

Structuring Information for the National Climate Transparency Platform (NCTP)

Training support for implementing the NCTP
V1 – March 2025

What this training includes:

1. About This Training
2. Introduction to the Information Structure of NCTP
3. Mapping National Climate Change Information
4. Climate Change Transparency Information Flows
 - Programmatic Information
 - Impact Information
 - Advanced Impact Information Screening
5. Insights for Some Sectors
6. Other Useful Resources



CLIMATE
PROMISE



From
the People of Japan



Supported by:



on the basis of a decision
by the German Bundestag



UK Government



Sverige



Government of Iceland
Ministry for Foreign Affairs



+ UNDP's
Core Donors

1. About This Training



- **The Companion Guide**
- **The National Climate Transparency Platform (NCTP)**

The Companion Guide: Structuring Information for the (NCTP)

The Companion Guide is made to help national stakeholders with the process of structuring and preparing information so it can be inputted into the modules of the NCTP.

The Guide includes step-by-step instructions on how working groups can identify and input information into a simple Mapping Matrix Tool (Excel) for ease of process.

The Guide also offers simple sectoral insights that can help in the process above and identifies different resources that may be helpful.



Key Benefits of the NCTP

1.

Save time and lead to less work

- Quick overview of progress and support (needed and received)
- Government departments can directly input sectoral information (leading to less time chasing it down)
- Information is stored long term and easy to find (even after staff leaves)

2.

Provide a common point for information

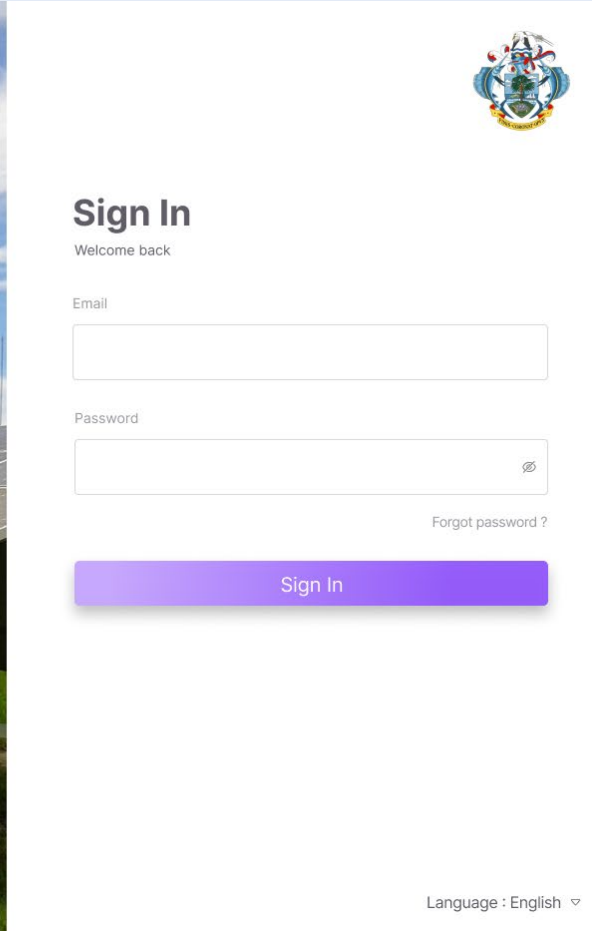
- Common system for all of Government to use
- Central place to store and access climate change related information
- Simple extraction of data for other uses, and direct integration with international platforms

3.

Facilitate support needed for change

- Gives an overview of financial, capacity building, and technical support
- Access additional support by making it easier to address development partners
- Track progress and results of past and current support.

Common Users of the NCTP



The image shows a web interface for signing in. At the top right is a national emblem. Below it, the text 'Sign In' is followed by 'Welcome back'. There are two input fields: 'Email' and 'Password'. The 'Password' field has a toggle icon on the right. Below the fields is a purple 'Sign In' button. A link 'Forgot password?' is located below the password field. At the bottom right, there is a language selector showing 'Language : English' with a dropdown arrow.

System Administrator(s):

- Central manager of climate change information

Government User(s):

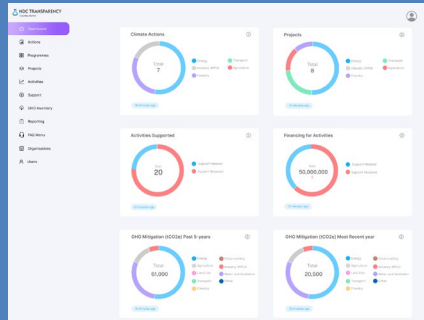
- Government departments
- Consultants
- SEOs

Observer(s):

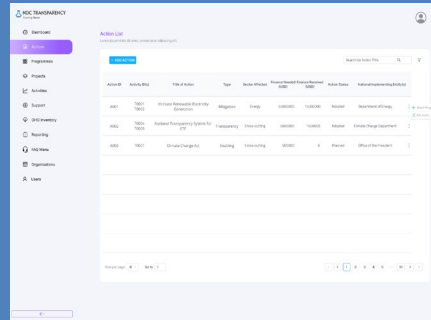
- Technical reviewers from the UNFCCC
- Development partners

What's included in the NCTP (the modules)

Overview Dashboard



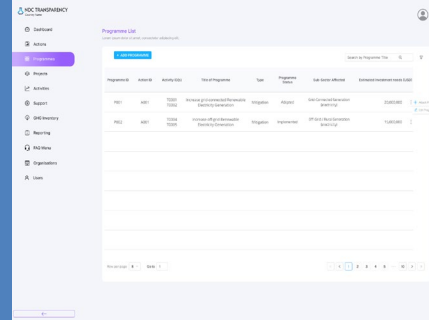
Actions



The Actions module displays a table of actions, allowing users to track and manage various initiatives. The table includes columns for Action ID, Title, Status, and other relevant details.

Action ID	Title	Status	Other Details
1001	Climate Change Action Plan	In Progress	Initiated by: [Name]
1002	Renewable Energy Project	Completed	Completed by: [Name]
1003	Water Conservation Initiative	On Hold	On Hold by: [Name]

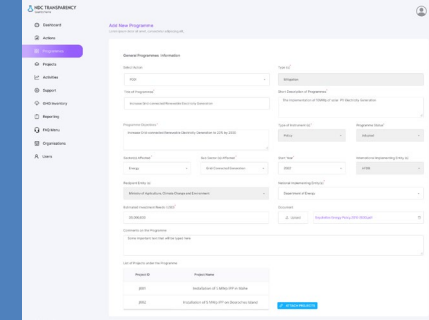
Programmes



The Programmes module displays a table of programmes, providing a detailed view of various initiatives. The table includes columns for Programme ID, Title, Status, and other relevant details.

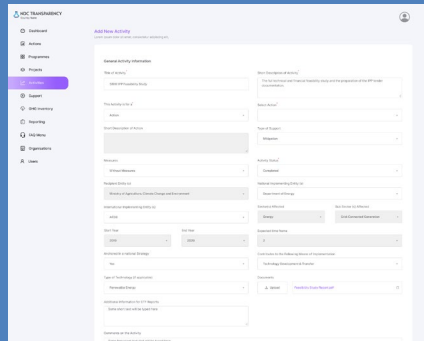
Programme ID	Title	Status	Other Details
2001	Renewable Energy Programme	In Progress	Initiated by: [Name]
2002	Water Conservation Programme	Completed	Completed by: [Name]
2003	Climate Change Programme	On Hold	On Hold by: [Name]

Projects



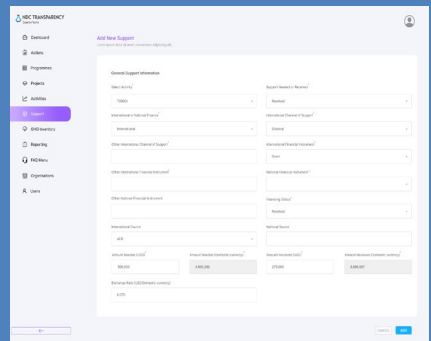
The Projects module includes a form for adding a new project. The form contains fields for Project Name, Description, Status, and other relevant information. It also includes a section for adding project details and a button to save the project.

Activities



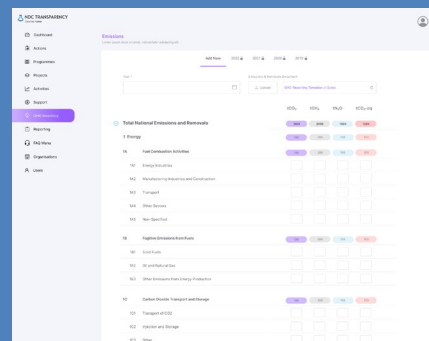
The Activities module includes a form for adding a new activity. The form contains fields for Activity Name, Description, Status, and other relevant information. It also includes a section for adding activity details and a button to save the activity.

Support



The Support module includes a form for adding a new support request. The form contains fields for Support Request Name, Description, Status, and other relevant information. It also includes a section for adding support request details and a button to save the request.

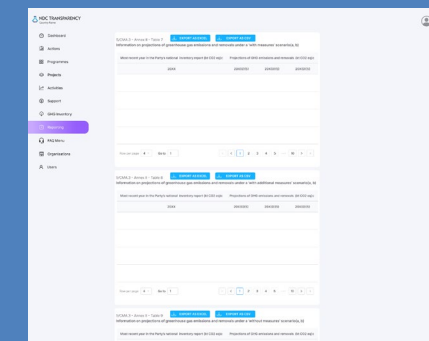
GHG Emissions



The GHG Emissions module displays a table of greenhouse gas emissions, providing a detailed view of various initiatives. The table includes columns for Emission ID, Title, Status, and other relevant details.

Emission ID	Title	Status	Other Details
3001	Renewable Energy Emissions	In Progress	Initiated by: [Name]
3002	Water Conservation Emissions	Completed	Completed by: [Name]
3003	Climate Change Emissions	On Hold	On Hold by: [Name]

Reporting (CTFs)



The Reporting (CTFs) module displays a table of reporting data, providing a detailed view of various initiatives. The table includes columns for Reporting ID, Title, Status, and other relevant details.

Reporting ID	Title	Status	Other Details
4001	Renewable Energy Reporting	In Progress	Initiated by: [Name]
4002	Water Conservation Reporting	Completed	Completed by: [Name]
4003	Climate Change Reporting	On Hold	On Hold by: [Name]

2. Introduction to the Information Structure of NCTP



- The Information Structure

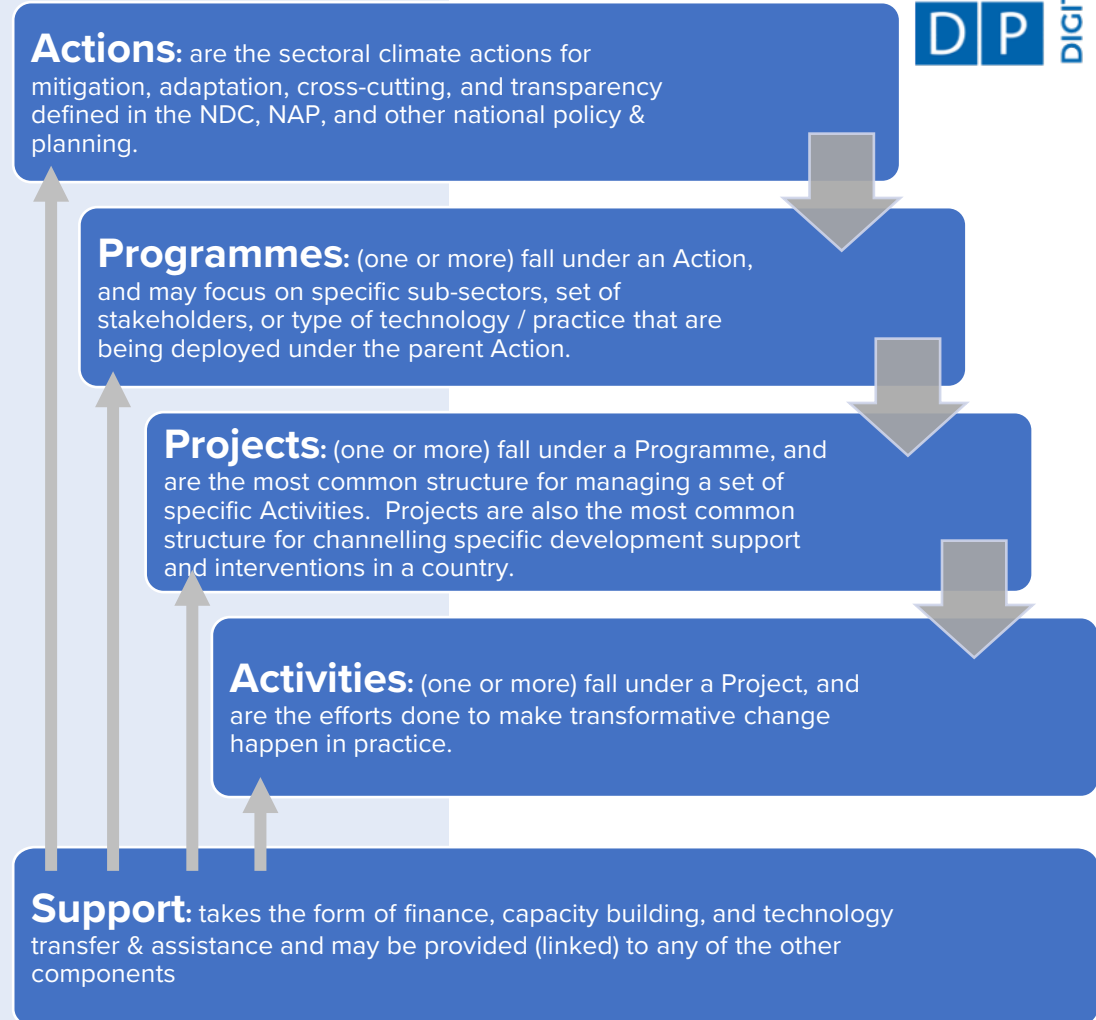
The National Climate Transparency Platform (NCTP)



The NCTP structure is based on a common process and information structure used by governments and development partners for managing work to address climate change.

This structure is based on the core components of climate Actions, Programmes, Projects, and Activities, each with a different purpose in the structure and different types of information.

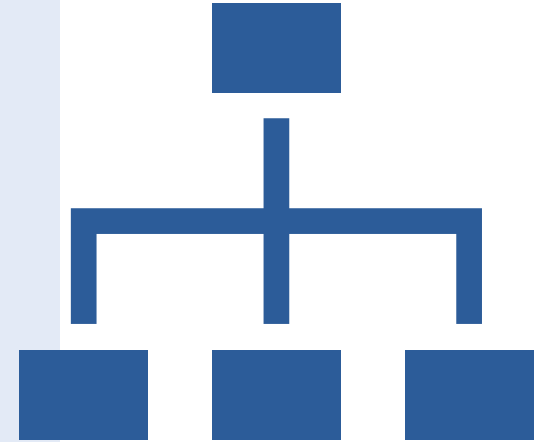
Using this structure, the NCTP allows governments to consolidate information bottom-up for a broad overview of progress in addressing climate change while also allowing for digging into the details of in sectors.



Actions and Programmes

Actions: are the sectoral climate actions for mitigation, adaptation, cross-cutting, and transparency defined in the NDC, NAP, and other national policy & planning.

Programmes: (one or more) fall under an Action, and may focus on specific sub-sectors, set of stakeholders, or type of technology / practice that are being deployed under the parent Action.

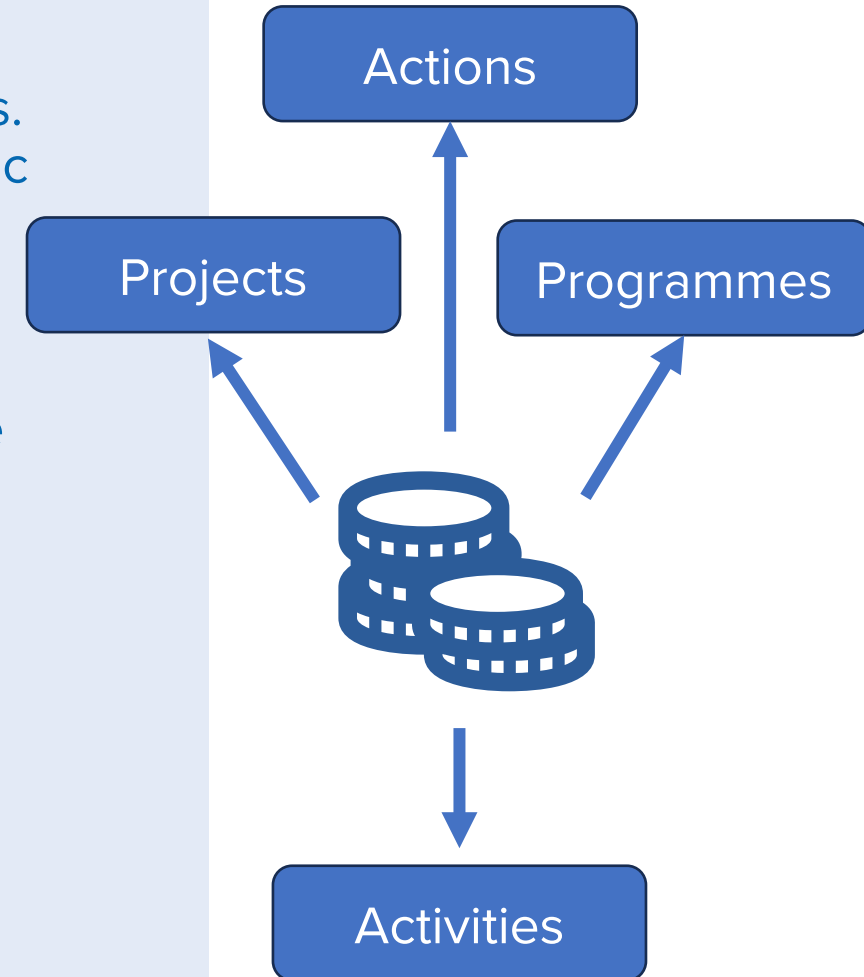


Projects, Activities and Support

Projects: (one or more) fall under a Programme, and are the most common structure for managing a set of specific Activities. Projects are also the most common structure for channeling specific development support and interventions in a country.

Activities: (one or more) fall under a Project, and are the efforts done to make transformative change happen in practice.

Support: takes the form of finance, capacity building, and technology transfer & assistance and may be provided (linked) to any of the other components



3. Mapping National Climate Change Information



Step 1: Formulate Sectoral Working Groups

Mapping Matrix: customise the dropdown in the provided Mapping Matrix (spreadsheet tool) to fit the national circumstances. Specifically, the National Implementing Entities and the Sectors & Subsectors addressed by climate actions in the country.

Sector Groups: Stakeholders should be divided into sectoral working groups, with one group for each broad sector, or as the case may be, one group for two similar sectors.

Members: It is proposed that there be 3 to 10 people in each sector working group, each with knowledge about what is happening in the sector regarding ongoing and planned future actions. It is proposed that one person in the working group be appointed to facilitate/manage the process



Step 2: List the Climate Actions in the Sector

Step 3: List the Programmes under Climate Actions



Actions: Climate actions include types for GHG mitigation, adaptation, cross-cutting (e.g., both GHG mitigation and adaptation), and transparency (e.g., information systems and reporting). It is essential to list the type of action, the sector impacted, and the primary entity responsible for implementation.

Programmes: communicate to list the programmes that fall under each of the climate actions that are taking place in the country, both planned and under implementation. It is essential to list the type of programme, the sector and sub-sector impacted, and the primary entity responsible for implementation.

Action No.	Programme No.	Project No.	Activity No.	Title of Action	Title of Programme
1				Increase use of renewable energy for power generation across the nation	
1	1				Increase rural electrification access and the use of renewable energy by rural communities
1	1	1			
1	1	1	1		
1	1	1	2		

Step 4: List Projects and Activities

Projects & Activities: List projects, and the activities under each project, directly in the provided Mapping Matrix tool.

Type, Sector, Entity: It is essential to list the type of project and activities, the sector and sub-sector impacted, and the primary entity responsible.

Title of Project	Title of Activity
Solar Home Systems (SHS) Programme Phases 1 and 2	
	Technical and financial feasibility study in the southern district for Solar Home Systems (SHS)
	Communication and information dissemination to support households in implementing Solar Home Systems (SHS)

Type	Sector affected	Sub-Sector affected	Main entity responsible
Mitigation	Energy		Ministry of Mines Energy and Rural Electrification
Mitigation	Energy	Off-Grid / Rural Generation (Power)	Ministry of Rural Development
Mitigation	Energy	Off-Grid / Rural Generation (Power)	Ministry of Rural Development
Mitigation	Energy	Off-Grid / Rural Generation (Power)	Ministry of Rural Development
Mitigation	Energy	Off-Grid / Rural Generation (Power)	Ministry of Rural Development

Step 5: Fill in descriptive information

Description: A short two-sentence description of the objectives of the Actions, Programmes, Projects and Activity.

Objective: A short one-line description of the objectives of the Actions, Programmes, Projects and Activity.

Status: Indicate the status of the Actions, Programmes, Projects and Activity as Completed, On-going, or Planned

Short Description	Objectives	Status
National efforts to increase the level of renewable energy used for power generation through the use of solar, wind, and biofuels	Increase the level of renewable energy used for power generation up to 80% by 2035	On-going
National efforts to increase the level of renewable energy used for power generation in rural communities	Rural communities will use 100% renewable electricity by 2035	On-going
Establishing solar home systems in rural households	Establishing and maintainign 2,500 solar home systems in rural households	Completed
To determine the demand for Solar Home Systems (SHS) in the southern disctiort and the financial instruments needed to support households in investing in and maintating SHS	Reaching at least 2,500 households	Completed
To prepare an impliment a programme for information local communities of the benefits and needs for installing and operating SHS	Reaching at least 2,500 households	Completed

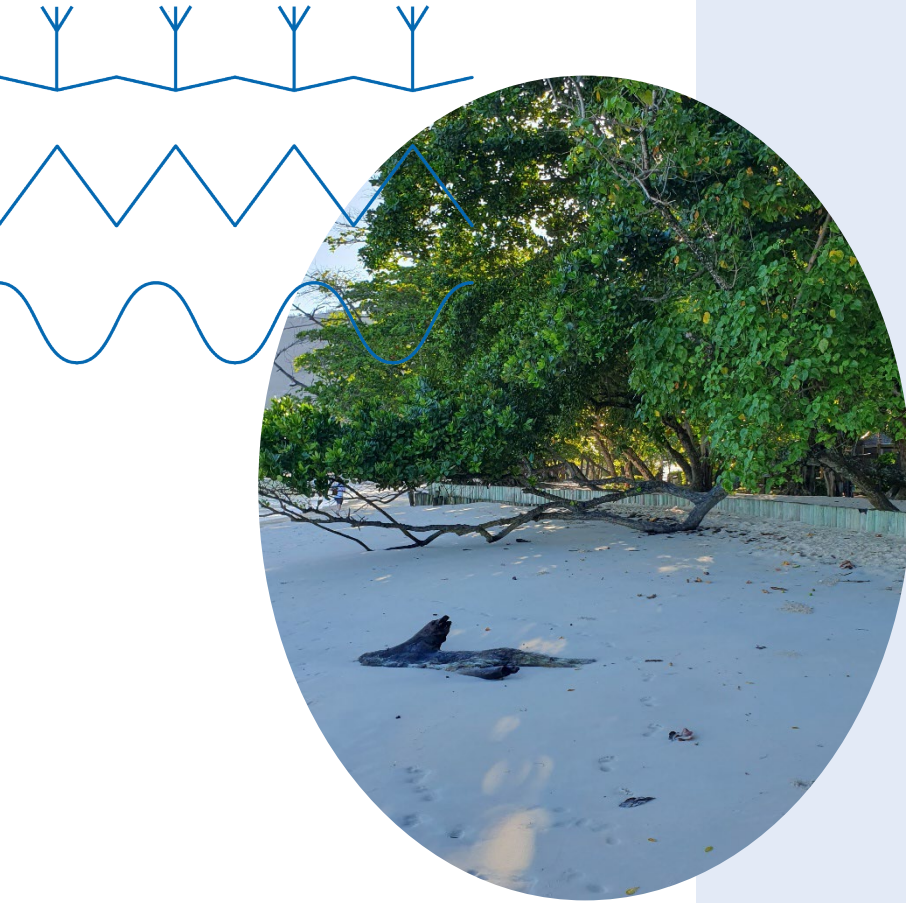
Step 6: Quality Check

Quality Check (validation):

It is proposed that one person from the working group (or two) be nominated to perform a quality check of the information inputted into the provided Mapping Matrix tool. This person(s) will hold the combined draft and final mapping versions of the tool.



4. Climate Change Transparency Information Flows



Two categories of information

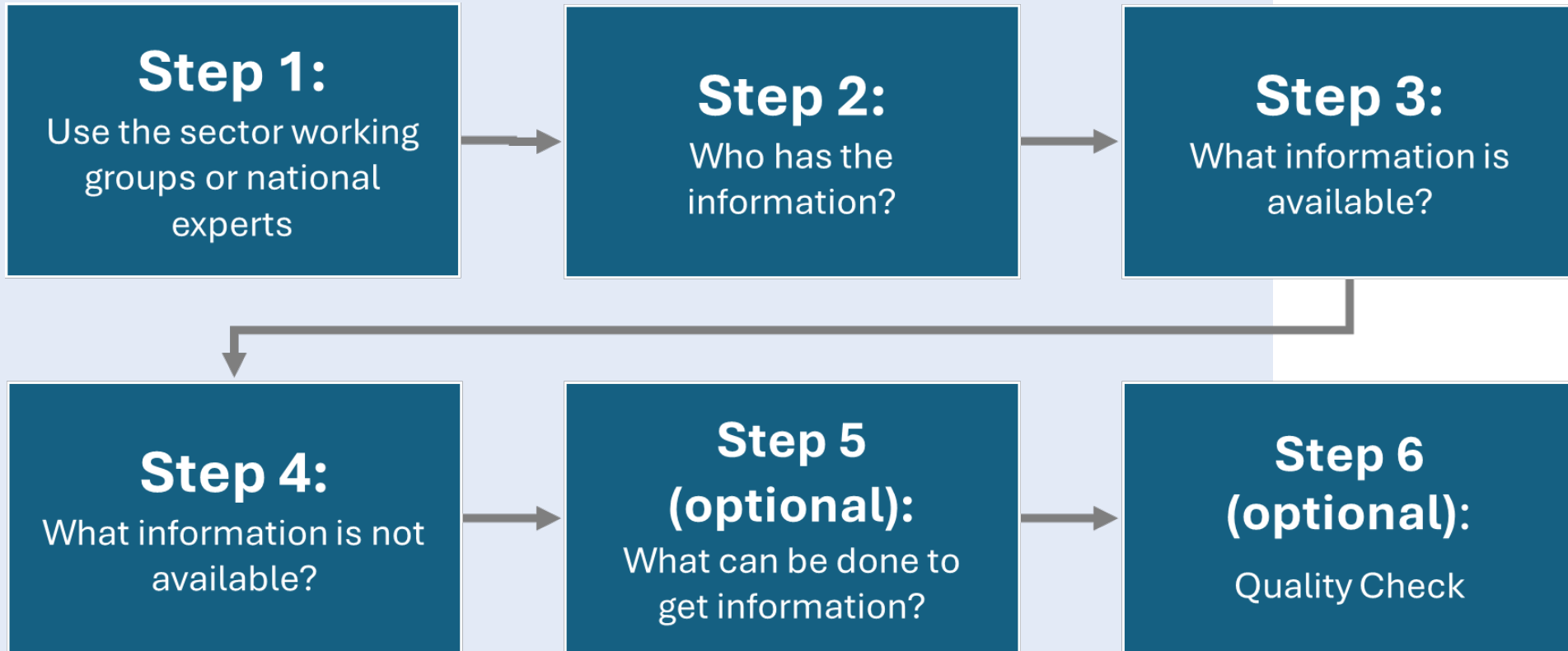
Programmatic Information

- NDCs, NAPs, BTRs, BURs, NCs, LT-LEDs
- National policies & plans
- Ministerial policies & plans
- Project documents
- Evaluation & Monitoring reports
- Budgets

Impact Information

- Expected results
- Achieved results
- Key Performance Indicators
- Calculation methodologies
- Activity data and impact factors

Mapping Programmatic Information



Step 1: Use the sector working groups or experts

Sector Groups: Identify the working groups or national experts that will be able to map the programmatic information for each sector.



Step 2: Who has the information?

Step 3: What information is available?

Step 4: What information is not available?

Who has it: Identify the entities with programmatic information for the listed actions, programmes, and projects. If there is information that no entity has or is not available, then identify the entity most likely to develop or obtain that information.

Available or not: Identify and record what programmatic information is available (and sources) for the listed actions, programmes, and projects. Then, Identify what programmatic information is unavailable for the listed actions, programmes, and projects.

Programmatic Information			
Information is Available	Entity responsible	Describe the information available for needed	If missing what can be done to get the information
Yes	Ministry of Mines Energy and Rural Electrification	XXXXXXXX	XXXXXX
Yes	Ministry of Rural Development	XXXXXXXX	XXXXXXXX
Yes	Ministry of Rural Development	XXXXXXXX	XXXXXXXX
Yes	Ministry of Rural Development	XXXXXXXX	XXXXXXXX
Yes	Ministry of Rural Development	XXXXXXXX	XXXXXXXX

(optional steps)

Step 5: What can be done to get information?

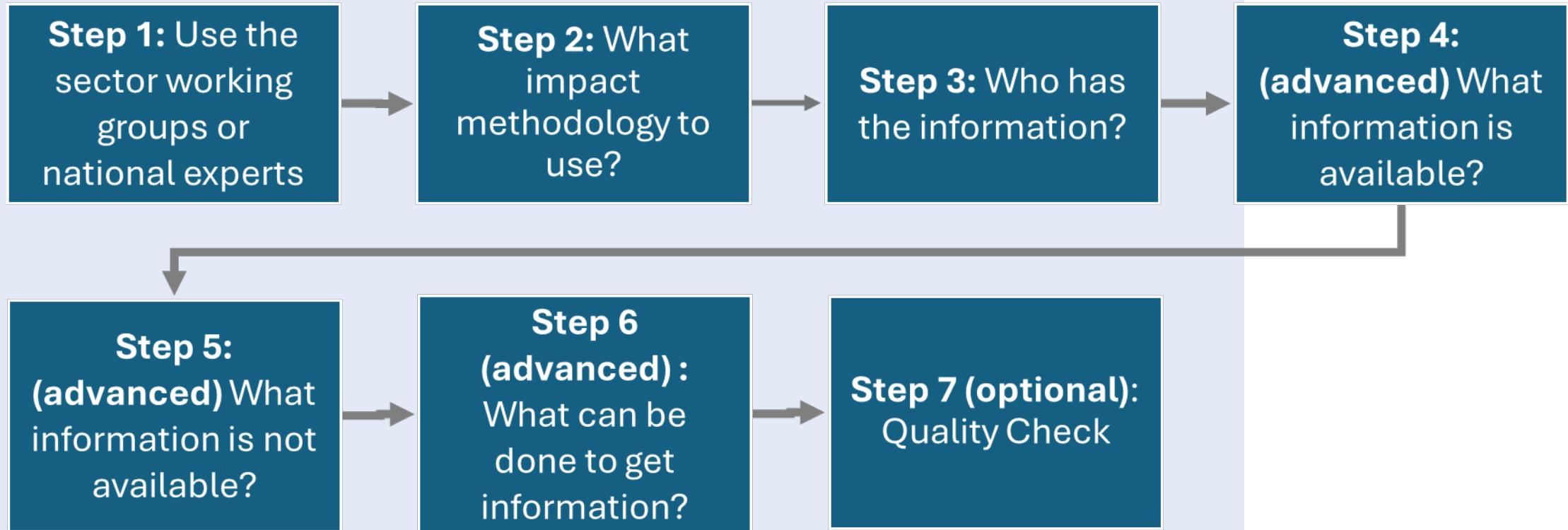
Step 6: Quality Check

Getting Information: As an option for programmatic information that is not available, propose activities that can be taken to develop and/or secure that information, as well as the potential entity that can perform that activity.

Quality Check (validation): It is proposed that one person from the working group (or two) be nominated to perform a quality check of the information inputted into the provided Mapping Matrix tool. This person(s) will hold the combined draft and final mapping versions of the tool.



Mapping Impact Information



Step 1: Use the sector working groups or experts

Sector Groups: Identify the working groups or national experts that will be able to map the programmatic information for each sector.



Step 2: What impact methodology to use?

Step 3: Who has the information?

Methodology: Identify the impact methodology for calculating (quantitative impact) or determining (qualitative impact) the expected and actual results of actions, programmes, and projects. Then identify the different parameters, activity data, and impact factors needed to use the methodology.

Who has it: Identify entities with the impact information (parameters, activity data, and impact factors) for the listed actions, programmes, and projects. If there is unavailable information, then identify the entity most likely to develop or obtain that information.

Information is Available	Entity responsible	Impact methodology	Specific parameters, activity data, and impact factors needed
Yes	Ministry of Mines Energy and Rural Electrification	xxxxxxxx	See the Advanced Impact Information Screening Sheet
Yes	Ministry of Rural Development	xxxxxxxx	See the Advanced Impact Information Screening Sheet
Yes	Ministry of Rural Development	xxxxxxxx	See the Advanced Impact Information Screening Sheet
Yes	Ministry of Rural Development	xxxxxxxx	See the Advanced Impact Information Screening Sheet
Yes	Ministry of Rural Development	xxxxxxxx	See the Advanced Impact Information Screening Sheet

(advanced)

Step 4 & 5: Information available or not?

Step 6: What can be done to get information?

Available or not: Identify what impact information is available (and sources), or unavailable, for the listed actions, programmes, and projects. There are often 3 to 15 parameters, activity data, and impact factors needed for each as defined by the methodology

How to get it: As an option for impact information that is not available, propose activities that can be taken to develop and/or secure that information, as well as the potential entity who can perform that activity.

Describe the information available or needed	If missing what can be done to get the information
Generation capacity is available but not the grid factor	Use power company data to prepare the grid factor
Capacity installed in rural communities is available, but not the power generation	Install generation meters or have area managers estimate generation
Capacity installed in rural communities is available, but not the power generation	Install generation meters or have area managers estimate generation
Capacity installed in rural communities is available, but not the power generation	Install generation meters or have area managers estimate generation
Capacity installed in rural communities is available, but not the power generation	Install generation meters or have area managers estimate generation

(optional)

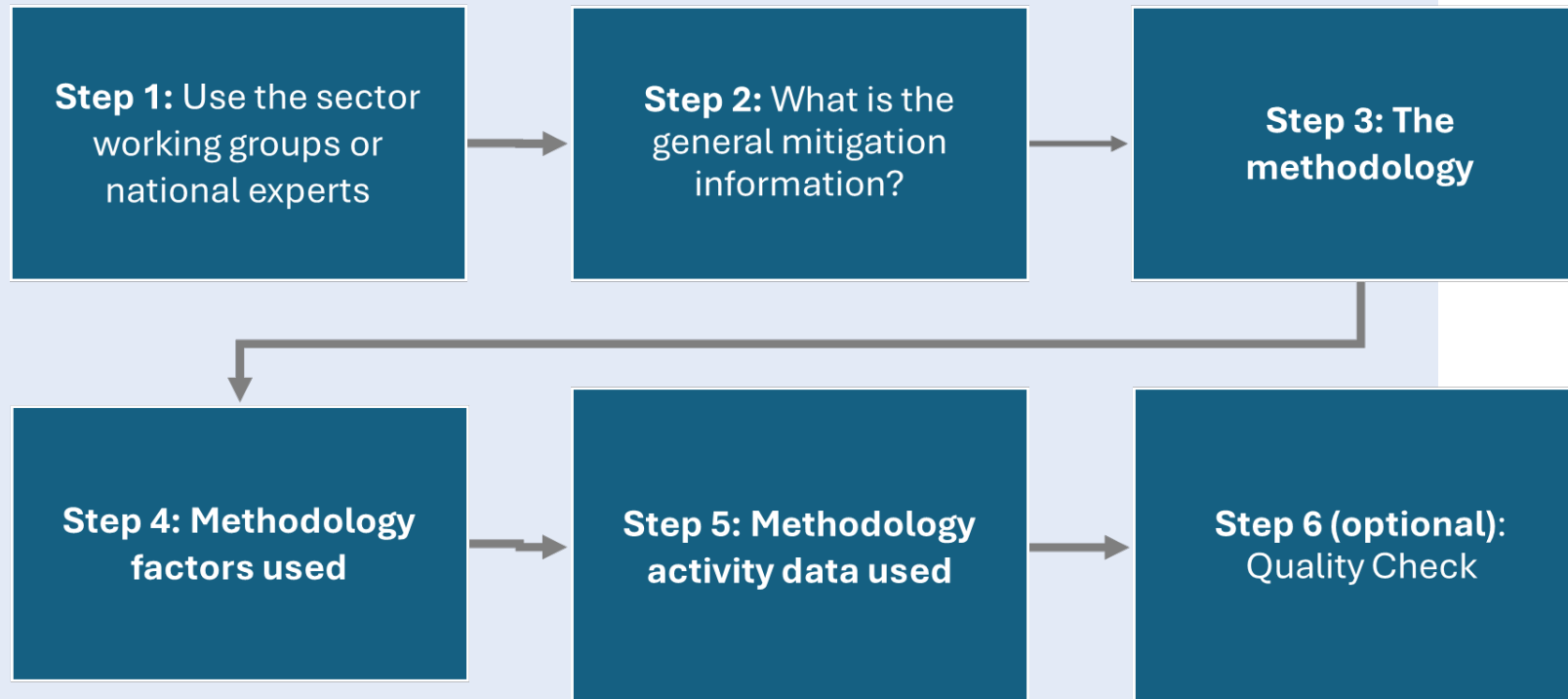
Step 6: Quality Check

Quality Check (validation):

It is proposed that one person from the working group (or two) be nominated to perform a quality check of the information inputted into the provided Mapping Matrix tool. This person(s) will hold the combined draft and final mapping versions.



Advanced Impact Information Screening



Step 1: Use the sector working groups or experts

Sector Groups: Identify the working groups or national experts that will be able to map the programmatic information for each sector.



[illegible]

(optional)

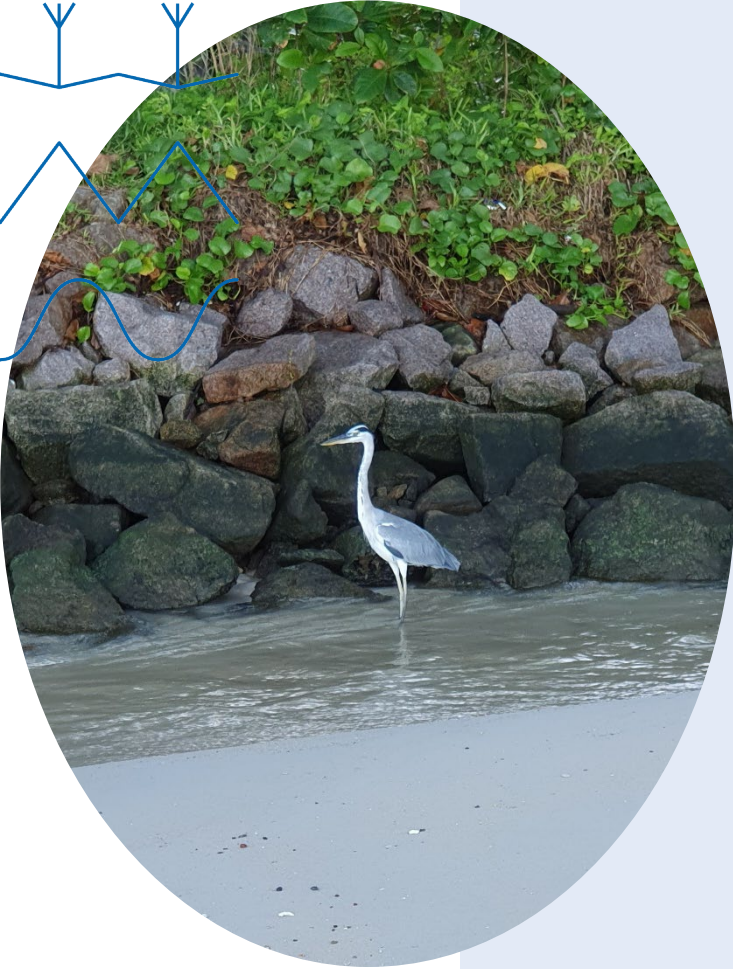
Step 6: Quality Check

Quality Check (validation):

It is proposed that one person from the working group (or two) be nominated to perform a quality check of the information inputted into the provided Advanced Impact Information tool. This person(s) will hold the combined draft and final mapping versions.



5. Insights for Some Sectors



- **Renewable Energy**
- **Transport**
- **Solid Waste**
- **Agriculture**
- **Forestry**

Insights for Renewable Energy

Where to look for information

The most common sources of information for renewable energy impact are the ministries responsible for energy, customs, economy, rural communities, and statistics. Also information can be found at the national electricity authority and companies to generate/supply electricity.

Common basic information needs

- Fuel types and fuel consumption data (national, companies, installations)
- Fuel emissions factors and other conversion factors (for energy, mass and volumes)
- Electricity generation amounts (national, companies, installations)
- Generation capacities (by type of renewable technology)
- Plant load factors / energy potentials (by type of renewable technology and location)
- Grid-emissions factors (national and regional)
- Off-grid-emissions factors (situation specific)

Insights for Transport

Where to look for information

The most common sources of information for transport impact are the ministries responsible for energy, transport, maritime & aviation authorise, customs, traffic & registrations, economy, and statistics.

Common basic information needs

- Fuel types and fuel consumption data (national, suppliers and companies)
- Electricity consumption (national, suppliers and companies)
- Fuel emissions factors and other conversion factors (for energy, mass and volumes)
- Registered numbers of vehicles, vessels, or aircraft by type & model
- Imported numbers of vehicles, vessels, or aircraft by type & model
- Standard emissions factors of vehicles, vessels, or aircraft by type & model
- Age of vehicles, vessels, or aircraft
- Vehicle emissions limits or labels by type & model
- Average annual distances travelled by vehicles, vessels, or aircraft by type & route
- Electricity methodologies may be needed

Insights for Solid Waste

Where to look for information

The most common sources of information for solid waste impact are the ministries responsible for environment and statistics. As well as authorities and companies operating waste management.

Common basic information needs

- Waste generation by person (urban or rural) and/or measured at management facilities
- Waste disposal by type (composting, landfilling, burning/incineration...)
- Landfill conditions
- Waste composition (especially organics)
- Waste water content
- Waste energy content
- Waste carbon content
- Landfill gas amounts recovered, flares or utilised for energy

Insights for Agriculture

Where to look for information

The most common sources of information on agriculture's impacts are the ministries responsible for agriculture, statistics, customs, industry, and rural communities. As well as companies operating in the agriculture space (especially SOEs).

Common basic information needs

- Numbers of livestock by type
- Days livestock is alive
- Various CH₄ emissions factors by livestock type – Tier 1
- Type of manure management
- Energy intake of livestock by type (specific equations)
- Volatile solids of livestock by type (specific equations)
- Average animal mass
- Measured biogas generation and/or combustion
- Emissions factors for N₂O from manage soils
- Amounts of fertilisers applied by type (organic and inorganic/synthetic)
- Crop yields by type
- Various CH₄ emissions factors by per type of crop (rice)
- Land under cultivation by type of drop

Insights for Forestry

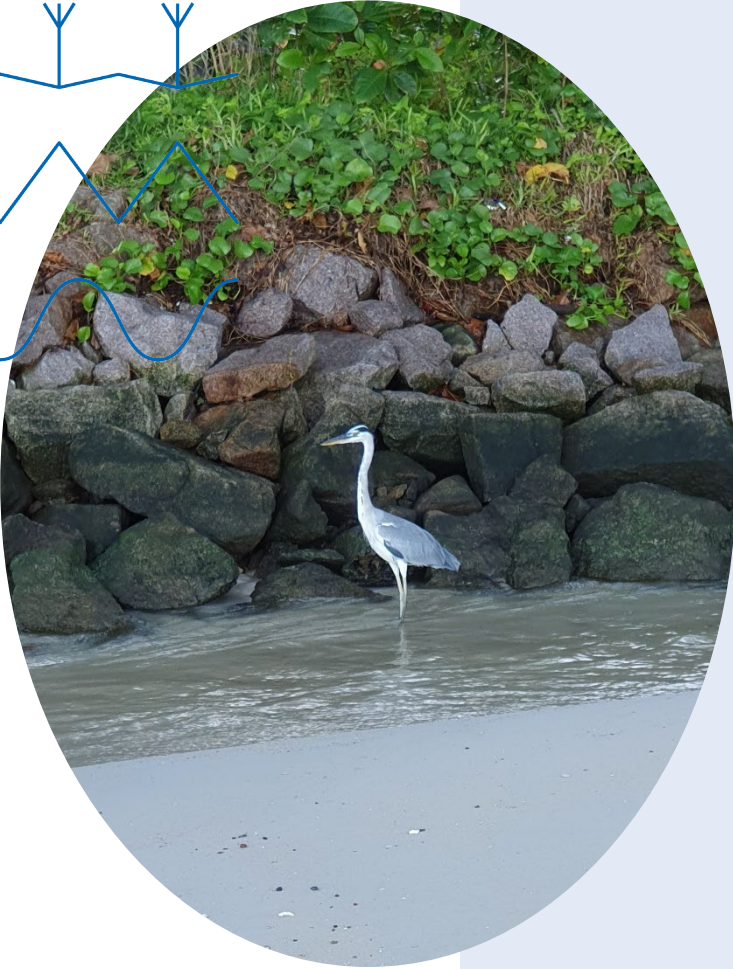
Where to look for information

The most common sources of information on agriculture's impacts are the ministries responsible for forestry, agriculture, statistics, customs, industry, and rural communities. As well as companies operating in the agriculture and forestry space (especially SOEs).

Common basic information needs

- Area with forests/trees
- Growing stock volumes per ha by species of trees and climatic zones
- Carbon fraction of above ground mass of biomass by species of trees and climatic zones
- Ratio of below ground mass of biomass by species of trees and climatic zones
- Removal, harvested, and insect disturbance of stock volumes by species of trees and climatic zones
- Above-ground biomass factors by region and ecological zone in forests and plantations
- Above-ground biomass growth by region and ecological zone in forests and plantations
- Wood density by species

6. Other Useful Resources



National Climate Transparency Platform (NCTP):

[GitHub resources \(software\)](#)

[Software demo website](#)

Enhanced Transparency Framework:

[UNFCCC Transparency Website](#)

[UNFCCC ETF Reporting Tools](#)

[ETF Modalities Procedures and Guidelines 18/CMA1](#)

[ETF Reporting Tables 5/CMA3](#)

Other Useful Resources (cont.)

Methodologies sources:

[2006 IPCC Guidelines for National Greenhouse Gas Inventories](#)

[CDM Methodology Booklet \(simple catalogue of methodologies\)](#)

[CDM Methodologies Website](#)

[CDM Sustainable Development Tool v1.1](#)

[VCS Program Methodologies](#)

[Sustainable Development Verified Impact Standard](#)

Forestry

[UNFCCC REDD+ platform](#)



Other Useful Resources (cont.)

Paris Agreement Crediting Mechanism

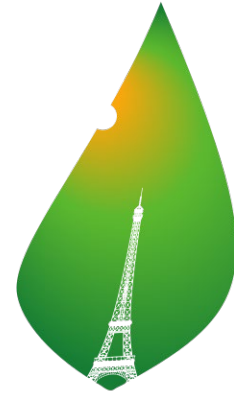
[Information on the Paris Agreement Crediting Mechanism Article 6.4](#)

Paris Agreement Cooperative Approaches

[Information on the Paris Agreement Cooperative Approaches Article 6.2](#)

Paris Agreement Non-market Approaches

[Paris Agreement Non-market Approaches Article 6.8](#)



**Feel free to contact the
UNDP Digital For Planet team
for more information**

**Contact UNDP Digital For Planet at:
digital4planet@undp.org**