



**UNFCCC Non-State Actor Zone for Climate Action  
Technical Guiding Document on Cooperative Climate Initiative tracking (July 2025)**

## Contents

I.	Scope of the Document .....	2
II.	Procedural Overview of the Tracking Framework.....	3
A.	Definition and eligibility of CCIs in NAZCA (as published in May 2025).....	3
B.	Voluntary participation .....	3
C.	Registration and reporting.....	3
D.	Expression of interest.....	4
III.	Structure of the Tracking Framework .....	5
A.	Profile information .....	5
a)	General information .....	5
b)	Climate-related goal.....	6
c)	Monitoring arrangements .....	6
d)	Setting target(s).....	7
e)	Organizational structure.....	7
f)	Organizational information of participants .....	8
g)	Related CCIs .....	8
h)	Functions and focus areas .....	9
B.	Participant information (Listing and updating participants) .....	10
C.	Progress information (Annual progress tracking process) .....	11
a)	Timeframe of information.....	12
b)	Actions, outcomes and impacts.....	12
c)	Progress of target(s) .....	13
d)	Challenges and opportunities .....	13
IV.	Tools for Reporting.....	14
A.	Reporting through an online survey platform (current approach).....	14
B.	Ongoing update of the reporting tools .....	14
V.	Updates to the Document.....	15

## I. Scope of the Document

1. The Non-State Actor Zone for Climate Action (NAZCA) portal (also known as the Global Climate Action Portal) is a public platform tracking voluntary climate actions.<sup>1</sup> One of the portal's modules tracks the work of voluntary Cooperative Climate Initiatives (CCIs) — voluntary efforts undertaken jointly by multiple stakeholders (including non-State and/or governmental actors) working towards achieving a clearly defined climate-related goal shared by the stakeholders within the CCI.
2. Information about CCIs displayed on the portal is collected through voluntary registration and voluntary submissions by CCIs under a common reporting framework and displayed on an 'as reported' basis, which enables the portal to serve as both a public information source for voluntary cooperative initiatives and a transparency platform.
3. This technical document provides information on the current (July 2025) structure of the tracking framework, including detailed explanations of the information CCIs are expected to provide, as well as the registration process for CCIs on the portal. It aims to clarify the approaches of CCI tracking to registered and potential CCIs, as well as stakeholders interested in the work, to enhance CCI registration, reporting, and data utility.
4. It should be noted that all definitions and annotations explained in this document are applied solely to NAZCA's CCI tracking, in a non-prescriptive, non-punitive, facilitative, and informative manner.

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<sup>1</sup> See <https://climateaction.unfccc.int/>.

## II. Procedural Overview of the Tracking Framework

- A. Definition and eligibility of CCIs in NAZCA (as published in May 2025)<sup>2</sup>
5. As mentioned above, CCIs are voluntary efforts undertaken jointly by multiple stakeholders (including non-State and/or governmental actors) working towards achieving a clearly defined climate-related goal shared by the stakeholders within the CCI.
  6. The work of an individual entity involving only other entities within its supply chain is not, in general, recognized as a CCI.
  7. A service provided by an entity is, in general, not considered a CCI. However, in exceptional circumstances, it may qualify as one (e.g., the service is explicitly defined, as well as designed, to enhance climate ambition and action of recipient entities and includes mechanisms to ensure their compliance with robust climate commitments).
  8. In order to ensure consistency and alignment with the scope and ambition of the Paris Agreement, a CCI registered on NAZCA must:
    - i. Have a clearly stated climate-related goal aligned with the Paris Agreement, jointly endorsed and upheld by the entities constituting the CCI.
    - ii. Demonstrate its capacity to monitor and publicly report its progress toward the stated climate-related goal.
    - iii. Have an operational structure (e.g., secretariat, focal point, etc.) that ensures public communication and reporting.
- B. Voluntary participation
9. CCI's registration to the NAZCA platform is conducted through voluntary submission from the CCIs, and does not generate any formal relationships with the UNFCCC secretariat and the NAZCA team.
  10. The CCI information presented on the NAZCA platform is based on 'as-reported' contributions provided by the CCIs through their submissions and does not necessarily reflect the views or bear the endorsement of the UNFCCC secretariat.
  11. At the same time, CCIs must, to the best of their understanding, ensure the accuracy of their information and compliance with the UNFCCC Code of Conduct and the principles of the United Nations.
- C. Registration and reporting
12. The registration process consists of the following key steps:
    - i. Interested CCIs are invited to submit an expression of interest to the NAZCA team.<sup>3</sup>
    - ii. Following submission, the NAZCA team will conduct an initial screening to assess general eligibility.
    - iii. Once this step is completed, the CCI is invited to an introductory call with the NAZCA team. This call serves to build mutual understanding, address any outstanding questions, and outline the next steps. Here, the NAZCA team may also identify potential CCIs that may be eligible for NAZCA and invite such CCIs to the introductory call, bypassing the need for an expression of interest.
    - iv. Following the call, the NAZCA team will invite the CCI that is deemed eligible to submit a registration form, through which the CCI provides detailed profile information and a list of participating entities.
    - v. After receipt of the registration information, the NAZCA team will conduct a due diligence review of the submitted information to ensure completeness and alignment with the eligibility criteria and the principles and values of the UN.

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<sup>2</sup> See [https://unfccc.int/sites/default/files/resource/Definition\\_Eligibility\\_and\\_registration-process-of-CCI.pdf](https://unfccc.int/sites/default/files/resource/Definition_Eligibility_and_registration-process-of-CCI.pdf)

<sup>3</sup> Also see section II D.

- vi. Once this process is successfully concluded, the CCI will be officially registered, and its profile page published on NAZCA.
  - vii. After registration, the CCI will be encouraged to, participate in the annual progress reporting procedure, which currently takes place every September.
- D. Expression of interest
- 13. Those interested in registering their CCI to NAZCA are invited to send an expression of interest to the NAZCA team (NAZCA@unfccc.int), including the following information:
    - i. Name of the CCI and dedicated website/webpage
    - ii. Climate-related goal of the CCI aligned with the Paris Agreement
    - iii. Brief description of how the CCI aligns with the definition and eligibility requirements
    - iv. Brief description of how the CCI monitors its progress, including its capacity to do so
    - v. Relevant contact point(s)
  - 14. The team will conduct an initial screening of the information received to assess alignment with the scope of CCI tracking, including the definition and eligibility criteria, and may contact the person who expressed interest for further details if the submission aligns with the eligibility for registration.

### III. Structure of the Tracking Framework

15. The information on CCIs is collected from three tracking components: profile, participant, and progress. Overall, it is structured for CCIs to self-identify their overarching goal, and continuously report progress towards their goal, as well as to map their work along the climate action areas.
  - i. Profile information: information on CCI's goal, targets, organizational structure, and focus areas, etc.
  - ii. Participant information: information on CCI's participant entities, inter alia, members and signatories.
  - iii. Progress information: information on annual progress made towards achieving its goal set through the profile information. This includes actions undertaken throughout the annual period, their outcomes and impacts, the progress of their targets, as well as the challenges and opportunities faced by the CCI.
16. The profile and participant information (if any) are required for CCI to register on the NAZCA platform, and CCIs will be invited to update regularly after registration.<sup>4</sup>
17. Registered CCIs will be invited to update their progress information annually through the progress tracking process operated by the NAZCA team. The progress tracking process takes place every September.
18. The following subsections will provide a details explanation of each component, which corresponds to the questions under each component. Here, a 'request' refers to a mandatory question, and an 'invite' refers to a non-mandatory questionnaire in the survey. Also, 'explain' refers to text-based information, and 'select' refers to multiple-choice or single-choice information.
19. In general, information submitted through the three tracking components is expected to be made public on the NAZCA portal.
  - A. Profile information
20. Profile information consists of the components that together enable the identification of 'what' the CCI is.
  - a) General information
21. CCIs will first be requested to provide their official name and be invited to provide the external website of their CCI, which will be linked to their page on NAZCA.
22. CCIs are requested to provide the name, email address and the organization or affiliation of the focal point, who is expected to be responsible for coordinating and communicating with the NAZCA secretariat regarding CCI tracking. This email address may be same or different from the address for public inquiries.
23. CCIs are invited to provide relevant social media links.
24. CCIs are invited to provide an image file of their logo.
25. CCIs are invited to provide the year when it was launched. If the CCI was launched during the UNFCCC Conference of the Parties (COP), those CCIs are also invited to select the relevant COP.
26. CCIs are requested to provide an email address for public enquires. CCIs are also invited to provide up to three organization(s) responsible for public-facing contacts. This email address may be same or different from the email address of the focal point.
27. NAZCA identifies the reporting status of a CCI to NAZCA as either active, concluded or unknown. CCIs are requested to keep their status up-to-date:
  - i. Active: CCIs that submit progress information through the annual progress tracking process at least once within a three-year period.

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<sup>4</sup> See paragraph 12 iv.

- ii. Concluded: CCIs that have reported their completion, transformation (including a merge), termination, etc., through the tracking procedure. Concluded CCIs are requested to explain the status and are invited to submit a closure report, and will not be expected to report further information through the tracking framework.
  - iii. Unknown: CCIs for which the status cannot be identified. CCIs are neither Active nor Concluded will be recognized as ‘Unknown’.
- b) Climate-related goal
- 28. Climate-related goal is the ultimate objective of the CCI. CCIs are requested to provide a short explanation of their climate-related goal and a detailed description.
- 29. CCIs are requested to explain how their climate-related goal contributes to the goals of the Paris Agreement.
- 30. CCIs are invited to select any other multilateral environmental agreement(s) in which their climate-related goal contributes to, and, for each of the agreements selected, explain how it contributes to (list as of July 2025):
  - i. Vienna Convention for the Protection of the Ozone Layer and its Montreal Protocol on Substances that Deplete the Ozone Layer
  - ii. Kigali Amendment to the Montreal Protocol
  - iii. UNCCD: United Nations Convention to Combat Desertification
  - iv. CBD: Convention on Biological Diversity
  - v. CITES: Convention on International Trade in Endangered Species of Wild Fauna and Flora
  - vi. CMS: Convention on the Conservation of Migratory Species of Wild Animals
  - vii. AEWA: Agreement on the Conservation of African-Eurasian Migratory Waterbirds
  - viii. Agreement on the Conservation of Gorillas and their Habitats
  - ix. EUROBATS: Agreement on the Conservation of Populations of European Bats
  - x. ASCOBANS: Agreement on the Conservation of Small Cetaceans of the Baltic, North Atlantic, Irish and North Seas
  - xi. Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal
  - xii. Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade
  - xiii. Stockholm Convention on Persistent Organic Pollutants
  - xiv. Minamata Convention on Mercury
- 31. CCIs are invited to explain how the CCI is adding additional value towards achieving the climate goal, when compared with each entity within the CCI working independently.
- c) Monitoring arrangements
- 32. Questions regarding monitoring arrangements are meant to understand CCI’s capacity to monitor and publicly report its progress toward the stated climate-related goal.
- 33. CCIs are requested to explain the mechanisms and approaches applied by the CCI to monitor its progress towards its climate-related goal.
- 34. CCIs are requested to select the applicable approach(es) they take to publicly report progress. Here, it should be noted that all registered CCIs are strongly encouraged to participate and report progress through NAZCA’s annual progress tracking process. If the CCI selects ‘other’, it will be requested to further explain.
  - i. CCI will fully participate in the NAZCA’s annual progress tracking process
  - ii. CCI publishes annual reports regarding its work
  - iii. Other
- 35. CCIs that selected ii ‘CCI publishes annual reports regarding its work’ will be given an opportunity to submit their external annual reports and identify its publication years.

d) Setting target(s)

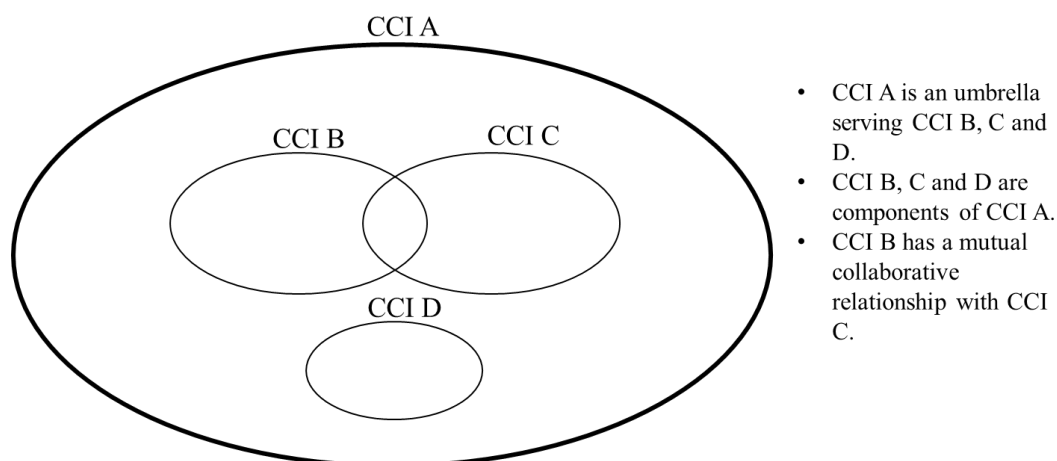
36. Targets are action milestones of the CCI that contribute to its climate-related goal.
37. CCIs are invited and encouraged to set target(s). CCIs will also be required to report the progress of the target(s) they have set, through the annual progress reporting process.
38. CCIs can set multiple targets. The following information is requested or invited to be provided for each target:
- i. Target title: CCIs are requested to provide the title of the target.
  - ii. Target description: CCIs are requested to provide a concise explanation of the target.
  - iii. Target updates: If the newly set target replaces or updates an existing target which the CCI has set, the CCI is requested to select the applicable existing target.
  - iv. Target year: CCIs are invited to provide the year in which the CCI aims to accomplish the target.
  - v. Base year: CCIs are invited to provide the base year associated with the target
  - vi. Target type: CCIs are invited to select up to three most applicable type(s) of the target. If a CCI selected 'other', the CCI will be requested to further explain:
    - a. Adaptive capacity, strengthened resilience, or reduced vulnerability
    - b. Areas protected, improved, or restored
    - c. Emissions reduction
    - d. Energy efficiency
    - e. Funds to be mobilized or raised
    - f. Fuel switching
    - g. Growth of participation
    - h. Market share, sales, scale of adoption
    - i. Media coverage
    - j. Percentage of member countries receiving support
    - k. Renewable energy
    - l. Standard setting
    - m. Other
  - vii. Target value and unit: CCIs are invited to set a quantitative target value and its corresponding unit.

e) Organizational structure

39. The questions under this sub-section request and invite CCIs to provide information about how the CCI is organized, with a particular focus on the multi-stakeholder approach.
40. CCIs are requested to explain how the CCI is organized, in particular, how it is collaborating with multiple stakeholders
41. CCIs are requested to select most applicable number of dedicated full-time staff(s) operating the CCI:
- i. The CCI does not have any dedicated staff
  - ii. 1 to 10
  - iii. 11 to 25
  - iv. 26 to 50
  - v. more than 50
42. CCIs are invited to explain information related to the staffing of the CCI.
43. CCIs are invited to provide the list of individual entities/organizations that are taking particular roles to operate the CCI:
- i. Lead organization(s): List the entity(ies)/organization(s) that represent the CCI or have a core role in decision-making and/or operation of the CCI
  - ii. Fiscal sponsor(s): List the entity(ies)/organization(s) that provide legal and administrative but non-programmatic support to the CCI.

- iii. Funder(s)/donor(s): List the entity(ies)/organization(s) that provide financial support for the work of the CCI.
- f) Organizational information of participants
44. A participant is an entity that is taking action to implement the goal of the CCI. A participant may be a signatory or a member:
  - i. A signatory is an entity that has made a commitment, such as a pledge, to undertake action as defined by the CCI.
  - ii. A member is an entity, without a signatory commitment, taking action to implement the goal of the CCI.
45. CCIs are requested to identify if they have signatories and/or members.
46. CCIs that have signatories are requested or invited to provide the following information:
  - i. Signatory criteria: CCIs are requested to explain the criteria applied by the CCI to allow entities to become signatories to the CCI
  - ii. Signatory follow-up: CCIs are requested to select the applicable approach(es) the CCI takes to follow up on the progress of the signatories. If a CCI selected 'other', the CCI will be requested to further explain:
    - a. Signatories are required to directly report to the CCI
    - b. Signatories are required to report to a third-party
    - c. The CCI conducts inspections of the signatories
    - d. The CCI does not perform any follow-ups
    - e. Other
  - ii. CCIs are invited to explain information regarding the processes applied by the CCI to remove signatories.
47. CCIs that have members are requested to explain how members participate in the CCI and contribute toward its climate-related goal.
- g) Related CCIs
48. Reporting official relationships with other CCIs will support a systematic understanding of the ecosystem of voluntary initiatives.
49. To do this, CCIs are invited to identify other registered CCIs they have one of the following types of relationships:
  - i. The selected CCI is an umbrella serving the reporting CCI.
  - ii. The selected CCI is a component of the reporting CCI.
  - iii. The selected CCI has a mutual collaborative relationship with the reporting CCI.

Figure: CCI relationship types in NAZCA





50. The selected CCIs will be given opportunities to verify the relationship identified by the reporting CCI.
- h) Functions and focus areas
51. The set of questions under this section supports NAZCA to map CCIs from multiple perspectives.
52. CCIs are requested to select the applicable climate focus(es):
- i. Mitigation
  - ii. Adaptation
  - iii. Resilience
  - iv. Finance
  - v. Technology
  - vi. Capacity Building
  - vii. Not applicable
53. CCIs are requested to select the most applicable geographical area where the CCI implements its work. CCIs selected ‘regional’ will be requested to select the applicable region(s), and CCIs selected ‘multinational’ or ‘national’ will be requested to select the applicable country(ies)<sup>5</sup>:
- i. Global
  - ii. Regional
    - a. Asia
    - b. Africa
    - c. Europe
    - d. Latin America and the Caribbean
    - e. Northern America
    - f. Oceania
  - iii. Multinational
  - iv. National
54. Functions are used to understand the approaches taken by the CCI to achieve its goal. CCIs are requested to select the most applicable primary function from the following list. If a CCI selected ‘other’, the CCI will be requested to further explain:
- i. Advocacy, policy engagement and awareness-raising
  - ii. Implementation of projects
  - iii. Knowledge production, sharing and capacity building
  - iv. Managing participants
  - v. Mobilization of finance and financial approaches
  - vi. Monitoring, reporting and verification
  - vii. Standard setting and certification
  - viii. Technological research and innovation
  - ix. Other
55. CCIs are also invited to additionally select up to two secondary functions from the above list.
56. CCIs are requested to select the thematic area(s) applicable to the CCI’s climate-related goal and work. The list is based on the seven thematic areas of the Marrakech Partnership for Global Climate Action.<sup>6</sup>
- i. Land-use
  - ii. Oceans and Coastal Zones
  - iii. Water
  - iv. Human Settlements
  - v. Transport

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<sup>5</sup> List of countries are the Parties to the Convention, excluding regional economic integration organizations.

<sup>6</sup> See [https://unfccc.int/climate-action/events/about-the-marrakech-partnership#tab\\_home](https://unfccc.int/climate-action/events/about-the-marrakech-partnership#tab_home).

- vi. Energy
  - vii. Industry
  - viii. Thematic focus not applicable
57. CCI's are requested to select the Sustainable Development Goal(s) applicable to the CCI's climate-related goal and area of work.<sup>7</sup>
- B. Participant information (Listing and updating participants)
58. CCI's are invited to and encouraged to provide the list of participant entities and keep the list up to date.
59. For each participant, the following information is requested or invited for CCI's to provide:
- i. Name of entity: CCI's are requested to provide the official name of the participant entity.
  - ii. Type of entity: CCI's are requested to select the most applicable type
    - a. Country
    - b. City
    - c. Region
    - d. Company
    - e. Investor
    - f. Organization
  - iii. Type of participation: CCI's are requested to select either a signatory or a member
  - iv. Country of location: CCI's are requested to select the country in which the participant is located
  - v. Date of involvement: CCI's are invited to identify the date, month and year when the entity joined as a participant
  - vi. Business activity: CCI's are invited to select the most applicable business activity from the following list (applicable only for participants that are companies)
    - a. Aerospace and Defense
    - b. Agricultural Food Production
    - c. Air Freight Transportation and Logistics
    - d. Air Transportation - Airlines
    - e. Air Transportation - Airport Services
    - f. Animal Source Food Production
    - g. Asset Owner
    - h. Automobiles and Components
    - i. Banks, Diverse Financials, and Insurance
    - j. Building Products
    - k. Chemicals
    - l. Construction and Engineering
    - m. Consumer Durables, Household and Personal Products
    - n. Containers and Packaging
    - o. Construction Materials
    - p. Education Services
    - q. Electric Utilities, Independent Power Producers, and Energy Traders
    - r. Electrical Equipment and Machinery
    - s. Environmental & Facilities Services
    - t. Food and Beverage Processing
    - u. Food and Staples Retailing
    - v. Forest, Paper, and Rubber Products
    - w. Gas Utilities
    - x. Ground Transportation - Highways and Railroads

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<sup>7</sup> See <https://sdgs.un.org/goals>.

- y. Ground Transportation - Railroads Transportation
  - z. Ground Transportation - Trucking Transportation
  - aa. Healthcare Equipment and Supplies
  - bb. Healthcare Providers, Services, and Technology
  - cc. Homebuilding
  - dd. Hotels, Restaurants, Leisure, and Tourism
  - ee. Media
  - ff. Mining - Coal
  - gg. Mining - Iron, Aluminum, Other Metals
  - hh. Mining - Other (Precious Metals and Gems)
  - ii. Oil and Gas
  - jj. Pharmaceuticals, Biotechnology, and Life Sciences
  - kk. Ports and Services
  - ll. Professional Services
  - mm. Public Agencies
  - nn. Real Estate
  - oo. Retailing
  - pp. Semiconductors and Semiconductors Equipment
  - qq. Software and Services
  - rr. Solid Waste Management Utilities
  - ss. Specialized Consumer Services
  - tt. Technology Hardware and Equipment
  - uu. Telecommunication Services
  - vv. Textiles, Apparel, Footwear, and Luxury Goods
  - ww. Tires
  - xx. Tobacco
  - yy. Trading Companies, Distributors, Commercial Services and Supplies
  - zz. Water Transportation
  - aaa. Water Utilities
- vii. Legal identity: CCIs are invited to select the applicable type of legal identifier of the entity and the legal identity number, which the CCI has information. If a CCI selected ‘other’, the CCI will be requested to further explain:
- a. LEI
  - b. DUNS
  - c. ISIN
  - d. BIC
  - e. Company Reg Nr.
  - f. NGO Reg NR.
  - g. Other
- C. Progress information (Annual progress tracking process)
60. Reporting progress of the CCI towards its goal is key to enhancing the transparency of CCIs. In this regard, NAZCA’s CCI tracking strongly encourages all registered CCIs to report its progress through NAZCA’s annual progress tracking process.
61. It should also be noted that information provided through this annual progress tracking is a key source of information for the UNFCCC’s reporting and other work to inform the contribution of voluntary cooperative initiatives to moments at COPs.<sup>8</sup>
62. Each year, under usual circumstances, the progress tracking process is opened between 1 September to 30 September (Reporting Period). This fixed Reporting Period is to ensure

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<sup>8</sup> Particularly the Yearbook of Global Climate Action.

- consistency of information among CCIs, and to allow adequate time for the reported information to be digested and informed to COP moments.
63. CCIs can submit up to one progress report per year.
- a) Timeframe of information
64. In a given Reporting Period, CCIs are invited to report information on the activities they have conducted during the Timeframe of Information. The Default Timeframe of Information is the period from 1 September to 31 August, directly preceding the Reporting Period.
65. If a CCI cannot apply the Default Timeframe of Information, it may define a custom Timeframe of Information. The Custom Timeframe of Information shall be 12 months in duration and shall not overlap with a previous Timeframe of Information.
- b) Actions, outcomes and impacts
66. CCIs are invited to provide information on the actions (i.e. activities) they have conducted throughout the timeframe of the information, and also report on their outcomes and impacts in pursuit of their climate-related goal. CCIs can provide multiple action entries, and for each action entry, the following information is requested or invited:
- i. Title of the action: CCIs are requested to provide a concise title
  - ii. Description of the action: CCIs are requested to explain the action undertaken in detail.
  - iii. Type of action: CCIs are invited to select the most applicable type of action from the following list. If a CCI selected 'other', the CCI will be requested to further explain:
    - a. Advocacy and policy engagement
    - b. Capacity building
    - c. Generation of knowledge products
    - d. Enhancing collaboration
    - e. Establishment or update of new standards or practices
    - f. Event organization
    - g. Innovation
    - h. Institutional arrangements
    - i. Mobilization of finance and funding
    - j. General reporting
    - k. On-the-ground project implementation
    - l. Other
  - iv. Associated target(s): CCIs are invited to select target(s) of the CCI in which the action is considered to be contributing to.
  - v. Outcome explanation: CCIs are requested to explain the result and key achievements of the action.
  - vi. Outcome supplementary information: CCIs are invited to provide external links/URLs regarding the outcome, if any.
  - vii. Impact information: CCIs are requested to explain the impact of the action, beyond the immediate result and achievements explained through outcome explanation, on the climate-related goal of the CCI.
  - viii. Contribution to the UNFCCC process: CCIs are invited to select any applicable UNFCCC process(es) the CCI considers its action contributes to, and to explain how the action is contributing to the process(es):
    - a. Enhanced Transparency Framework
    - b. Global Stocktake
    - c. Long-term low greenhouse gas emission development strategies
    - d. National Adaptation Plans
    - e. Nationally Determined Contribution

- c) Progress of target(s)
67. CCIs will be requested to provide the following latest progress information for each of the target(s) the CCI has set:
- i. Overall status of the target: CCIs are requested to select the most applicable status of the target.
    - a. Less than halfway
    - b. More than halfway
    - c. Target accomplished
    - d. Target no longer active (abandoned, updated, changed, etc.)
  - ii. Quantitative status: For targets that contain a quantitative value, CCIs are requested to provide the latest available value.
  - iii. Detailed explanation of the status: CCIs are requested to explain the detailed status of the target.
- d) Challenges and opportunities
68. CCIs are requested or invited to share information on challenges and opportunities they faced in pursuing their climate-related goal:
- i. Types of challenges faced: CCIs are requested to select up to two most applicable challenge(s) the CCI faces. If a CCI selected 'other', the CCI will be requested to further explain:
    - a. Access to finance or funding
    - b. Access to technology
    - c. Difficulty finding suitable partners
    - d. Lack of examples to follow from other actors
    - e. Lack of expertise and knowledge
    - f. Lack of public policy support
    - g. Lack of recognition of actions
    - h. Lack of staff and operational capacity within the CCI
    - i. Too many (or complicated) administrative requirements and public regulations
    - j. Other
    - k. No challenges faced
  - ii. Description of challenges: CCIs are invited to further explain the challenges faced
  - iii. Description of opportunities: CCIs are invited to explain opportunities identified by the CCI.

## IV. Tools for Reporting

- A. Reporting through an online survey platform (current approach)
69. Currently, CCI's profile and progress information are primarily collected through a third-party online survey tool (Kobo Toolbox).<sup>9</sup> Each procedure has an independent survey URL.
70. The survey URL of the profile information component is shared with the CCI when they first register to NAZCA.
71. Registered CCIs can request the UNFCCC secretariat to obtain the latest profile survey URL at any time.
72. To update the profile information, the CCI focal point may take the following approaches:
- i. Major update: Refill and resubmit the profile survey
  - ii. Minor updates (e.g. textual changes, additional target, change of functions and focus areas): contact the secretariat to request updates
73. URL for the annual progress tracking is shared with all registered CCIs once per year before the Reporting Period. Once submitted, they cannot be revised unless there are exceptional circumstances.
74. CCI focal points are requested to use an offline Excel form to report and update their participant list. The form can be obtained from the secretariat upon request.
- B. Ongoing update of the reporting tools
75. The NAZCA team is currently working to develop online applications that will enable CCIs and their designated focal points to provide and update the profile and participant information, as well as participate in the progress tracking process.
76. Once developed, the online applications are expected to replace the current online survey as tools to collect information. The NAZCA team plans to provide necessary guidance and capacity building to CCIs to enable reporting through the applications.

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<sup>9</sup> See <https://www.kobotoolbox.org/>.

## V. Updates to the Document

77. The Tracking Framework, as well as its components and selections (e.g., categories), may be updated and revised to reflect the evolution of the global climate action landscape and improve the workstream's effectiveness and utility. Changes will be reflected in the updated versions of this technical document.
78. Any further information or updates regarding NAZCA CCI tracking will be communicated through the UNFCCC website.<sup>10</sup>

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<sup>10</sup> See <https://unfccc.int/climate-action/tracking-and-recognition/global-climate-action-portal#About>.