid displays a table with columns for Historical Year (2022) and Projections (2025). The table includes rows for various sectors and categories, such as Transport, Industry, Agriculture, LULUCF, Waste, and Gases.

	Historical Year	Projections
	2022	2025
Transport		
Industry		
Agriculture		
LULUCF		
Waste		
Other (specify) +		
Total with LULUCF		
Total without LULUCF		
Gases		
CO ₂ emissions inclu...		
CO ₂ emissions excl...		
CH ₄ emissions incl...		



Exercise 4: Add and modify data for Projections

Overview

- Data entry grid basics
- Entering data
- Modifying data
- Add a custom sector
- Understanding data validation
- Copy/paste data from excel



*Scan the QR code
for exercise guide*



Exercise 4: Data entry grid basics

- 1: Expand/hide
- 2: Export menu
- 3: Column headers
- 4: Row headers
- 5: Data validation error
- 6: Add custom row
- 7: Calculated cell
- 8: Comment/footnote popup menu

The screenshot shows the UNFCCC Progress Data Entry Grid interface. The navigation tree on the left is expanded to '4.2. With additional measures'. The data entry grid on the right shows the following data:

	Historical Year	Projections	
	2022	2025	2030
Sectors			
Energy excl. Transport		1.00	
Transport	a •	23.00	
Industry		4.00	
Agriculture		5.00	
LULUCF		6.00	
Waste		7.00	
Other (specify)	+		
Total with LULUCF		46.00	
Total without LULUCF		40.00	
Gases			
CO ₂ emissions includin...			
CO ₂ emissions excludin...			
CH ₄ emissions includin...			
CH ₄ emissions excludin...			
N ₂ O emissions includin...			

Red numbers 1-8 highlight the following UI elements:

- Expand all button
- Export button
- Historical Year column header
- Transport row header
- Data validation error (a •) in the Transport cell
- Add custom row (+) button
- Total with LULUCF cell
- Comments and Custom Footnotes popup menu



Exercise 4: Entering data

- Fill the With additional measures data entry grid as shown:

4.2. With additional measures

All units are in ktCO2eq

Expand all [Export](#)

	Historical Year	Projections	
	2022	2025	2030
▼ Sectors			
Energy excl. Transport	120.00	110.00	100.00
Transport	65.00	70.00	60.00
Industry	80.00	60.00	50.00
Agriculture	45.00	50.00	60.00
LULUCF	-20.00	-20.00	-20.00
Waste	20.00	15.00	10.00
Other (specify) +			
Total with LULUCF	310.00	285.00	260.00
Total without LULUCF	330.00	305.00	280.00



Exercise 4: Entering data (continued)

- Fill the remainder of the With additional measures data entry grid as shown:

	Historical Year	Projections	
	2022	2025	2030
> Sectors			
∨ Gases			
CO ₂ emissions including net CO ₂ from LULUCF	248.00	228.00	208.00
CO ₂ emissions excluding net CO ₂ from LULUCF	264.00	244.00	224.00
CH ₄ emissions including CH ₄ from LULUCF	31.00	28.50	26.00
CH ₄ emissions excluding CH ₄ from LULUCF	33.00	30.50	28.00
N ₂ O emissions including N ₂ O from LULUCF	15.50	14.20	13.00
N ₂ O emissions excluding N ₂ O from LULUCF	16.50	15.20	14.00
HFCs	9.30	9.30	9.30
PFCs	3.10	3.10	3.10
SF ₆	3.10	3.10	3.10
NF ₃	NO	NO	NO
Other (specify) +			
Total with LULUCF	310.00	286.20	262.50
Total without LULUCF	329.00	305.20	281.50



Exercise 4: Modifying data

- Step 1: Single-click in a cell and overwrite it with new data
- Step 2: Double-click in a cell and edit that information:
- Step 3: Overwrite one of the green calculated cells and notice the change in color

CH ₄ emissions excluding CH ₄ from LULUCF	33.00
N ₂ O emissions including N ₂ O from LULUCF	4.1
N ₂ O emissions excluding N ₂ O from LULUCF	16.50

N ₂ O emissions excluding N ₂ O from LULUCF	16.50
HFCs	9.30
PFCs	3.1
PFCs	4.00
NF ₃	NO

Total with LULUCF	300.00
Total without LULUCF	329.90



Exercise 4: Add a custom sector

- Step 1: Click the + sign to add a custom sector
- Step 2: Enter the name
- Step 3: Click Add new

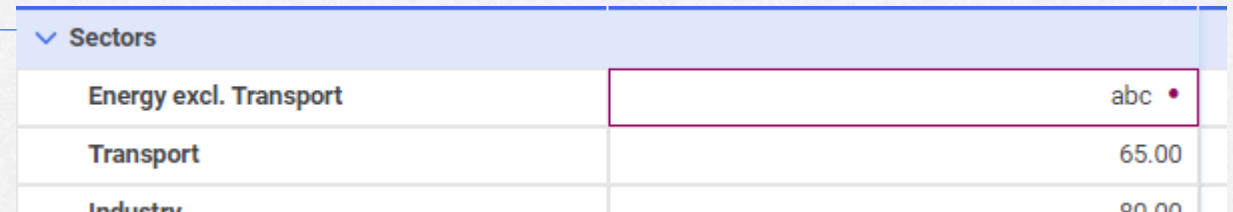
The screenshot displays the ERF PROGRESS Data entry interface. The navigation tree on the left shows the current path: 4.2. With additional measures. The main table displays emissions data for various sectors. A red '1' highlights the '+' icon next to the 'Other (specify)' row. A modal dialog box is open, showing the 'Add a new row' form with the text 'Refining' entered. A red '2' highlights the input field, and a red '3' highlights the 'Add new' button.

	Historical Year	Project
	2022	
Sectors		
Energy excl. Transport	110.00	
Transport	65.00	
Industry	80.00	
Agriculture	45.00	
LULUCF	-20.00	
Waste	20.00	
Other (specify) +		
Total with LULUCF		
Total without LULUCF		
Gases		
CO ₂ emissions including net CO ₂ from LULUCF		
CO ₂ emissions excluding net CO ₂ from LULUCF		
CH ₄ emissions including CH ₄ from LULUCF		
CH ₄ emissions excluding CH ₄ from LULUCF		
N ₂ O emissions including N ₂ O from LULUCF	45.00	
N ₂ O emissions excluding N ₂ O from LULUCF	16.50	



Exercise 4: Understanding data validation

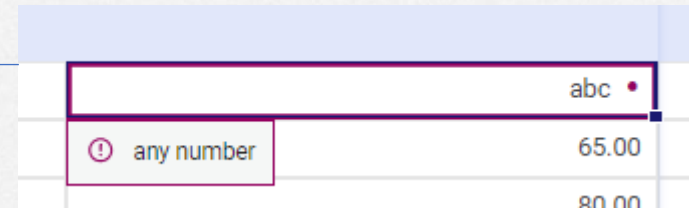
- Data validation error looks like this



A screenshot of a table with a blue header row labeled 'Sectors'. The table has three rows. The first row is 'Energy excl. Transport' with the value 'abc' in the right column, which is highlighted with a red border and a red dot. The second row is 'Transport' with the value '65.00'. The third row is 'Industry' with the value '80.00'. A blue line points from the first bullet point to the 'abc' cell.

Sectors	
Energy excl. Transport	abc •
Transport	65.00
Industry	80.00

- Click on the dot to see what values are accepted here



A screenshot of a dropdown menu. The top row shows 'abc' with a red dot. Below it, a search bar contains 'any number'. The dropdown is open, showing '65.00' and '80.00' as options. A blue line points from the second bullet point to the dropdown.

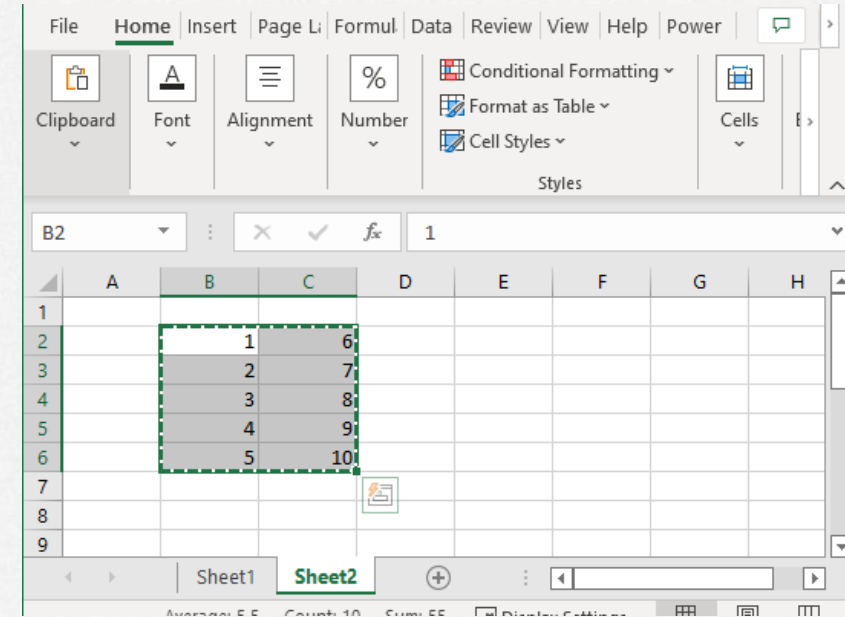
abc •
any number
65.00
80.00

- Note that non-validated data is not saved to the server



Exercise 4: Copy/paste data from excel

- Step 1: Enter some data in excel
- Step 2: Use the excel copy function
- Step 3: Press ctrl-V in the NDC Progress tool to paste
- Step 4: View the copied data
- Note that range copied cannot be larger than target range



4.1. With measures ^a

All units are in ktCO₂eq

Expand all

	Historical Year	Projections	
	2022	2025	2025
Sectors ^a			
Energy excl. Transport ^b	1.00	6.00	
Transport ^c	2.00	7.00	
Industry ^c	3.00	8.00	
Agriculture ^{d,e}	4.00	9.00	
LULUCF	5.00	10.00	
Waste			
Other (specify) ⁺			
Total with LULUCF	15.00	40.00	
Total without LULUCF	10.00	30.00	
Gases			

Unable to paste data.
The number of rows you're trying to paste exceeds the available space in the grid.



Exercise 5: Use export/import to add and modify data

Overview

- Export the With additional measures data entry grid to excel
- Add and modify data in excel
- Import excel file
- Draft mode
- Understanding the log file and error messages



*Scan the QR code
for exercise guide*



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Exercise 5: Export the With measures data entry grid to excel

- Step 1: Click export and select Current grid as .xlsx
- Step 2: Click save to save with proposed file name
- Step 3: Note success message

Data synchronized | Online

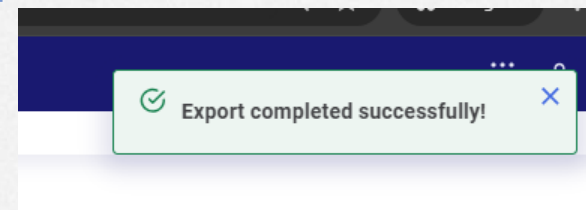
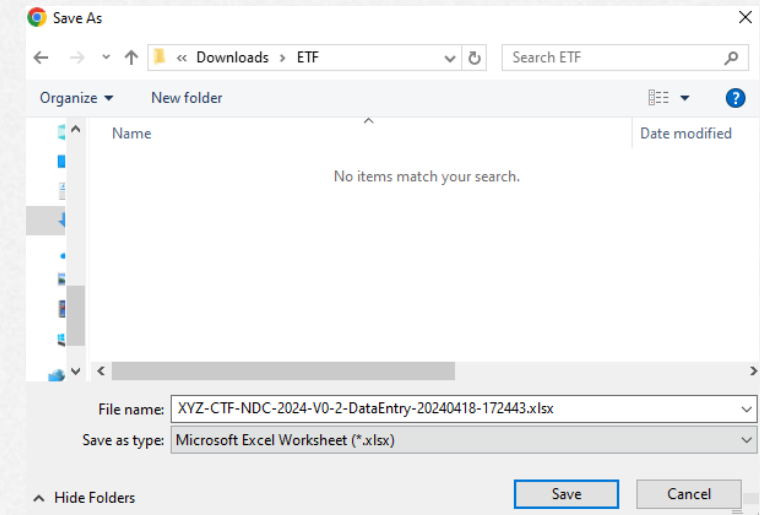
4.2. With additional measures

All units are in ktCO2eq

Expand all Export

Current grid as .xlsx

	Historical Year	Projections	
	2022	2025	2030
Energy excl. Transport	110.00	110.00	100.00



Exercise 5: Add and modify data in excel

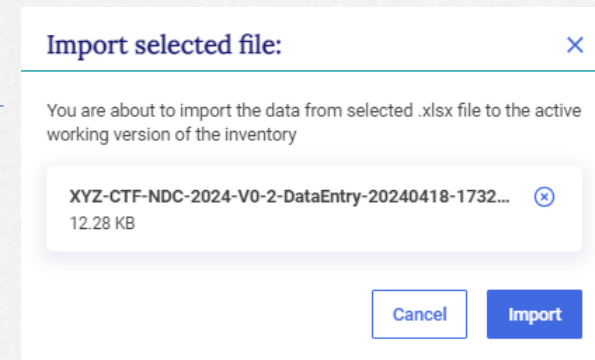
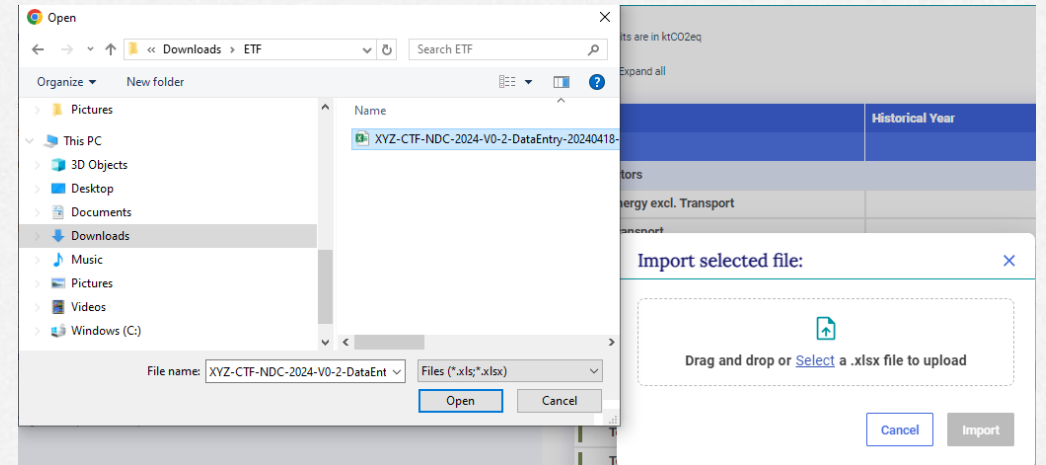
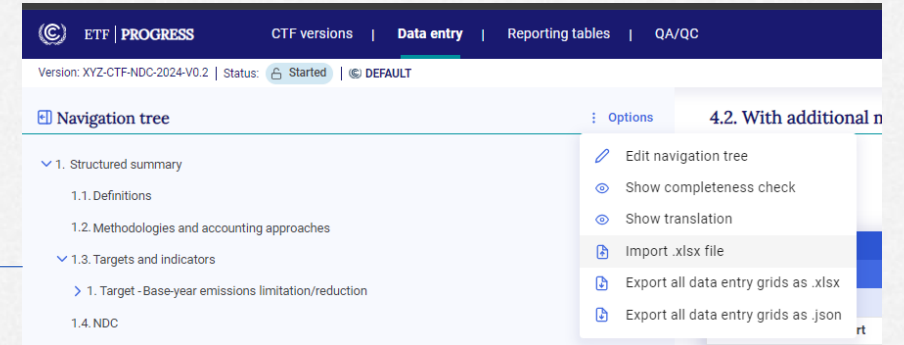
- Step 1: Open file in excel
- Step 2: Modify values in Energy sector
- Step 3: Add values to the custom sector
- Step 4: Save file

ID	Description	2022	2025	2030
01	Sectors			
02	Energy excl. Transport	100.00	90.00	80.00
03	Transport	65.00	70.00	60.00
04	Industry	80.00	60.00	50.00
05	Agriculture	45.00	50.00	60.00
06	LULUCF	-20.00	-20.00	-20.00
07	Waste	20.00	15.00	10.00
08	Other (specify)			
09	Refining	20	10	5
10	Total with LULUCF	300.00	285.00	260.00
11	Total without LULUCF	320.00	305.00	280.00
12	Gases			
13	CO ₂ emissions including net			
13	CO ₂ from LULUCF	248.00	228.00	208.00
13	CO ₂ emissions excluding net			
14	CO ₂ from LULUCF	264.00	244.00	224.00
14	CH ₄ emissions including CH ₄			



Exercise 5: Import excel file

- Step 1: In navigation tree menu select import .xlsx
- Step 2: Drag and drop file or click select and use windows dialog to select it and click open
- Step 3: Click Import



Exercise 5: Draft mode

- Step 1: Note banner indicating draft mode
- Step 2: Note data sync paused
- Step 3: Click to save log file
- Step 4: Note changed data from import
- Step 5: Click save to keep imported data

The screenshot shows the ETf PROGRESS Data entry interface. At the top, the version is XYZ-CTF-NDC-2024-V0.2 and the status is Started. A banner indicates Draft mode, with data sync paused. The interface is divided into a navigation tree on the left and a main data entry area on the right. The main area displays a table titled '4.2. With additional measures' showing emissions data for various sectors across historical and projected years.

	Historical Year	Projections	
	2022	2025	2030
Sectors			
Energy excl. Transport	100.00	90.00	80.00
Transport	65.00	70.00	60.00
Industry	80.00	60.00	50.00
Agriculture	45.00	50.00	60.00
LULUCF	-20.00	-20.00	-20.00
Waste	20.00	15.00	10.00
Other (specify)			
Refining	20.00	10.00	5.00
Total with LULUCF	310.00	275.00	245.00
Total without LULUCF	330.00	295.00	265.00
Gases			



Exercise 5: Understanding the log file and error messages

- Step 1: Open the excel file again and add invalid data
- Step 2: Import the excel file
- Step 3: Save the log file and open it
- Step 4: View error messages
- Step 5: Cancel out of draft mode

ID	Description	2022	2025	2030
01	Sectors			
02	Energy excl. Transport	ABC	90.00	80.00
03	Transport	65.00	70.00	60.00
04	Industry	80.00	60.00	50.00
05	Agriculture	45.00	50.00	60.00
06	LULUCF	-20.00	-20.00	-20.00
07	Waste	20.00	15.00	10.00

```
import_excel_logs (1).txt - Notepad
File Edit Format View Help
4/19/24 9:49 AM: Loading all records
4/19/24 9:49 AM: Cannot import value for year 2022 for 45995c2b-2241-4688-9f9e-5c1f9d0f14a0: ABC. Reason is any number.
4/19/24 9:49 AM: Saved value for year = 2022 for 66213b2e3a329f06684fe427: 20.
4/19/24 9:49 AM: Saved value for year = 2025 for 45995c2b-2241-4688-9f9e-5c1f9d0f14a0: 90.
4/19/24 9:49 AM: Saved value for year = 2025 for 66213b2e3a329f06684fe427: 10.
4/19/24 9:49 AM: Saved value for year = 2030 for 45995c2b-2241-4688-9f9e-5c1f9d0f14a0: 80.
4/19/24 9:49 AM: Saved value for year = 2030 for 66213b2e3a329f06684fe427: 5.
4/19/24 9:49 AM: Import finished (1.314 seconds)
4/19/24 9:49 AM: Import partially successful!
```



Exercise 6: Add data for Policies and Measures

Overview

- Create a new measure
- Types of data entry fields
- Fill in data using the various methods
- Create custom entries
- Create user comments and footnotes



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for exercise guide*



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Exercise 6: Create a new measure

- Step 1: Click the + sign to add a new measure
- Step 2: Enter a name for the measure
- Step 3: Click add new

The screenshot displays the ERF PROGRESS web application interface. The top navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The main content area shows a 'Navigation tree' on the left with a '+' sign next to '2.1. Policies and Measures'. A modal window titled '2.1.Policies and Measures - Add new' is open, featuring an input field with the text 'New mitigation policy' and 'Add new' and 'Cancel' buttons. Red numbers 1, 2, and 3 are overlaid on the interface to indicate the steps: 1 points to the '+' sign, 2 points to the input field, and 3 points to the 'Add new' button. A message at the bottom right reads 'Please select data grid from the navigation tree'. The footer contains application version, metadata version, and last synchronized information.



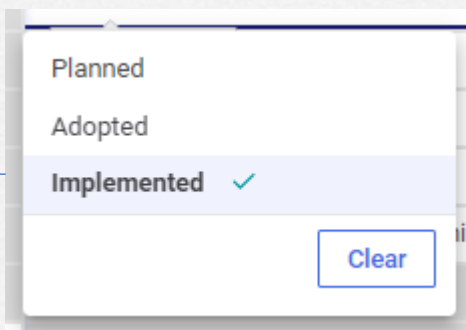
Exercise 6: Types of data entry fields

- Free text



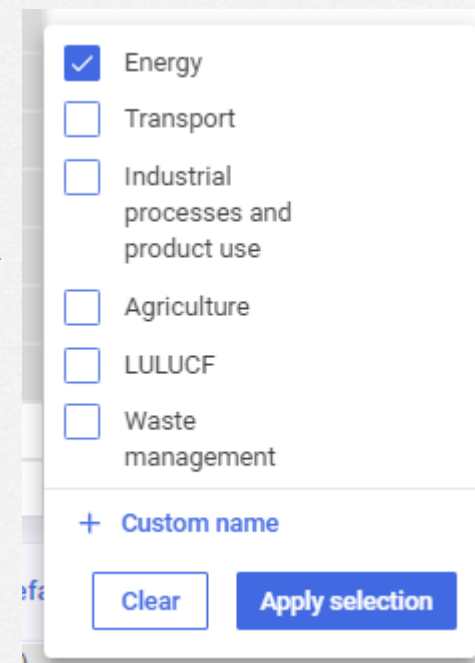
A horizontal text input field with a dark blue border and a small blue plus sign on the left side.

- Closed single-select dropdown



A dropdown menu with three options: "Planned", "Adopted", and "Implemented". The "Implemented" option is selected and highlighted in light blue, with a small blue checkmark to its right. A "Clear" button is located at the bottom right of the menu.

- Multi-select extendable dropdown



A multi-select dropdown menu with five options: "Energy", "Transport", "Industrial processes and product use", "Agriculture", and "LULUCF". The "Energy" option is selected and checked. Below these options is a "+ Custom name" option. At the bottom, there are "Clear" and "Apply selection" buttons.



Exercise 6: Fill in data using the various methods

- Step 1: Select the measure in the navigation tree
- Step 2: Click the + sign to add optional additional information
- Step 3: Fill out the data entry grid

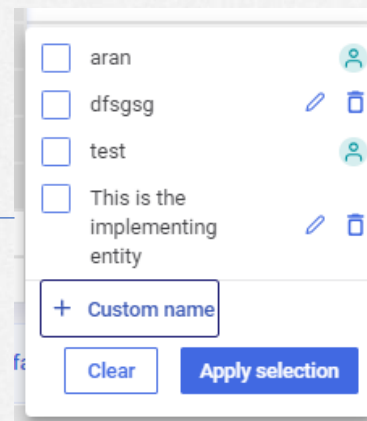
The screenshot displays the UNFCCC Progress Data Entry interface. The top navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The main content area is titled '2.1. Policies and Measures > New mitigation policy'. On the left, a 'Navigation tree' shows a hierarchy: 1. Structured summary, 2. Mitigation policies and measures, 2.1. Policies and Measures, and 'New mitigation policy' (highlighted with a red '1'). A '+' sign next to 'New mitigation policy' indicates the step to add additional information. The main grid shows the data entry form for the selected policy, with a red '2' next to the 'Additional information' section. The grid includes fields for Party Internal Code (A20), Included in With Measures projections (Yes), Description (This is the description of this measure), and various additional information sections like Cost information, Information on non-GHG benefits, Interaction with other mitigatio..., Influences emissions from inter..., and Information on how this measu... (Information on long-term trends). Other fields include Objectives (This is the objective of this measure), Type of Instrument (Regulatory), Status (Implemented), Sectors affected (Energy), Gases Affected (CO2,CH4), Start year (2020), and Implementing entity (This is the implementing entity). The bottom section shows 'GHG emission reductions' with 'Achieved (ktCO2eq)' and 'Expected (ktCO2eq)' (FX). The bottom status bar shows 'Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-19 10:14 (UTC+2)'. A red '3' is visible on the right side of the grid.

New mitigation policy	
Party Internal Code (identifier)	A20
Included in With Measures projections	Yes
Description	This is the description of this measure
Additional information	
Cost information	This is cost information
Information on non-GHG benefits	This is information on non-GHG benefits
Interaction with other mitigatio...	This is how the measure interacts with other measures
Influences emissions from inter...	Yes
Information on how this measu...	Information on long-term trends
Objectives	This is the objective of this measure
Type of Instrument	Regulatory
Status	Implemented
Sectors affected	Energy
Gases Affected	CO2,CH4
Start year	2020
Implementing entity	This is the implementing entity
GHG emission reductions	
Achieved (ktCO2eq)	
Expected (ktCO2eq)	FX



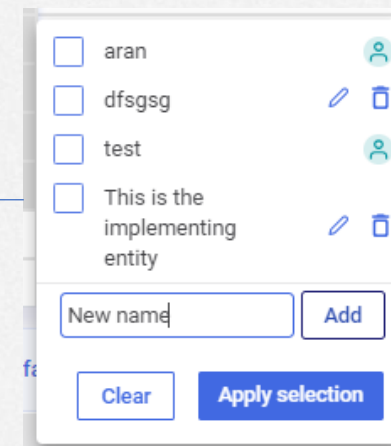
Exercise 6: Create custom entries

- Step 1: Click the + Custom name button to create a new entry



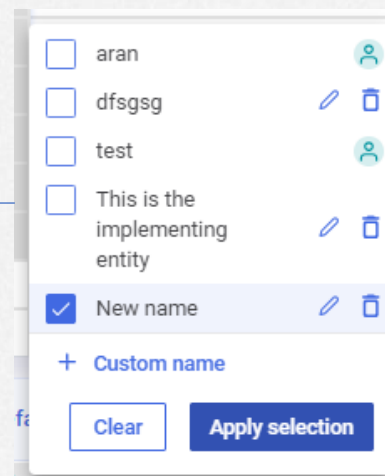
A screenshot of a list interface. The list contains four items: 'aran', 'dfsgsg', 'test', and 'This is the implementing entity'. Each item has a checkbox on the left and a person icon on the right. Below the list is a text input field containing '+ Custom name'. At the bottom of the interface are two buttons: 'Clear' and 'Apply selection'.

- Step 2: Enter the name.
You must then click add



A screenshot of the list interface. The list items are the same as in the previous screenshot. The text input field now contains 'New name'. An 'Add' button has appeared to the right of the input field. The 'Clear' and 'Apply selection' buttons remain at the bottom.

- Step 3: Ensure the new list item is checked and click Apply selection

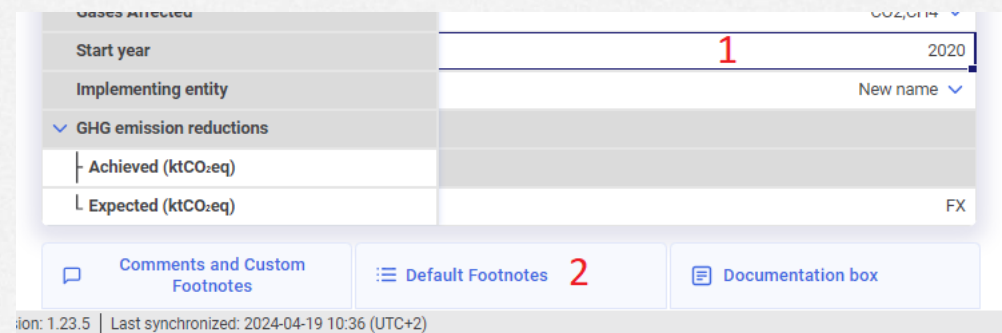


A screenshot of the list interface. The 'New name' item is now checked with a blue checkmark. The 'Apply selection' button is highlighted in blue. The 'Clear' button is also visible.



Exercise 6: Create user comments and footnotes

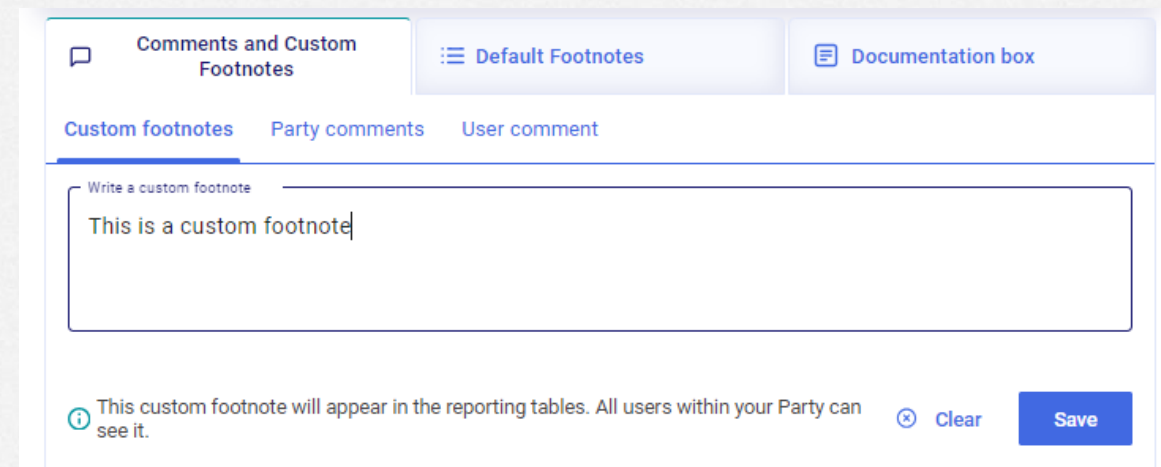
- Step 1: Select a cell
- Step 2: Click anywhere on the comments/footnotes tab to pop up the function
- Step 3: Add a custom footnote and press save
- Step 4: Explore the other comment options



The screenshot shows a reporting table with the following structure:

Start year	2020
Implementing entity	New name
GHG emission reductions	
Achieved (ktCO ₂ e)	
Expected (ktCO ₂ e)	FX

At the bottom of the table, there are three tabs: "Comments and Custom Footnotes" (selected), "Default Footnotes" (with a red '2' next to it), and "Documentation box". A status bar at the bottom indicates "Last synchronized: 2024-04-19 10:36 (UTC+2)".



The screenshot shows the "Write a custom footnote" dialog box. It has three tabs: "Custom footnotes" (selected), "Party comments", and "User comment". The main text area contains the text "This is a custom footnote". At the bottom, there is an information icon, a text box containing "This custom footnote will appear in the reporting tables. All users within your Party can see it.", a "Clear" button, and a "Save" button.



Exercise 7: Add and modify data for Structured Summary

Overview

- Add new targets
- Enter target information
- Add indicators and their information
- Add tracking progress data
- Add progress made data
- Add a definition
- Add a methodology/accounting approach
- Add NDC information



*Scan the QR code
for exercise guide*



Exercise 7: Add new targets

- Step 1: Click the + sign on 1.3 targets and indicators
- Step 2: Select the Base-year emissions target type
- Step 3: Confirm that the target has been created

The screenshot displays the ERF PROGRESS system interface. At the top, there is a navigation bar with the ERF logo, 'ETF | PROGRESS', and links for 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. Below this, a version and status bar shows 'Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT'. The main content area features a 'Navigation tree' on the left with a 'Options' menu. The tree is expanded to '1.3. Targets and indicators', which is highlighted in blue and has a red '1' next to it. A dropdown menu is open over this item, titled 'Select Target type from the list', with a red '2' next to it. The dropdown menu contains the following options: 'Base-year emissions limitation/reduction', 'Emission budget base-year', 'Baseline / BAU', 'Trajectory', 'Base-year intensity', 'Other (quantitative)', and 'Other (qualitative)'. Below the dropdown, the 'Navigation tree' is shown again, with '1.3. Targets and indicators' expanded to show a sub-item '1. Target - Base-year emissions limitation/reduction' with a red '3' next to it.



Exercise 7: Enter target information

- Step 1: Enter target information as shown

1. Target - Base-year emissions limitation/reduction

Expand all [Export](#)

Base-year emissions limitation/reduction	Unit	
Description		Economy-wide emissions reduction of 50% from 2010 levels by 2030
Target Year		
Target level	kt CO ₂ equiv...	100.00
Base year		2010
Base year level	kt CO ₂ equiv...	150.00



Exercise 7: Add indicators and their information

- Step 1: Click the + sign to add an indicator
- Step 2: Fill in the indicator information

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT | Data synchronized | Online

Navigation tree: 1. Structured summary > 1.1. Definitions > 1.2. Methodologies and accounting approaches > 1.3. Targets and indicators > 1. Target - Base-year emissions limitation/reduction > 1.1. Indicator (1)

1.1. Indicator

Expand all | Export

Indicator	
Indicator name	Economy-wide emissions
Indicator description	This indicator will track the emissions level.
Information for the reference point(s), level(s), baseline(s), base year(s) or starting point(s), as appropriate	The reference point is 2010 emissions.
Definitions needed to understand the indicator	Economy-wide emissions is defined as all IPCC sectors other than LULUCF
Updates in accordance with any recalculation of the GHG inventory, as appropriate	
Relation to NDC	This describes the relationship to the NDC



Exercise 7: Add tracking progress data

- Step 1: Select Tracking progress in the navigation tree
- Step 2: Click the + sign to add a line of supporting information
- Step 3: Enter the name
- Step 4: Click add and the apply selection
- Step 5: Fill in the tracking progress data
- Step 6: Explore the options for cooperative approaches

ETF | PROGRESS | CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT

Navigation tree Options

- 1. Structured summary
 - 1.1. Definitions
 - 1.2. Methodologies and accounting approaches
 - 1.3. Targets and indicators +
 - 1. Target - Base-year emissions limitation/reduction
 - Indicator(s) +
 - 1.1. Indicator
 - Tracking Progress 1
 - Progress made
- 1.4. NDC

- 2. Mitigation policies and measures

1.1. Indicator > Tracking Progress

Expand all

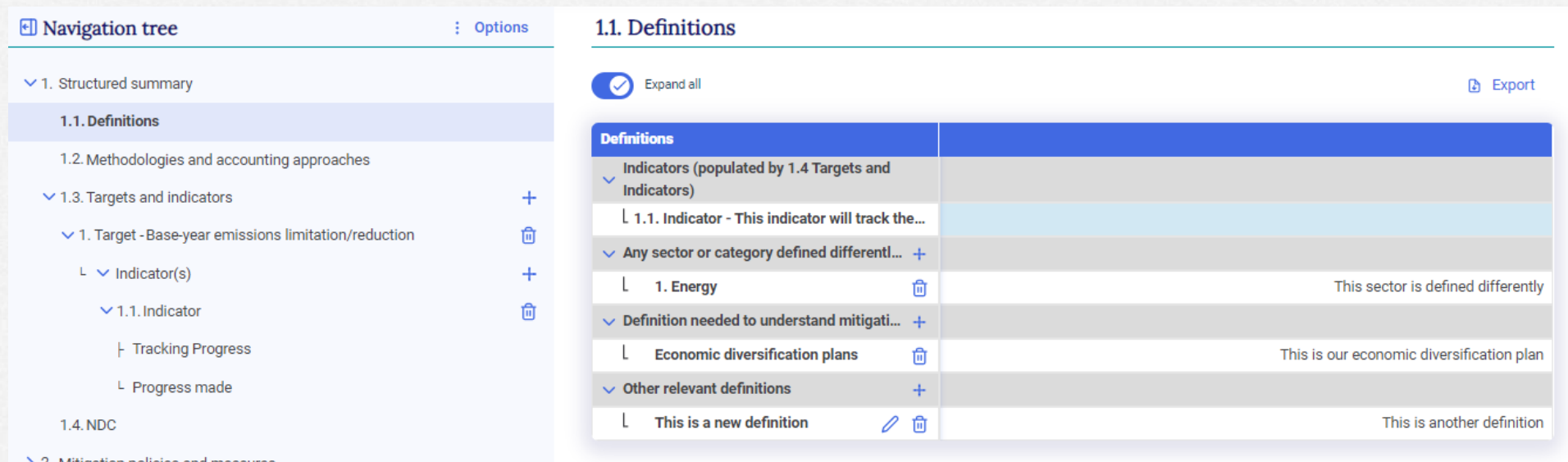
1.1. Indicator - This indicator will track the emissions level.	
Supporting information (if applicable) + 2	
Where applicable, total GHG emissions and removals consistent with the coverage of the NDC (para. 77(b) of the MPGs)	<input type="checkbox"/> Test
Contribution from the LULUCF sector for each year of the target period or target year, if not included in the inventory time series of total net GHG emissions and removals, as applicable (para. 77(c) of the MPGs)	Percent change 3 Add 4
Click "+" to report on participation in ... +	Apply selection

	2021	2022
1.1. Indicator - This indicator will track the emissions level.	100.00	98.00
Supporting information (if applicable) +		
Percent change		
%	10.00	12.00
Where applicable, total GHG emissions and removals consistent with the coverage of the NDC (para. 77(b) of the MPGs)	100.00	98.00
Contribution from the LULUCF sector for		



Exercise 7: Add a definition

- Step 1: Navigate to Definitions
- Step 2: Add a new definition in each of the 3 categories (note that the indicator definition is entered on the indicator data entry grid).



The screenshot displays the UN Climate Change interface. On the left is a 'Navigation tree' with the following structure:

- 1. Structured summary
 - 1.1. Definitions
 - 1.2. Methodologies and accounting approaches
 - 1.3. Targets and indicators
 - 1. Target - Base-year emissions limitation/reduction
 - Indicator(s)
 - 1.1. Indicator
 - Tracking Progress
 - Progress made
 - 1.4. NDC
- 2. Mitigation policies and measures

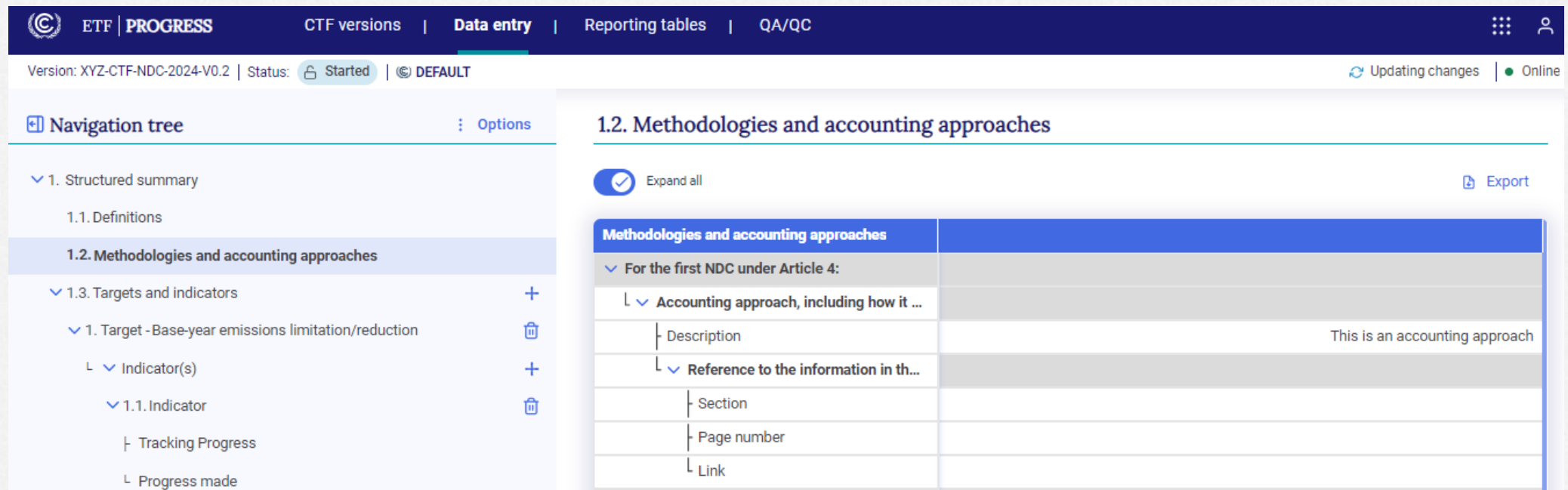
On the right is the '1.1. Definitions' grid, which is expanded. It features an 'Expand all' button and an 'Export' button. The grid contains the following rows:

Definitions	
Indicators (populated by 1.4 Targets and Indicators)	
1.1. Indicator - This indicator will track the...	
Any sector or category defined differentl...	
1. Energy	This sector is defined differently
Definition needed to understand mitigati...	
Economic diversification plans	This is our economic diversification plan
Other relevant definitions	
This is a new definition	This is another definition



Exercise 7: Add a methodology/accounting approach

- Step 1: Navigate to Methodologies and accounting approaches
- Step 2: Fill in the description



The screenshot displays the UNFCCC Progress web application interface. The top navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The status bar shows 'Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | © DEFAULT' and 'Updating changes | Online'. The left sidebar shows a 'Navigation tree' with '1.2. Methodologies and accounting approaches' selected. The main content area is titled '1.2. Methodologies and accounting approaches' and features an 'Expand all' button and an 'Export' button. Below this is a table with the following structure:

Methodologies and accounting approaches	
▼ For the first NDC under Article 4:	
└─ Accounting approach, including how it ...	
└─ Description	This is an accounting approach
└─ Reference to the information in th...	
└─ Section	
└─ Page number	
└─ Link	



Exercise 7: Add NDC information

- Fill in the NDC information using the NDC of your Party

The screenshot displays the UNFCCC Progress portal interface. At the top, the navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. Below this, the version 'XYZ-CTF-NDC-2024-V0.2' and status 'Started' are shown. The main content area is divided into a 'Navigation tree' on the left and a '1.4. NDC' section on the right. The navigation tree lists various sections, with '1.4. NDC' highlighted. The '1.4. NDC' section features an 'Expand all' button and an 'Export' button. Below these is a table with the following structure:

NDC	
Target(s) and description, including target type(s), as applicable	
Target year(s) or period(s), and whether they are single-year or multi-year target(s), as applicable	
Reference point(s), level(s), baseline(s), base year(s) or starting point(s), and their respective value(s), as applicable	
Time frame(s) and/or periods for implementation, as applicable	
Scope and coverage, including, as relevant, sectors, categories, activities, sources and sinks, pools and gases, as applicable	
Intention to use cooperative approaches that involve the use of ITMOs under Article 6 towards NDCs under Article 4 of the Paris Agreement, as applicable	
Any updates or clarifications of previously reported information, as applicable	



Exercise 8: Download reporting tables

Overview

- Select reporting tables to download
- View reporting tables



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Climate Change

Exercise 8: Select reporting tables to download

- Step 1: Select the Reporting tables tab
- Step 2: Click Check all
- Step 3: Click Download as .xlsx and hit save

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT

Common Tabular Formats

Select and download reporting tables.

Select tables

Check all **2** **3** [Download as .xlsx](#)

Targets and indicators	Mitigation policies and measures
<input checked="" type="checkbox"/> Table 1 - Description of indicators	<input checked="" type="checkbox"/> Table 5 - Mitigation policies and measures, actions and plans
<input checked="" type="checkbox"/> Table 2 - Definitions	
<input checked="" type="checkbox"/> Table 3 - NDC Methodologies and accounting approaches	Projections of GHG emissions and removals
<input checked="" type="checkbox"/> Table 4 - Tracking NDC progress	<input checked="" type="checkbox"/> Table 7 - With measures
<input checked="" type="checkbox"/> Table 12 - Policies to address social and economic consequences of response measures	<input checked="" type="checkbox"/> Table 8 - With additional measures
<input checked="" type="checkbox"/> Table 13 - Description of NDC	<input type="checkbox"/> Table 9 - Without measures
	<input checked="" type="checkbox"/> Table 10 - Projections of key indicators
	<input checked="" type="checkbox"/> Table 11 - Key underlying assumptions and parameters



Exercise 8: View reporting tables

- Open the downloaded file in excel and view all tabs

		Reported	Expla
1	Index		
2			
3	Abbreviations and acronyms		
4			
5			
6	Table1	Structured summary: Description of selected indicators	Yes
7	Table2	Structured summary: Definitions needed to understand the NDC	Yes
8	Table3	Structured summary: Methodologies and accounting approaches – consistency with Article 4, paragraphs 13 and 14, of the Paris Agreement and with decision 4/CMA.1	Yes
9	Table4	Structured summary: Tracking progress made in implementing and achieving the NDC under Article 4 of the Paris Agreement	Yes
10	Table5	Mitigation policies and measures, actions and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving a nationally determined contribution under Article 4 of the Paris Agreement (a), (b)	Yes
11	Table6	Summary of greenhouse gas emissions and removals in accordance with the common reporting table 10 emission trends – summary	Yes
12	Table7	Information on projections of greenhouse gas emissions and removals under a ‘with measures’ scenario	Yes/No(FX)
13	Table8	Information on projections of greenhouse gas emissions and removals under a ‘with additional measures’ scenario	Yes/No
14	Table9	Information on projections of greenhouse gas emissions and removals under a ‘without measures’ scenario	Yes/No
15	Table10	Projections of key indicators	Yes/No(FX)
16	Table11	Key underlying assumptions and parameters used for projections	Yes/No(FX)
17	Table12	Information necessary to track progress on the implementation and achievement of the domestic policies and measures implemented to address the social and economic consequences of response measures	Yes
18	Table13	Description of a Party’s nationally determined contribution under Article 4 of the Paris Agreement, including updates	Yes/No
19			



Thank you for attending!

Let's keep this conversation going.

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<https://www.linkedin.com/groups/13910606/>

Let's work **#Together4Transparency**

Find out more at:

<https://unfccc.int/Transparency>

Contact us at:

Tools.Support@unfccc.int



Thank you!