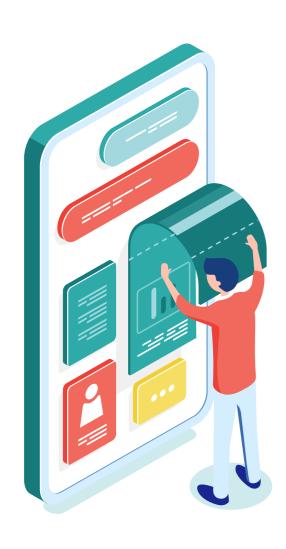
CBIT CAPACITY-BUILDING INITIATIVE FOR TRANSPARENCY GLOBAL COORDINATION PLATFORM

Guidance for Country Focal Points



Introduction

This guide is a step-by-step approach to updating and uploading information about your CBIT Project.

We highly recommend you to regularly visit the CBIT Global Coordination Platform and make yourself acquainted to its different functions. You can for instance browse through useful documents and guides, follow interesting events and webinars on transparency and get inspired by other CBIT Projects.

After all, we are all part of a CBIT Family!

Content

How to register on the CBIT Global Coordination Platform How to update the information on your CBIT Project Update your CBIT Project Page Update the CBIT Project Implementation **Upload Project Documents** Upload Project Events Upload Project Events - Add New Event Upload Project Events - Add Existing Event Add Capacity-building needs How to download your project information How to complete the Self-assessment Tool Start the self-assessment tool Results of the Self-assessment tool Questions? Need help? Contact us!



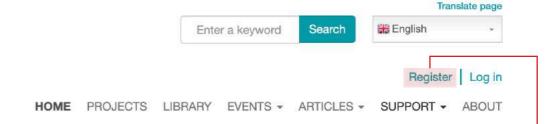


How to register on the CBIT Global Coordination Platform

Go to the CBIT Platform website



Go to the CBIT Global Coordination Platform under: www.cbitplatform.org









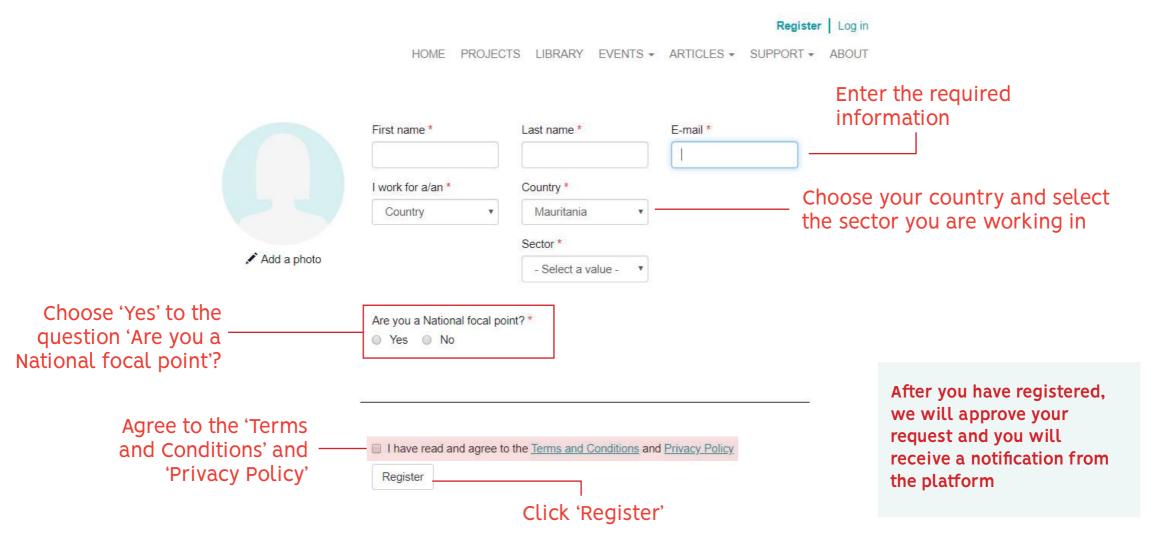




Click on 'Register' to start your registration



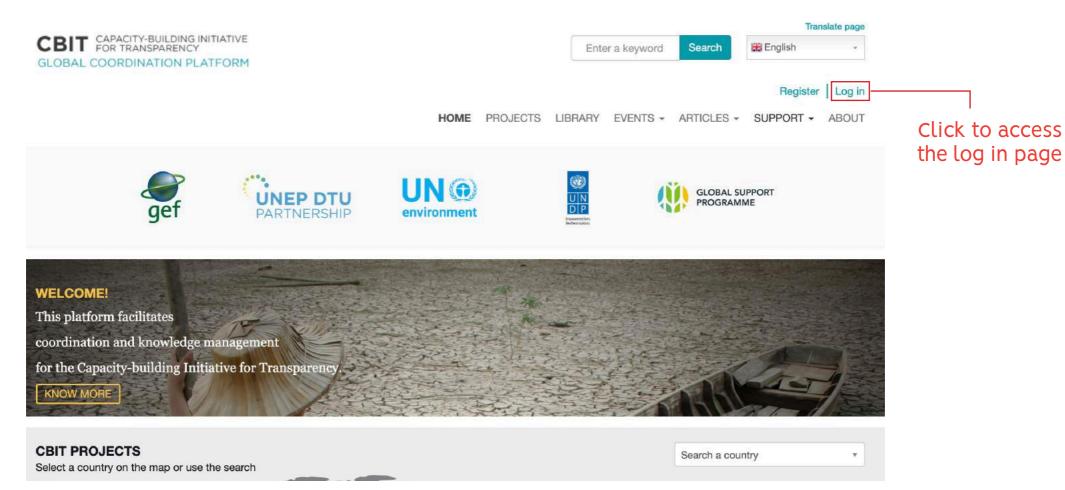
Enter your information



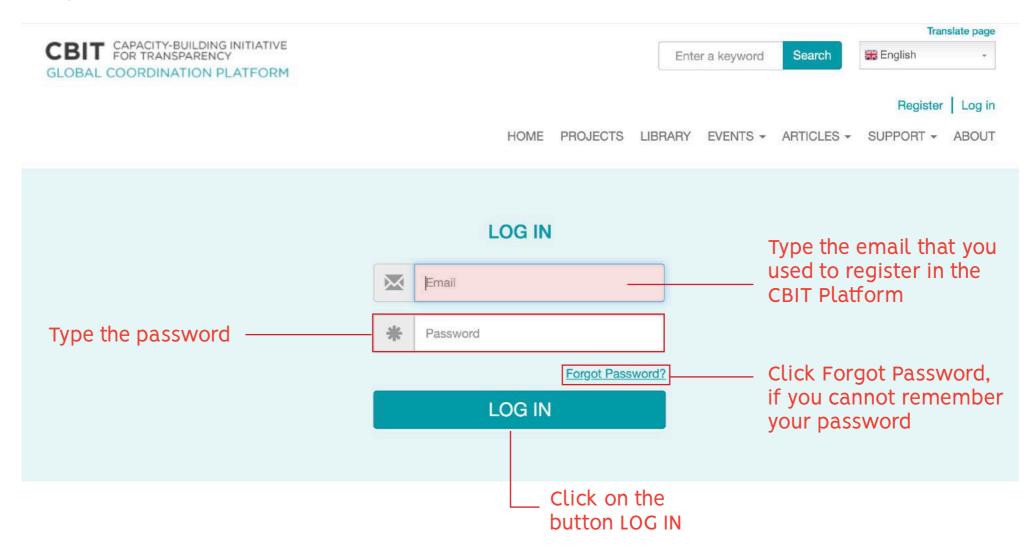


How to update the information on your CBIT Project

Log in to your profile



Log in to your profile



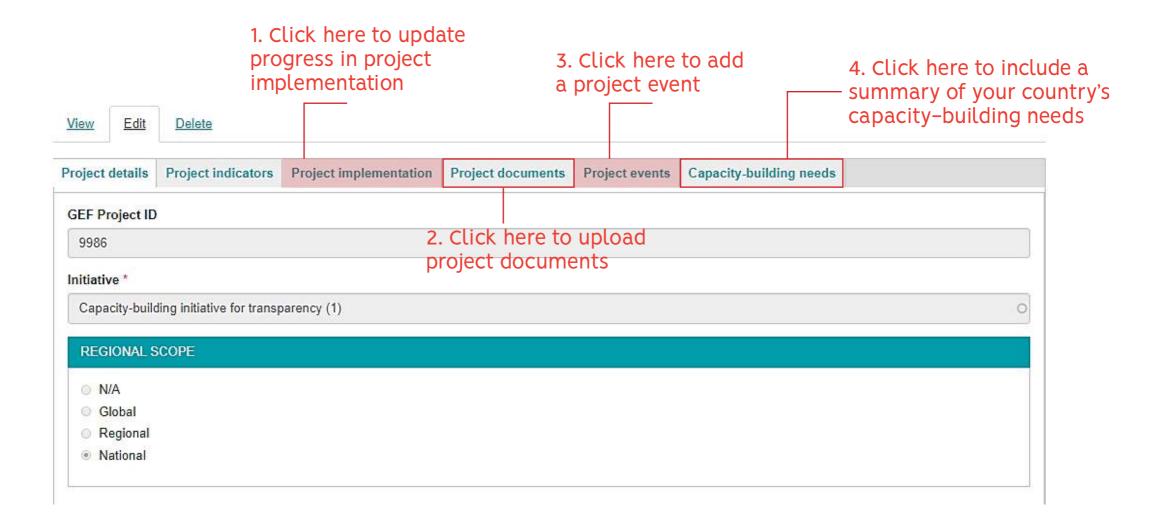
Go to 'My Country's Projects



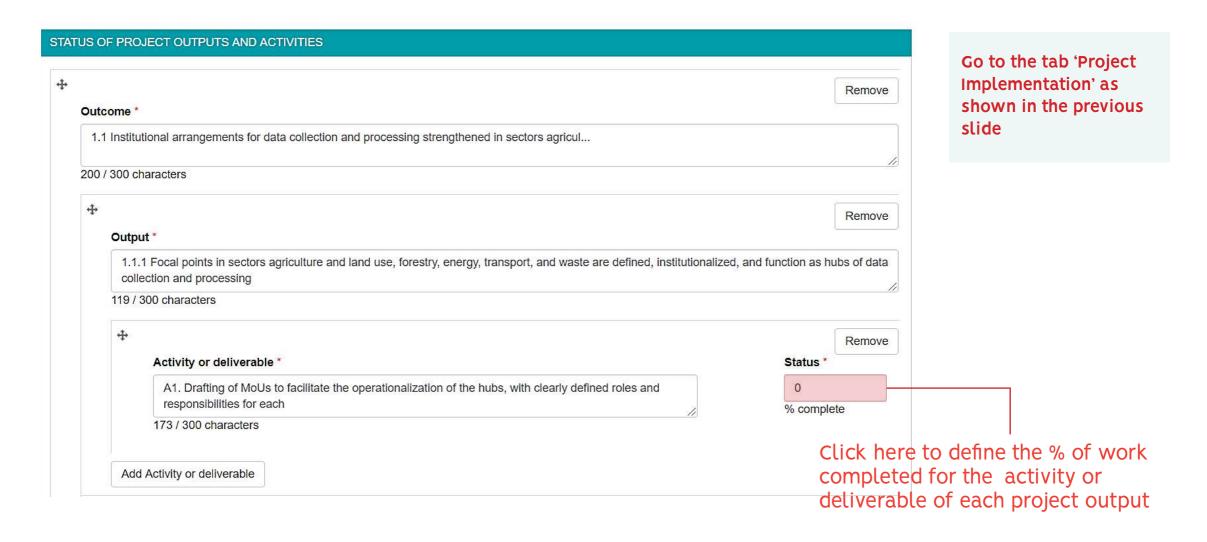
Click here to access

your Dashboard

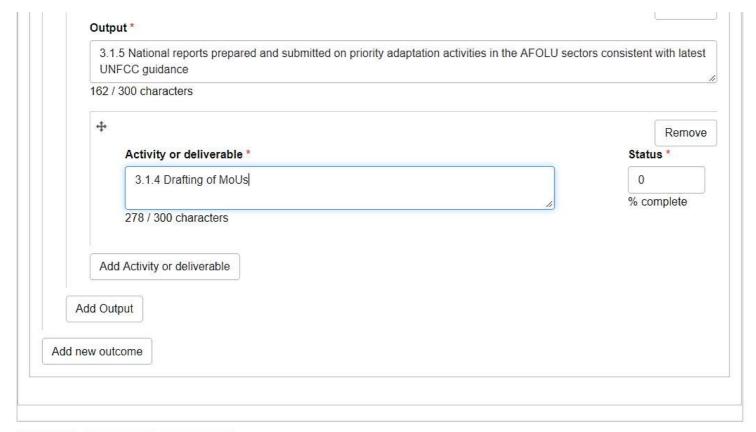
Update your CBIT Project Page



Update the CBIT Project Implementation



Save your changes

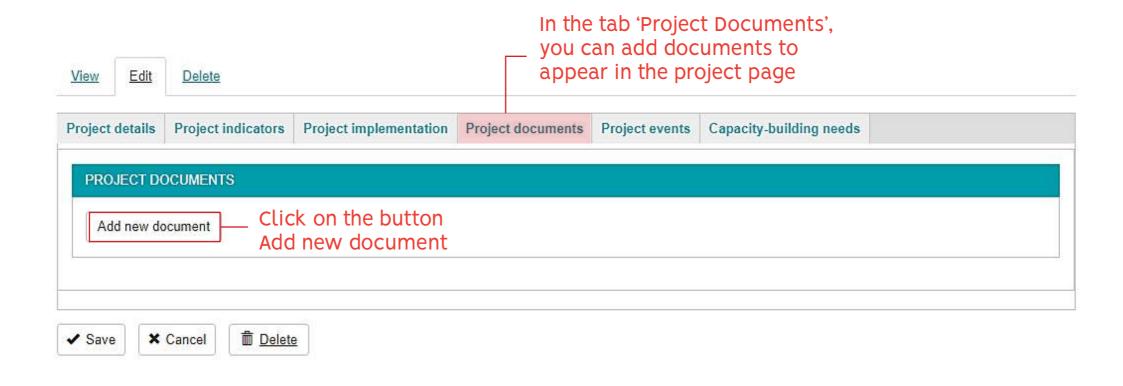


Once you are done with updating the status of activities, scroll down to the bottom of the page to get to the Save button

✓ Save X Cancel Delete

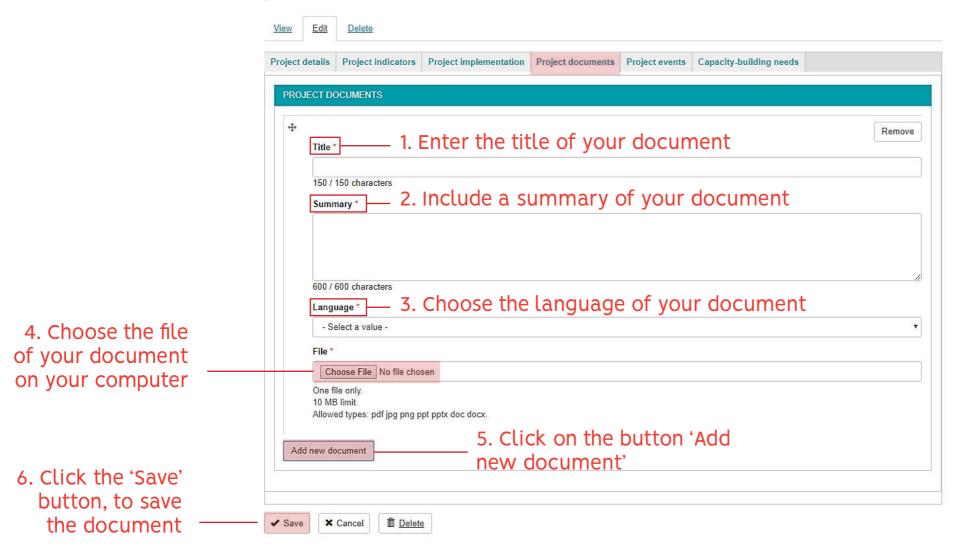
Click on the Save button to save your changes

Upload Project Documents

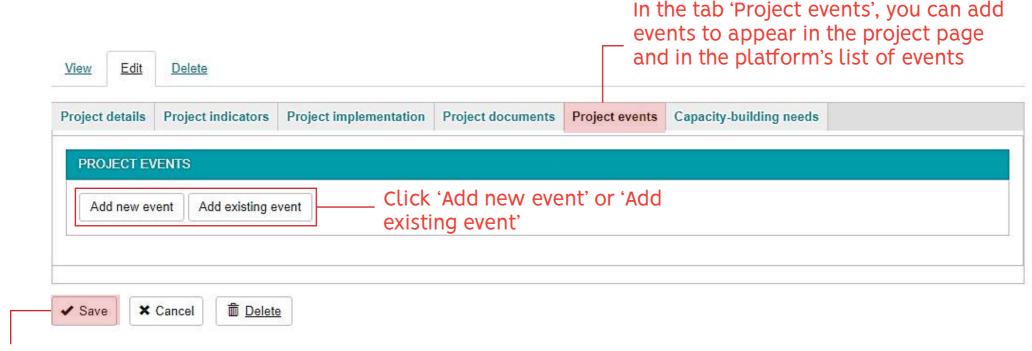


These documents can be anything from project deliverables to workshop and outcome reports

Upload Project Documents



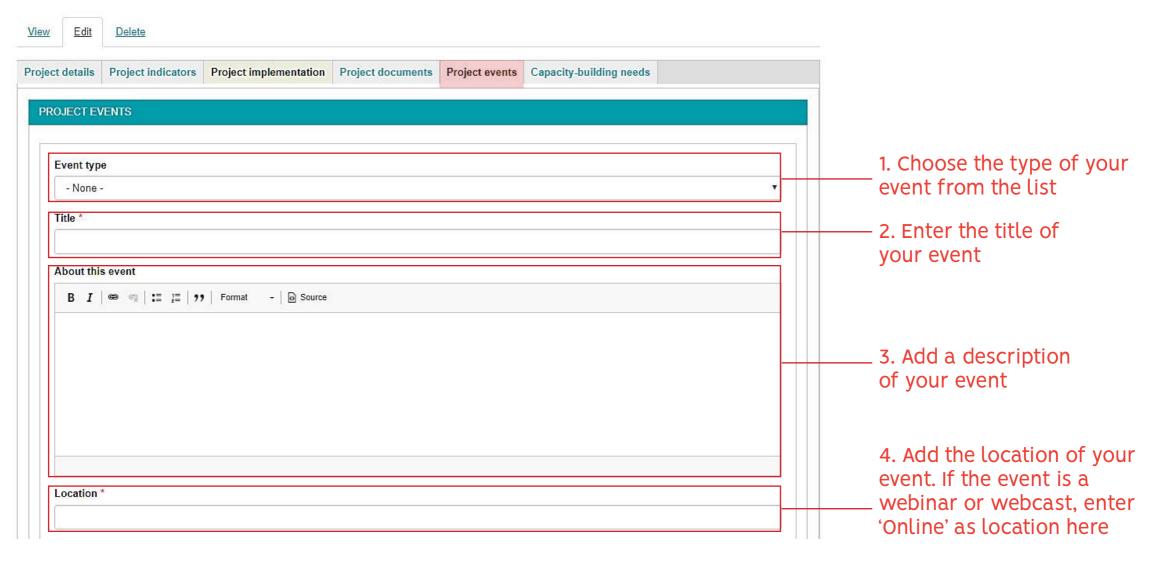
Upload Project Events



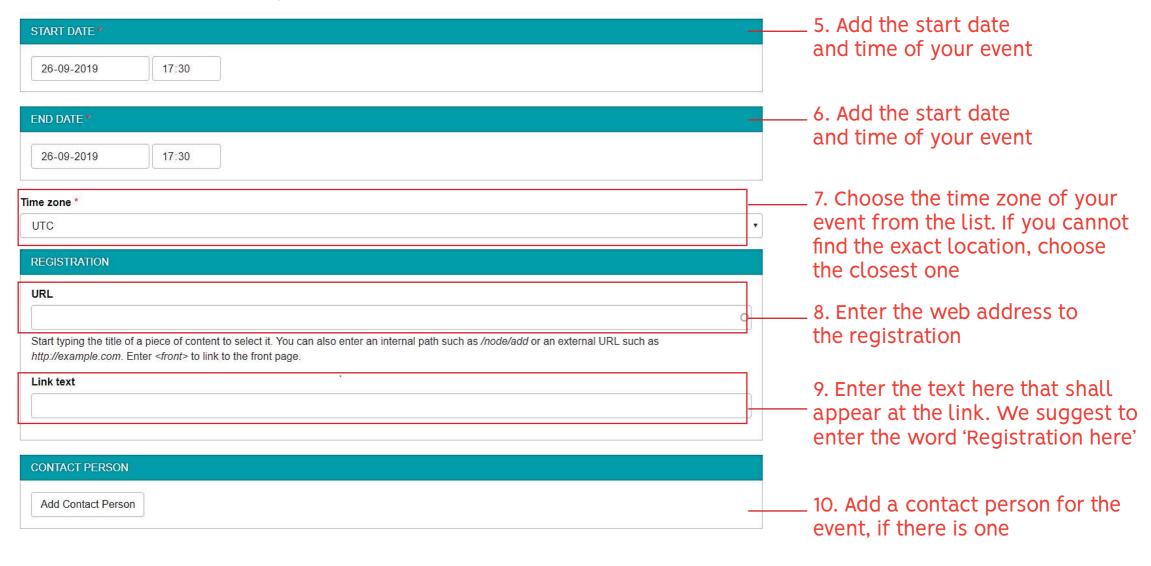
Click the 'Save' button, to save your events

These events can be anything from project inception meeting to project workshops or other events the related to your CBIT project

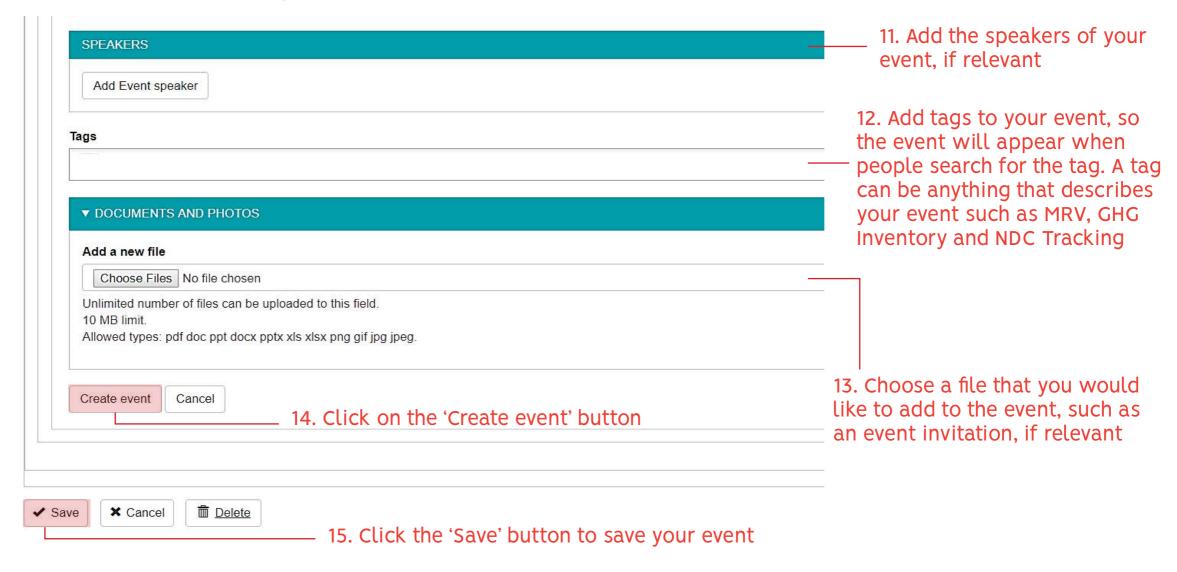
Upload Project Events - Add New Event



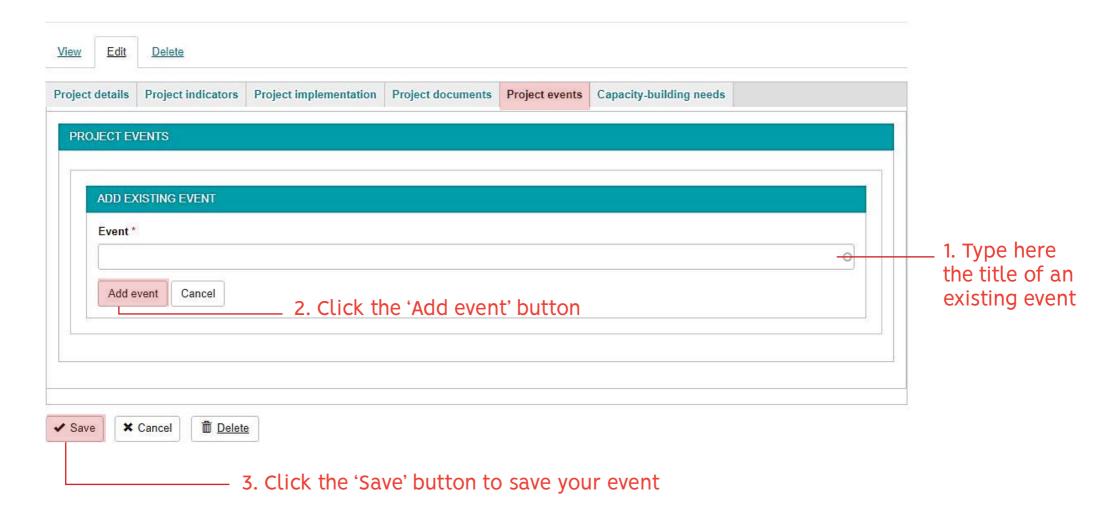
Upload Project Events - Add New Event



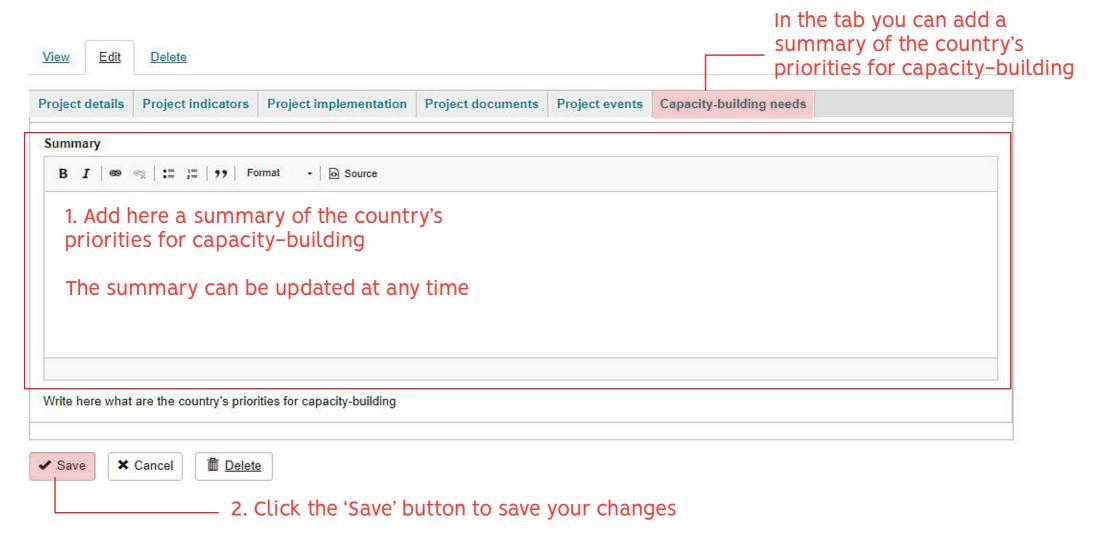
Upload Project Events - Add New Event



Upload Project Events - Add Existing Event



Add Capacity-building needs





How to download your project information

Go to 'My Country's Projects



Download your project information

PROJECTS > STRENGTHENING CAPACITY....

Strengthening capacity for monitoring environmental emissions under the Paris Agreement in Bangladesh

View

Edit

Delete



1. Click on the button 'Download'

PROJECT DETAILS ^



TITLE

Strengthening capacity for monitoring environmental emissions under the Paris Agreement in Bangladesh

OBJECTIVE

Strengthened institutional and human capacities to meet the enhanced transparency framework requirement, and track the progress against priority actions identified in Bangladesh's NDC for agriculture, forestry and land use (AFOLU) and waste sectors

GEF PROJECT DETAILS

See in GEF website

GEF PROJECT GRANT

USD 863.242

STATUS:

CONCEPT APPROVAL:

31 May 2018

PROJECT DOCUMENT APPROVAL:

Pending

START DATE:

END DATE:

Pending

IMPLEMENTING AGENCIES:

EXECUTING AGENCIES:

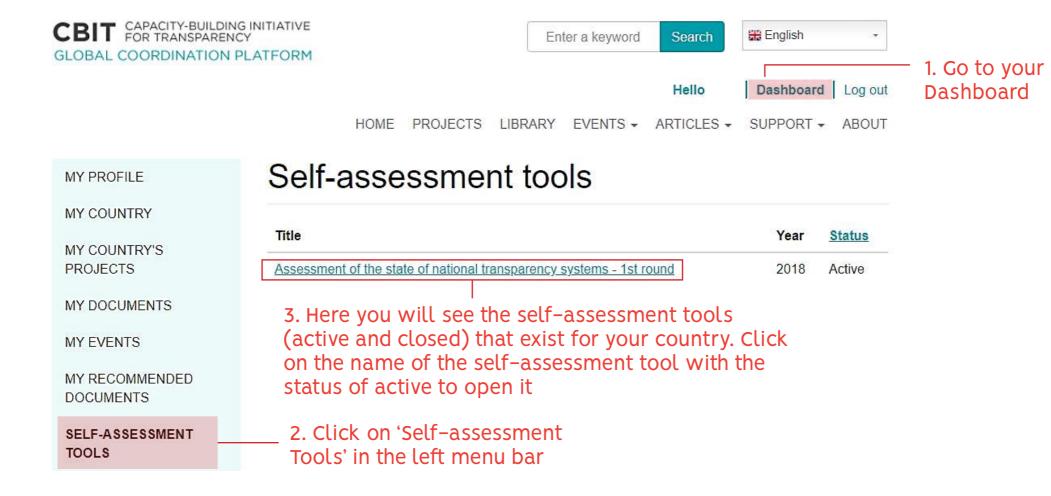
Ministry of Environment and Forest of Bangladesh

Your project information will then be downloaded as a PDF document, which you can share with colleagues or other stakeholders



How to complete the Self-assessment Tool

Go to the Self-Assessment Tools



Start the self-assessment tool

HOME PROJECTS LIBRARY EVENTS - ARTICLES - SUPPORT - ABOUT

Actions ▼

Delegate question

MY PROFILE

MY COUNTRY

MY COUNTRY'S PROJECTS

MY DOCUMENTS

MY EVENTS

MY RECOMMENDED DOCUMENTS

SELE-ASSESSMENT TOOLS

Assessment of the state of national transparency systems - 1st round

STATUS

Active

INTRODUCTION

Overview

The information collected through this questionnaire will help define the state of transparency systems in your country and identify the corresponding gaps and needs.

Transparency is a term used in the Paris Agreement (article 13), which establishes an enhanced transparency framework for action and support. Transparency systems are the arrangements that allow countries to meet the clarity objective of the enhanced transparency framework.

The purpose of the enhanced transparency framework is to provide:

- a) Clarity on climate change action
- b) Clarity on support provided and received

Within this framework, Parties to the UNFCCC are to regularly provide information on:

- a) National greenhouse gas inventory
- b) Progress made in implementing and achieving Nationally Determined Contributions (NDCs)
- c) Climate change impacts and adaptation
- d) Financial, technology transfer, and capacity-building support needed and received

This questionnaire has 4 sections, covering the reuired areas of the enhanced transparency framework.

You can delegate parts of the questionnaire to other country representatives

Here you can see the introduction to the self-assessment tool. The self-assessment tool comprises four sections

Answer the questions

NATIONAL GREENHOUSE GAS INVENTORY

Actions -

This section asks about the arrangements for inventory activities, data collection activities, and methodologies used in the inventory.

Part A: Questions about the institution with overall responsibility for national GHG inventory.

- 1. Regarding the existence of an institution with overall responsibility for the preparation of the national GHG inventory, how do you describe the current situation?
- O There is an institution or entity that coordinates the planning and implementation of inventory.
- O No institution or entity exists to coordinate the planning and implementation of inventory.
- Other. Please explain.

Please explain your choice of "Other".

- 2. Does the institution with overall responsibility for the preparation of the national GHG inventory have previous experience with coordinating and implementing national GHG inventory activities?
- No previous experience
- O Less than 1 year of experience
- 1 to 3 years of experience
- 0 4 to 5 years of experience
- More than 5 years of experience

You do not need to answer all questions at once. You can answer a few questions and save your progress made

1. Choose the answer that applies best to your country

2. If you choose 'Other', give an explanation here. Try to be as detailed as possible

NATIONAL GREENHOUSE GAS INVENTORY

This section asks about the arrangements for inventory activities, data collection activities, and methodologies used in the inventory.

Part A: Questions about the institution with overall responsibility for national GHG inventory.

1. Regarding the existence of an institution with overall responsibility for the preparation of the national GHG inventory, how do you describe the current situation?

- There is an institution or entity that coordinates the planning and implementation of inventory.
- No institution or entity exists to coordinate the planning and implementation of inventory.
- Other. Please explain.

Please explain your choice of "Other".

3. If you want to delegate questions to country representative, click on the 'Actions' button and then click 'Delegate questions'

Actions -

Delegate guestion

You can delegate parts or the entire self-assessment tool to other country representatives Please note that they must be registered as country representative on the CBIT Platform

It is possible to delegate parts of the self-assessment to more than one country representative

DELEGATE GROUP OF QUESTIONS MY PROFILE MY COUNTRY National greenhouse gas inventory MY COUNTRY'S PROJECTS Type the name of the country representatives that you would like to delegate the questions to MY DOCUMENTS MY EVENTS Delegate Back MY RECOMMENDED DOCUMENTS 4. Put the cursor here and start writing. SELF-ASSESSMENT TOOLS The names of the country representatives registered for your country will appear in a list (next slide). If no country representatives are registered, no names will appear.

EVENTS - ARTICLES - SUPPORT - ABOUT





MY COUNTRY

MY COUNTRY

MY COUNTRY PROJECTS

MY KNOWLEDGE RESOURCES

MY EVENTS

SELF-ASSESSMENT
QUESTIONNAIRE

RECOMMENDED RESOURCES

SAQS > ASSESSMENT OF THE STATE... > COSTA RICA > DELEGATE QUESTION

DELEGATE GROUP OF QUESTIONS

Introduction

Type the name of the country representatives that you would like to delegate the questions to

Anabela Costa Rica

Teste CountryCBIT

Jane Doe

5. Choose from the list of country representatives registered for your country



Hello Mary! | DASHBOARD | LOG OUT

HOME PROJECTS KNOWLEDGE CORNER + EVENTS ABOUT

MY PROFILE

MY COUNTRY

MY COUNTRY PROJECTS

MY KNOWLEDGE RESOURCES

MY EVENTS

SELF-ASSESSMENT
QUESTIONNAIRE

RECOMMENDED RESOURCES

SAQS > ASSESSMENT OF THE STATE ... > COSTA RICA > DELEGATE QUESTION

DELEGATE GROUP OF QUESTIONS

Introduction

Type the name of the country representatives that you would like to delegate the questions to



7. You will see a MY PROFILE Success. The guestion was delegated to the following country representatives: success message, Jane Doe MY COUNTRY when you have MY COUNTRY PROJECTS SAQS > ASSESSMENT OF THE STATE... > COSTA RICA > DELEGATE QUESTION delegated a section MY KNOWLEDGE RESOURCES DELEGATE GROUP OF QUESTIONS MY EVENTS Introduction SELF-ASSESSMENT QUESTIONNAIRE Type the name of the country representatives that you would like to delegate the questions to RECOMMENDED RESOURCES Back Delegate Country representative Answered Jane Doe No Actions -9. Click here if you want to delete 8. You can see here that the question or section has been sent or remove the self-assessment to the country representative from the country representative

PROJECTS KNOWLEDGE CORNER - EVENTS

Anabela Costa Rica

MY PROFILE Success. The question was delegated to the following country representatives: · Anabela Costa Rica MY COUNTRY MY COUNTRY PROJECTS SAQS > ASSESSMENT OF THE STATE... > COSTA RICA > DELEGATE QUESTION MY KNOWLEDGE RESOURCES **DELEGATE GROUP OF QUESTIONS** MY EVENTS National greenhouse gas inventory SELF-ASSESSMENT QUESTIONNAIRE Type the name of the country representatives that you would like to delegate the questions to RECOMMENDED RESOURCES Back Delegate Country representative Answered Jane Doe No Actions +

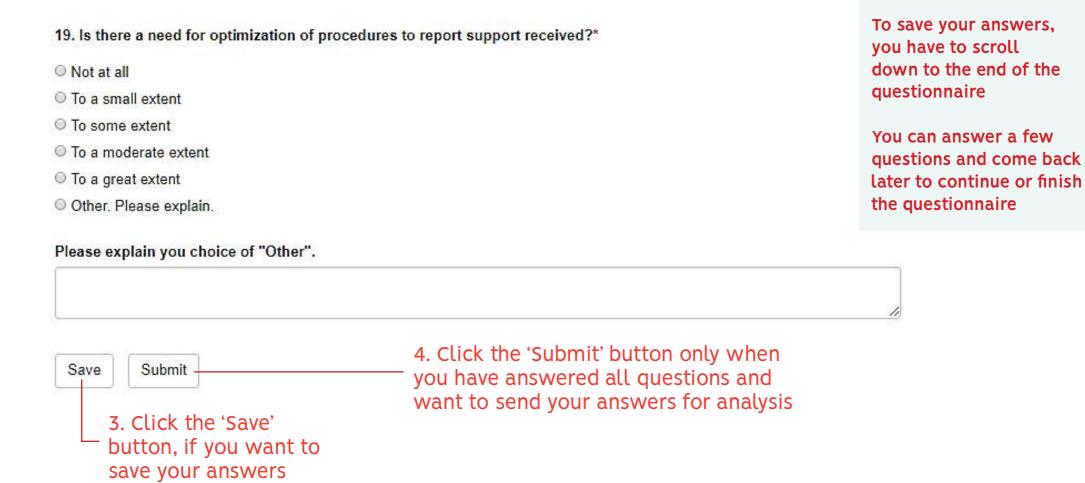
No

HOME PROJECTS KNOWLEDGE CORNER + EVENTS ABOUT

Actions +

10. You can delegate the same section to more than one country representative

Save or submit your answers



Confirmation of your saved/submitted questionnaire

MY PROFILE

MY COUNTRY

MY DOCUMENTS

MY RECOMMENDED DOCUMENTS

MY EVENTS

MY COUNTRY'S PROJECTS

SELF-ASSESSMENT TOOLS

Saved the Assessment of the state of national transparency systems - 1st round.

Assessment of the state of national transparency systems - 1st round.

5. After you have clicked 'Save' or 'Submit' button, you will see a success message

INTRODUCTION

Actions Township of the state of national transparency systems - 1st round.

Actions Township of the state of national transparency systems - 1st round.

Assessment of the state of national transparency systems - 1st round.

Actions Township of the state of national transparency systems - 1st round.

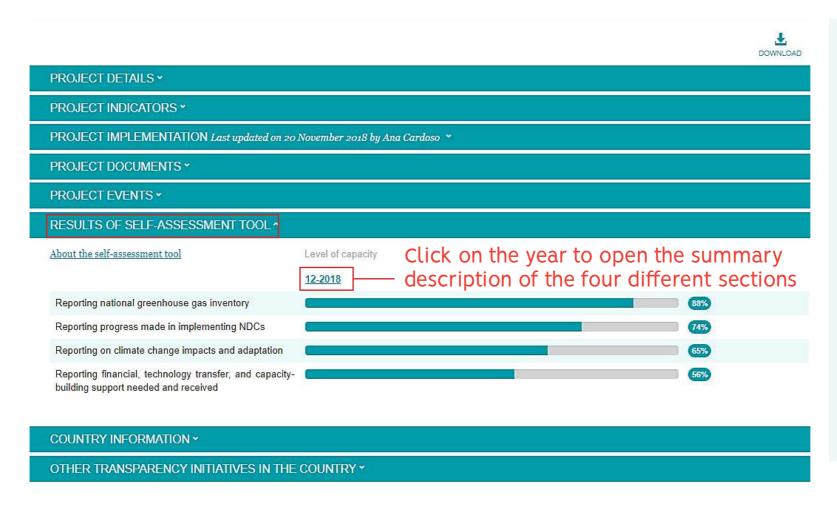
Actions Township of the state of national transparency systems - 1st round.

Actions Township of the state of national transparency systems - 1st round.

The information collected through this questionnaire will help define the state of transparency systems in your country and identify the corresponding gaps and needs.

Transparency is a term used in the Paris Agreement (article 13), which establishes an enhanced transparency framework for action and support. Transparency systems are the arrangements that allow countries to meet the clarity objective of the enhanced transparency framework.

Results of self-assessment tool



After you have completed the self-assessment tool, the CBIT Global Coordination Team will analyse the results and discuss them with you to make sure that the analysis properly reflects the situation in the country with regard to the capacities for transparency

After the discussion, we will upload the results to the page of your CBIT project and you can see them under Results of the Self-assessment tool

Questions? Need help?

Contact us!

Our general CBIT email

cbitplatform@man.dtu.dk

Ana Cardoso

anacar@dtu.dk

