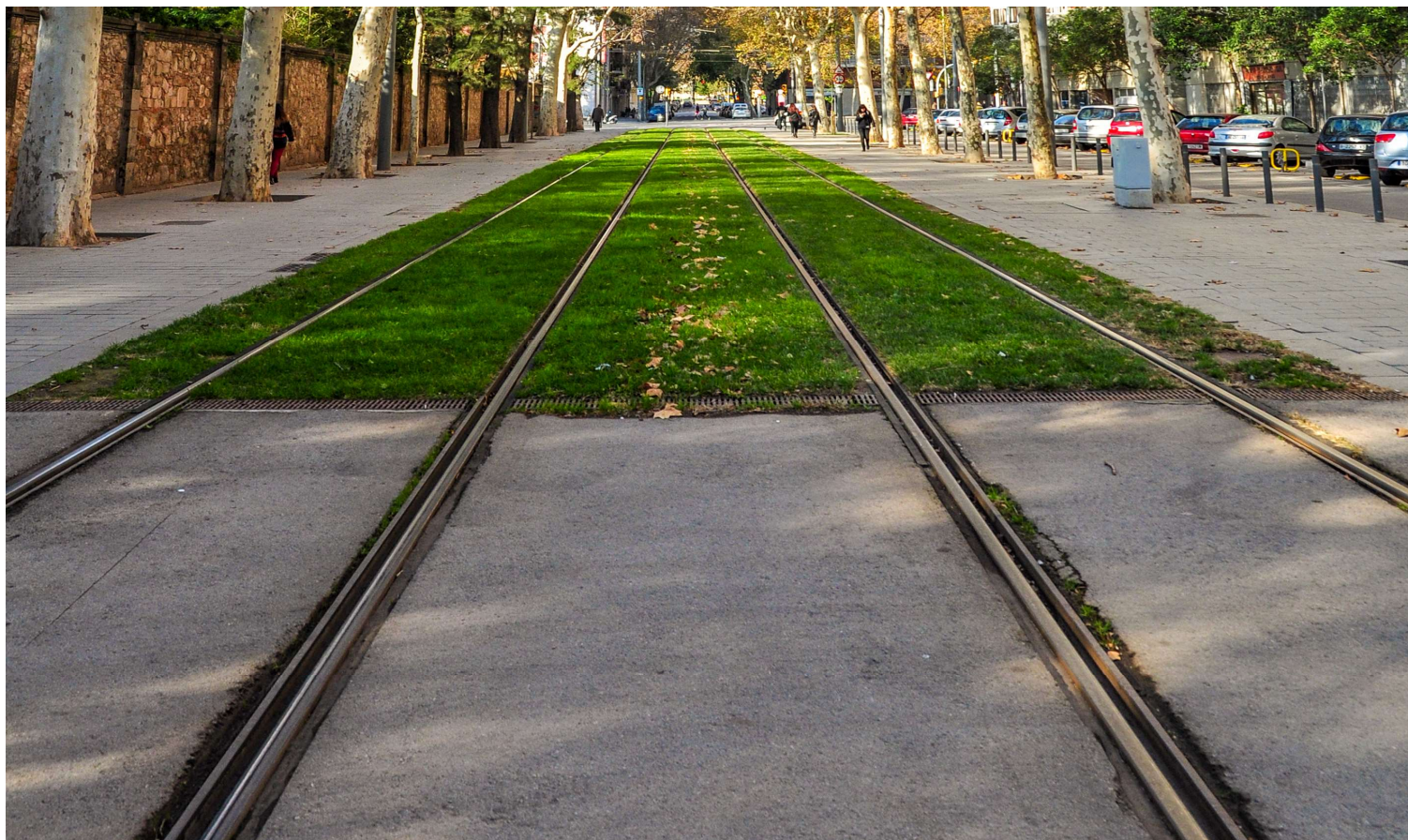


# Reportnet 3 guidelines: Test BTR export tool

Aligning Governance Regulation and Biennial Transparency Reporting (BTR) reporting

*For the dataflow: Projections*



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](mailto: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 is preparing 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 draft stage** owing to the delayed provision of the excel bulk import functionality in the 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](mailto:govreg@eea.europa.eu)

This guide provides step-by-step instructions to Export GHG Projections data from Reportnet 3 for import into the UNFCCC reporting tool. There are 3 steps:

- Step 1 Create an empty Excel template in UNFCCC,
- Step 2 – Export data from Reportnet 3,
- Step 3 Upload Excel file in UNFCCC.

### Step 1 Create an empty Excel template 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>,
- When setting up the UNFCCC CTF, in Section 5, ensure to select the interim year(s) for which projections are reported to include:
  - 2025, 2030, 2035, 2040, 2045, and 2050.



**Please note:** the EEA export only provides data for the years specified above. Please ensure that you have aligned the UNFCCC reporting tool to accept the same values.

## 5 Projections

\* Response required to continue

Specify additional projection scenarios to be reported

Table 8 (with additional measures)



Table 9 (without measures)



Please specify the end year for projections\*

Year  
2050

Please specify the interim year(s) for which projections are reported\*

Years  
2025, 2030, ...

- ☒ 2025
- ☒ 2030
- ☒ 2035
- ☒ 2040
- ☒ 2045

< Back Next > Go

### Step 2 – Export data from Reportnet 3

- In Reportnet 3, return to your dataflow <https://reportnet.europa.eu/dataflow/1057> in “Table 1a1b5a5b”.

Role: CUSTODIAN

**GovReg: National projections of anthropogenic greenhouse gas emissions [2024]**

Pursuant to Governance Regulation Art.18 (1)(b) / Implementing Regulation Art.38

Legal Instrument: Regulation on the Governance of the Energy Union and Climate Action

Obligation: National projections of anthropogenic greenhouse gas emissions - GovReg

Creation date: 2024-01-17

Delivery date: 2024-03-15

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.

- Select “Export dataset data” then “Test – UNFCCC BTR export\_projections (.xlsx)”.

Import dataset data

Export dataset data

Delete dataset data

CSV (.csv)

XLSX (.xlsx)

XLSX (.xlsx with validations)

ZIP (.xlsx + attachments)

ZIP (.csv for each table)

**Custom exports**

Test – UNFCCC BTR export\_projections (.xlsx)

Table\_5a

Table\_5b

table data

Delete table data

Show/Hide

| Category  | Scenario | RY |
|---|----------|----|
| 2.D. Non-energy products from fuels and solvent use | WAM      | 0  |
| 2.D. Non-energy products from fuels and solvent use | WAM      | 0  |





**Please note:** the export will only include Projections values for 2025, 2030, 2035, 2040, 2045, 2050. The “Historical Year” must be manually filled in by the reporter to allow choice of the relevant inventory data.

- **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.

| Message   | Level   | Date                | Action                        |
|---|---------|---------------------|-------------------------------|
| Error loading webform                                 | ERROR   | 2024-10-08 10:26:51 |                               |
| Datasets assigned to new representatives              | SUCCESS | 2024-10-08 09:32:00 |                               |
| External reporting export file generated successfully | SUCCESS | 2024-10-08 09:31:50 | <a href="#">Download file</a> |
| External design export init                           | INFO    | 2024-10-08 09:28:20 |                               |

### Step 3 Upload Excel file in UNFCCC

- Open the downloaded excel file and click “enable content”.
- Copy and paste values from Excel export file into the UNFCCC tool. This must be done one time for sectors and one time for gases (see example for sectors below).

| ID |                        | 2022 | 2025     | 2030     | 2035     | 2040     | 2045     | 2050     |
|----|------------------------|------|----------|----------|----------|----------|----------|----------|
| 01 |                        |      | 2025     | 2030     | 2035     | 2040     | 2045     | 2050     |
| 02 | Energy excl. transport |      | 27601.47 | 25642.08 | 24694.48 | 24212.72 | 23738.82 | 23596.56 |
| 03 | Transport              |      | 19856.50 | 17542.94 | 13466.25 | 10446.64 | 8598.68  | 7787.35  |
| 04 | IPPU                   |      | 15814.13 | 15133.29 | 15015.26 | 14987.87 | 14992.16 | 14715.77 |
| 05 | Agriculture            |      | 7015.92  | 6552.12  | 6583.61  | 6610.81  | 6473.63  | 6334.33  |
| 06 | LULUCF                 |      | -6016.00 | -5727.20 | -6254.74 | -4297.37 | -3757.24 | -2552.32 |
| 07 | Waste                  |      | 1049.27  | 902.47   | 814.70   | 757.52   | 720.76   | 696.53   |
| 08 | Other                  |      |          |          |          |          |          |          |

|                                 | Historical Year | Projections |           |           |           |           |           |
|---------------------------------|-----------------|-------------|-----------|-----------|-----------|-----------|-----------|
|                                 | 2022            | 2025        | 2030      | 2035      | 2040      | 2045      | 2050      |
| ▼ Sectors <sup>d</sup>          |                 |             |           |           |           |           |           |
| Energy excl. tr... <sup>?</sup> | Ctrl+P          | 27,601.47   | 25,642.08 | 24,694.48 | 24,212.72 | 23,738.82 | 23,596.56 |
| Transport                       |                 | 19,856.50   | 17,542.94 | 13,466.25 | 10,446.64 | 8,598.68  | 7,787.35  |
| IPPU <sup>?</sup>               |                 | 15,814.13   | 15,133.29 | 15,015.26 | 14,987.87 | 14,992.16 | 14,715.77 |
| Agriculture                     |                 | 7,015.92    | 6,552.12  | 6,583.61  | 6,610.81  | 6,473.63  | 6,334.33  |
| LULUCF                          |                 | -6,016.00   | -5,727.20 | -6,254.74 | -4,297.37 | -3,757.24 | -2,552.32 |
| Waste                           |                 | 1,049.27    | 902.47    | 814.70    | 757.52    | 720.76    | 696.53    |