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**MULTILATERAL FUND FOR THE**

**IMPLEMENTATION OF THE MONTREAL PROTOCOL**

**This guide explains how to use the Country Programme Module in the Knowledge Management System of the Multilateral Fund, focusing on entering and managing data for country programme submissions efficiently**

**USER GUIDE FOR THE COUNTRY PROGRAMME DATA   
KNOWLEDGE MANAGEMENT SYSTEM**

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# **Introduction**

1. The Country Programme (CP) Data Knowledge Management System (KMS) Module is an essential feature of the Multilateral Fund (MLF) website, designed to facilitate the reporting of controlled substances in the consumption and production sectors. This module is a digital replica of the previous reporting system, enabling Article 5 countries to submit consumption and production data in a streamlined and centralized way. By digitizing the existing process, the CP Data Module enhances efficiency, transparency, and accessibility, supporting data-driven decision-making and environmental management. Figures 1 and 2 show the transition of the existing Excel format to the KMS module.

**Figure 1. Existing CP data Excel format**

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**Figure 2. New CP Data KMS Module**

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# **Accessing the system**

1. To access the CP Data KMS Module, follow these steps:

* Access the MLF Secretariat website at <https://multilateralfund.org/>;
* In the navigation menu, hover over **Projects and** **Data**;
* From the dropdown menu, select **Online CP Reporting**; and
* Enter the provided credentials (either as Inputter or Submitter) to log into the system.

1. This path will lead directly to the CP Data KMS Module (Figures 3 and 4).

**Figure 3. MLF Secretariat new website page**

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**Figure 4. MLF Secretariat login**

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# **Credentials**

1. Each country will receive two separate login credentials to access the CP Data KMS Module: one for an **Inputter** and one for a **Submitter**.

* **Inputter**: The Inputter’s role is to enter and manage the CP data. They can edit or adjust entries as needed and save them as drafts for further review. The Inputter does not have the ability to officially submit the data as final but prepares it for the Submitter’s review.
* **Submitter**: The Submitter has the full authority of the data including data entries, editing, reviewing, and officially submitting the CP data as the final version. They ensure the data’s accuracy and completeness before final submission.

1. Both credentials—the Inputter’s and the Submitter’s—are required to access the CP Data Module and perform their designated functions.

# **Navigating the System Interface**

1. After logging in, users are directed to the **Submission** homepage of the CP Data KMS Module. In this page, users can view all the historical CP data submitted by their country. The data for each reporting year is clearly marked as Draft or Final.

* **Draft** status (with orange dot) indicates that the data is still in draft version and has not been officially submitted (editable by the Inputter or Submitter).
* **Final** status (with blue dot) indicates that the data is officially submitted to the Secretariat (submitted and finalized by the Submitter).

1. This overview allows users to easily track the status of their CP data submissions and manage updates as needed. The View will be similar for both Inputter and Submitter.

**Figure 5. CP data submission homepage view**

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# **Creating a new submission**

1. To start a new yearly report, click on **New Submission** from the homepage (Figure 6). This will open a new page containing various tabs (Report Info, Section A, Section B, Section C, Section D, Section E and Section F) (Figure 7), each representing a different data section to be completed for the submission. Users can add and edit information in each tab to build a comprehensive report.

**Figure 6. Adding new submission**

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**Figure 7. New submission homepage**

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1. The following instructions are arranged by section and guide the user in collecting the information required for accurate and reliable reporting.

REPORT INFO

1. The Report Info tab contains essential information about the submission in progress. In this page, users can review and enter the following details (Figure 8):

* **Reporting Officer’s Name and Email**: These fields capture the contact information of the individual responsible for submitting the report.
* **Account Type:** Indicates whether the current user is logged in as an Inputter or Submitter.
* **Reporting Year:** This field automatically reflects the year for which data is being reported. Note that reporting is typically for the previous year; for example, if the current year is 2025, the reporting year will be 2024.
* **File Attachment:** Users can attach relevant files to the report for additional context or documentation.
* **Sections Reported (optional):** Users can select the specific sections for which data will be reported. However, the system as a default will select all sections to be reported.

1. This tab allows users to set up the foundational information for the report, ensuring accurate identification and documentation for each submission.

**Figure 8. Report Info**

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Section A – Annex A, Annex B, Annex C and Annex E substances

1. This section is used to report data of controlled substances in Annex A (CFCs and halons), Annex B (CFC-13, CTC and TCA), Annex C (HCFCs) and Annex E (methyl bromide) in **metric tonnes**.
2. To add a substance, click on **Add Substance** (Figure 9). Users will be prompted to choose between two options (Figure 10):
   * **Mandatory/Usual Substances**: Standard substances typically required for reporting.
   * **Other Substances**: Additional substances that may need to be reported, as outlined in the ***Substance Reporting Guide*** (available as an attachment).

**Figure 9. Add substance**

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**Figure 10. Choose option of substances**

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1. Once a substance is selected, the system will automatically populate the Section A sheet. Users can then proceed to enter the specific data for each substance directly in the sheet, covering the various sectors being reported (Figure 11).

**Figure 11. Adding values to a substance**

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1. This structure allows for efficient data entry, ensuring that users capture accurate values for each substance as required.
2. In addition, while entering data, a background **validation check** is continuously running to ensure data accuracy. If an error is detected, the system will flag the error with a yellow information icon, explaining the nature of the error. This feature allows users to quickly identify and correct possible mistakes, ensuring data integrity throughout the reporting process (Figure 12).

**Figure 12. Validation check – Warnings and Errors**

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Section B – Annex F

1. This section is used to report data on Annex F (HFCs) controlled substances including blends and HFCs contained in imported pre-blended polyols in **metric tonnes**.
2. To add a substance, click on **Add Substance/blend**. Users will be prompted to choose between two categories (Figure 13):

**1) Existing Substance/Blend**: This category contains all existing substances and blends. However, they are separated into two options (Figure 13).

* + **Mandatory/usual substances and blends**: Standard substances typically required for reporting.
  + **Other blends (Mixture of controlled substances)**: Additional substances that may need to be reported.

**Figure 13. Add existing substance/blend**

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**2) New Blend:** This category is for completely new blends, requiring users to enter each composition of the blends separately.

1. To create a new blend, users have to enter the percentage of each composition, noting that the total percentage of all the compositions in a blend must add up to 100%. To avoid duplication, the users can use the **Show Similar Blends** function to see if the new blend already exists in the system (Figure 14).
   * If a matching blend is found, select it to avoid duplication.
   * If no similar blend exists, click **Submit** to input the newly created blend.
2. This functionality streamlines reporting, allowing users to quickly reuse existing blends or add new, accurately composed blends as needed.

**Figure 14. Adding new blends**

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Section C – Prices of HCFCs, HFCs and alternatives

1. This section is used to report the prices of HCFCs, HFCs and alternatives for the reporting year in **US $/kg**.
2. To add a price, users must add a substance or blend name by clicking on **Add substance/blend.** Users will be prompted to choose between two categories (Figure 15).
   * **Existing substance/blend**: This category contains all existing substances, blends and alternatives.
   * **New substance**: This is where users can add new substances that do not exist in the system.

**Figure 15. Adding substance/blend**

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1. For substances, blends and alternatives that already exist in the system: after selecting the name, the system will automatically display the **Previous year’s price** for information purpose only and this field can not be modified. Users are required to enter the **Current year’s price** and indicate if the price entered is the **FOB** (Freight on Board) price or the **Retail** Price (Figure 16).

**Figure 16. Adding prices**

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1. Before creating a new substance, users are requested to check if the new substance does not already exist in the database by searching the existing substances, blends or alternatives lists. If the new substance does not exist, users can add the new substance to the report and provide the prices (Figure 17).

**Figure 17. Adding price for a new substance**

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Section D – Annex F, Group II – Data on HFC-23 generation

1. This section should be provided if the country generated HFC-23 from any facility that produced (manufactured) Annex C, Group I or Annex F substances.

**Figure 18. Section D on HFC-23 generation**

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Section E – Annex F, Group II (HFC-23 emissions)

1. This section should be provided only for countries that had generated HFC-23 from any facility that produced (manufactured) Annex C, Group I or Annex F substances. The information required in the columns that are shaded in grey is provided on a voluntary basis.
2. To add a facility, users have to click on the **+Add Facility** button (Figure 19). The system will automatically add a new row for users to enter the **Facility Name** (Figure 20). After providing the required information, the total amount for each of the three columns under “**Amount generated and captured**” should be reported under Section D.

**Figure 19. Adding New Facility**

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**Figure 20. Adding Facility Name**

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1. This setup ensures that users can easily add new facilities and provide detailed emissions data, including optional information for more comprehensive reporting.

Section F – Comments by the bilateral/implementing agency

1. Section F provides space for any comments or remarks from bilateral or implementing agencies. This section allows agencies to add additional context, insights, or clarifications related to the data submitted in the report.

**Figure 21.**  **Comments by the bilateral/implementing agency**

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# **Saving the data**

1. Once users have finished entering the data, click on **Save Draft**. This action saves the current version of the country’s data as a draft for further review and edits. After saving, the version of the CP data will appear on the left-hand side, just above the tab menu, with the newly saved draft displayed in a yellow banner for easy identification (Figure 22). Users can always edit or update the data after saving as draft.

**Figure 22. Save Draft**

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# **Submitting the final version**

1. At this stage, the Inputter’s work is complete, but they cannot officially submit the CP data as the final version. The **Submit Final Version** button will remain greyed out, indicating that only the Submitter has the permissions required to finalize and submit the report.

**Figure 23. Submitting Final Version by the Inputter**

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1. To submit the final version of the CP data, users must be logged in as the **Submitter** and click on **Submit Final Version** (Figure 24). The CP data will officially be submitted to the Secretariat. This action finalizes the report, marking it as the **Final Submission** for that reporting year.

**Figure 24. Submitting Final Version by the Submitter**

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# **Revising data after submission**

1. In the case where there is a need for revising the data after it has been officially submitted to the Secretariat, the **Edit Report** button allows users to make changes to a particular report. After clicking **Edit Report**, users can modify the report details as needed (Figure 25).

* If logged in as an **Inputter**, users will have the option to **Update Draft** to save the changes as a new draft version.
* If logged in as a **Submitter**, users can either **Update Draft** or choose **Submit Final Version** to finalize and officially submit the report.

**Figure 25. Edit Report**

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# **See differences**

1. The **See Differences** button allows users to compare different submitted versions of the CP data. When clicked, this feature highlights any differences between the selected officially submitted versions, showing which data has changed in each version. This function is useful for tracking changes between different final versions (Figure 26).

**Figure 26. See Differences**

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# **Conclusion**

1. The CP Data KMS Module is a powerful, user-friendly tool designed to streamline the reporting of controlled substances by providing a structured, digital process for data entry, review, and submission. With designated roles for Inputters and Submitters, countries can efficiently manage draft versions, track changes, and ensure data accuracy before final submission. Features like real-time validation, version comparisons, and customizable reporting options enable users to produce comprehensive and reliable reports.
2. By following this guide, users can confidently navigate each section of the CP Data KMS Module, ensuring their data contributions meet the requirements for transparency and regulatory compliance. As a centralized system, the CP Data KMS Module enhances data integrity, supporting informed decisions in ozone layer protection.