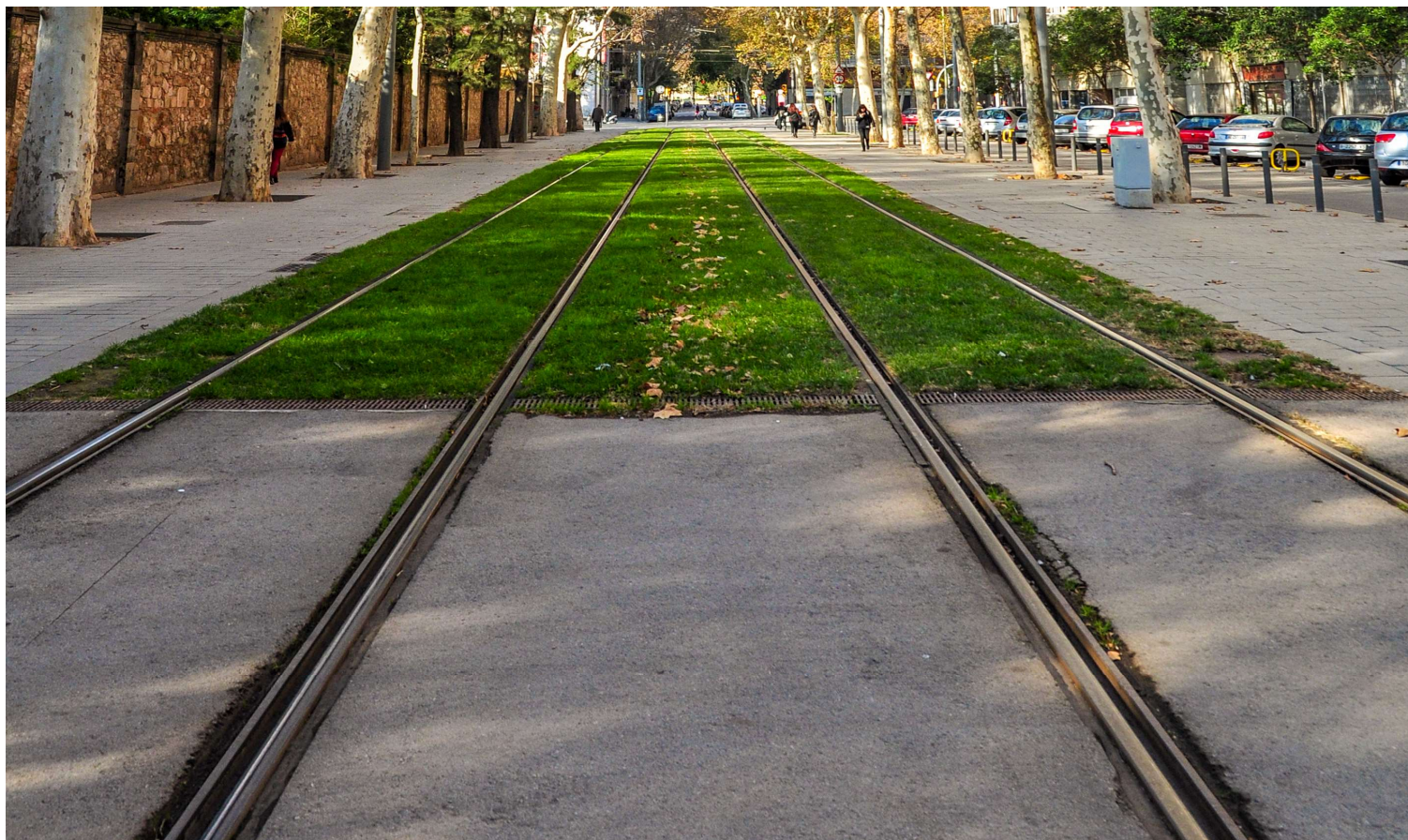


Reportnet 3 guidelines: Test BTR export tool

Aligning Governance Regulation and Biennial Transparency Reporting (BTR) reporting

For the dataflow: Policies and measures



Cover design: EEA
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Layout: EEA

For information

If you have issues with undertaking the steps in this document, please don't hesitate to reach out to our mailbox at govreg@eea.europa.eu.



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Context

In 2024, signatory parties to the United Nations Framework Convention on Climate Change (UNFCCC) are required to prepare their first Biennial Transparency Reports (BTR). This information should support the monitoring of the implementation of the Paris Agreement. Reporting is done via a digital tool created by the UNFCCC secretariat (hereafter the BTR tool).

To facilitate Member States with reporting on the BTR tool - and the objectives of the Governance Regulation 2018/1999 Article 1 (c) - the EEA has prepared an export functionality from its reporting tool: Reportnet 3. The objectives of this export are to support Member States with administrative burden and to align the data reported at the EU level and international level.

The **functionality is currently in a test stage** owing to the delays and updates to the UNFCCC BTR tool. Therefore, **the EEA invites Member States for testing of this functionality** and encourages them to be prepared for reporting without use of this functionality if issues occur during testing.



If you have issues using the export tool or notice errors please do not hesitate to reach out to govreg@eea.europa.eu

This guide provides step-by-step instructions to export Policy and Measures (PaMs) data from Reportnet 3 for import into the UNFCCC reporting tool. There are 3 steps:

- **Step 1** – Export from Reportnet 3,
- **Step 2** – Open the xlsx file and export to .json,
- **Step 3** – Upload json in UNFCCC.

Step 1 - In Reportnet 3, export to excel

- In Reportnet 3, go to the Dataflow: <https://reportnet.europa.eu/dataflow/1060>,
- Then the enter the PaMs data section “Annex (PaMs attributes and progress)”.

Role: CUSTODIAN

Creation date: 2024-01-18
Delivery date: Pending

GovReg: Integrated National Policies and Measures [2024]
According to Governance Regulation 2018/1999 Articles 17(2)(a), (c) and (e); 18(1)(a); 20(b); & 21(b) and (c) and Implementing Regulations 2020/1208 A
nnex XXIV & 2022/2299, Annexes IX - XIV

Legal instrument: Regulation on the Governance of the Energy Union and Climate Action
Obligation: Integrated national policies and measures - GovReg


Dataflow status: CLOSED



The export tool takes data from the latest submission from a country. If no data was reported in 2024, the export will take data from final 2023 reporting. The export functionality only works from the 2024 dataflow.

- Click on “Export dataset data” then “Test - UNFCCC BTR Bulk Export_PaMs (.xlsx)”,
- **Wait a few minutes** and a pop up will show up in the top right to allow you to download the .xlsx file.

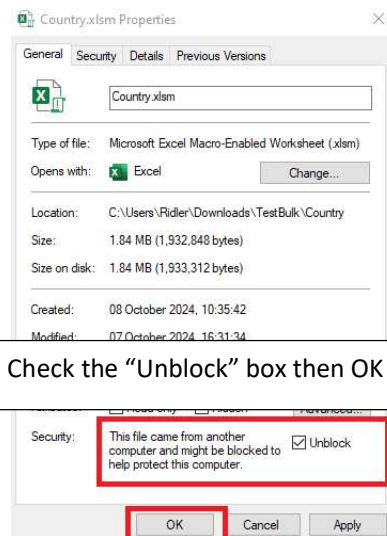
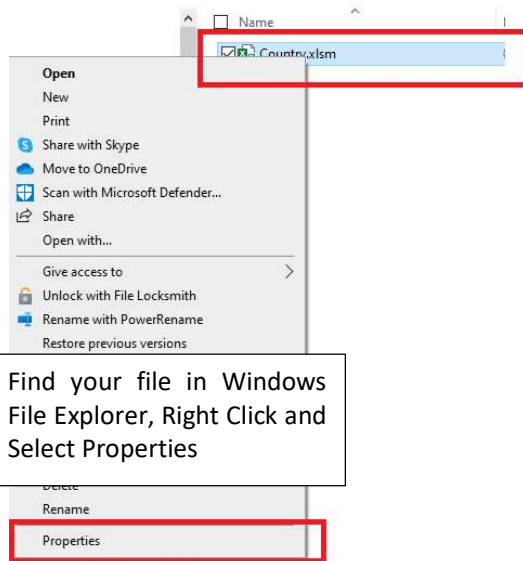
- Alternatively, there is the download option in the “Notification” section in Reportnet 3.

 **Please note:** only singles PaMs will be exported from Reportnet 3. This is owing to the methodological difference with BTR reporting, where group PaMs are not part of the reporting framework.

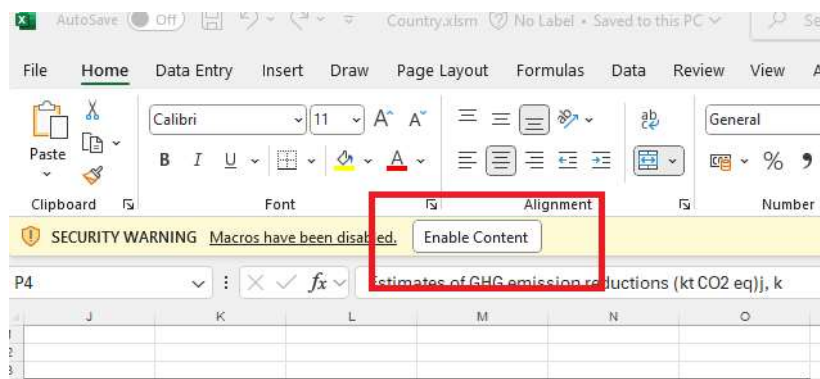
Step 2 - Open the xlsx file and export to .json

- XLSM files contain code and might require this extra step to open. It depends on your windows security settings,
- Also, this excel file might need to be placed in a windows “Trusted Location” with macros enabled. For more guidance on this click here:

<https://support.microsoft.com/en-us/office/enable-or-disable-macros-in-microsoft-365-files-12b036fd-d140-4e74-b45e-16fed1a7e5c6>.



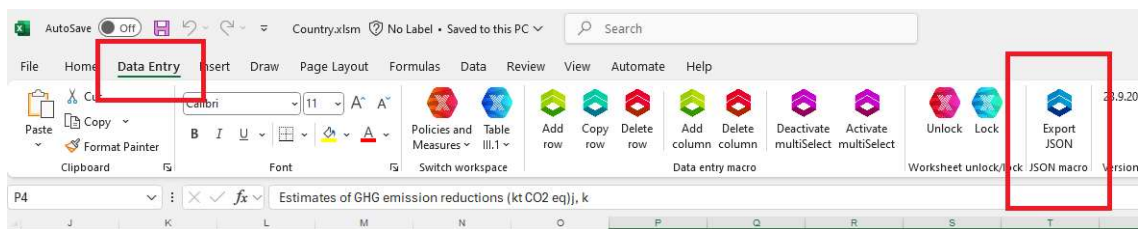
- Open the Excel File and “Enable Content” if asked.



Please note: some data has been artificially added to the excel to allow import to the UNFCCC tool. This is an error of the UNFCCC JSON import. Please do not delete these values prior to importing into the BTR tool, or import will fail. You can delete them after the import has been successful. The values include: first row “Influences emissions from international transport: No” and all blank (NULL) values in “2025 expected” emission reductions have been converted to “0”s.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
Additional information																
Title	Party Internal Code (Identifier)	Description	Cost information	Information on non-GHG benefits	Interaction with other mitigation actions	Influences emissions from international transport	Information on how this measure modifies longer-term trends in GHG emissions	Objectives	Type of Instrument	Status	Sectors affected	Gases affected	Start year	Implementing entity	2025 Expected	2030 Expected
Renewable energy		1 Offshore parks in the North Sea				No	Contribution to the EU climate target	Economic Regulation	Implemented	Energy	CO2		2020	Service Economy	3266.63	
Promoting renewable energy		2 The aim of this project is to increase the share of renewable energy in the electricity supply					Global target: 100% renewable energy	Regulatory	Implemented	Transport	CO2		2004	Service Economy	2703.976877	
Adapting the transport system		3 Efficient use of energy and resources in the transport system					Global target: 100% renewable energy	Regulatory	Implemented	Energy	CO2, SF6		2021	Service Economy	0	
Available area for development of land		4 Efficient use of land and resources in the transport system					Global target: 100% renewable energy	Regulatory	Planned	Energy	CO2		2023	Service Economy	0	
Use of industrial and agricultural land		5 Efficient use of land and resources in the transport system					Global target: 100% renewable energy	Planning, Regulatory	Implemented	Energy	CO2		2023	Service Economy	0	
Construction and renovation of buildings		6 Efficient use of land and resources in the transport system					Global target: 100% renewable energy	Fiscal	Implemented	Energy	CO2		2020	Service Economy	0	
Professional new buildings		7 Efficient use of land and resources in the transport system					Global target: 100% renewable energy	Fiscal	Planned	Energy	CO2		2025	Service Economy	0	
Transportation infrastructure		8 Efficient use of land and resources in the transport system					Global target: 100% renewable energy	Fiscal	Implemented	Energy	CO2		2020	Service Economy	0	
Infrastructure financing		9 Efficient use of land and resources in the transport system					Global target: 100% renewable energy	Economic	Implemented	Energy	CO2		2006	Service Economy	72.81	
Infrastructure financing		10 Efficient use of land and resources in the transport system					Global target: 100% renewable energy	Planning	Implemented	Energy	CO2		2020	Service Economy	0	
Infrastructure financing		11 Efficient use of land and resources in the transport system					Global target: 100% renewable energy	Planning	Implemented	Energy	CO2		2020	Service Economy	0	

- In Excel, there will be a new “Data Entry” Tab special for the UNFCCC.



- Export to JSON. It might prompt you to fix a few things in the excel sheet. Follow the instructions. The Export will generate a .json and a .txt file. The text file (see below) provides a list of unique entries useful for checking consistency.

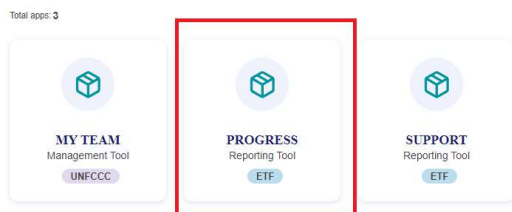
```
waste management

Gases affected
CO2
N2O
CH4

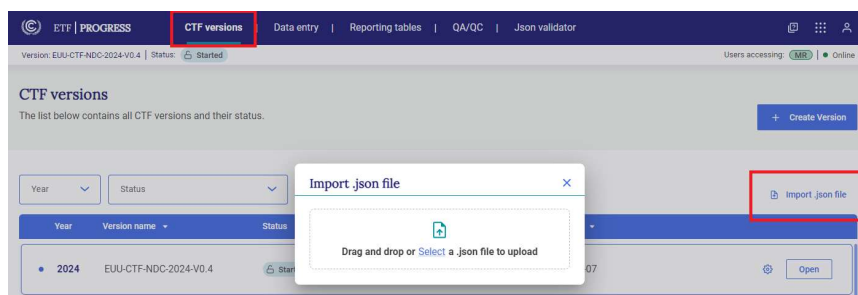
Implementing entity
Companies operating in interurban bus transport
Regional Agencies of Agricultural Extension
Ministry of Agriculture and Rural Development
Ministry of Agriculture and Rural Development.
Ministry of Agriculture & Rural Development
Ministry of Tourism and Environment
Ministry of Infrastructure and Energy Ministry of Finance and Economy
```

Step 3 - Upload json in UNFCCC

- Go to the UNFCCC Reporting Tool <https://myapps.unfccc.int/myapps>,
- For instructions to setup the UNFCCC the Progress application, check the help material <https://unfccc.int/etf-reporting-tools-help>,
- Once the UNFCCC app has been setup, then select “Progress”.



- In the “CTF version” select “import .json file” and select your Json file and the version of the ETF you are looking to import to. It might warn that the “Data set does not match the version although you can go ahead and import the data.” Click on Continue.



Please note: In UNFCCC’s reporting tool, the Import does not replace currently existing PaMs. If a PaM already exists with the same Name, then a new one will be added with number suffix. E.g. “PaM Name”, “PaM Name (2)”, “PaM Name (3)”.