

ETF Submission Module Guide

v2 | 4 May 2026

On 17 March 2026, the UNFCCC secretariat made the **ETF Submission Module** available, which is integrated within the ETF reporting tools. The Submission Module allows Parties to submit their national reports including the:

- Biennial Transparency Report (BTR)
- Common Reporting Tables (CRT)
- Common Tabular Formats (CTF) for both NDC tracking progress and support provided and mobilized, and needed and received
- National Inventory Document (NID)
- National Communication (NC)
- Biennial Update Report (BUR)

This guide provides detailed instructions on how to finalize the CRT and CTF files in ETF Reporting Tool and subsequently submit them, along with other national reports and annexes, through the ETF Submission Module.

The ETF Submission Module has been tested with the following browsers: Google Chrome, Mozilla Firefox and Safari.

A. Generating CRT/CTF tables in the ETF Reporting Tool

The ETF Reporting Tool allows Parties to compile their CRT and CTF tables. Once the input of information is completed, and the version is approved by the ETF Focal Point and moved to the *“Awaiting submission”* status in the workflow, the Inventory Focal Point (IFP) or National Report Compiler (NRC) should generate the reporting tables by clicking on **Generate Files**.

After the reporting tables generation is complete:

- Reporting tables are automatically available in the ETF Submission Module
- You may download the Excel reporting tables and JSON files from the pop-up window. These files are for reference only. Please **do not** submit them by downloading and uploading them through the second upload section (drag and drop OR select a file) of the Submission Module, or by sending them via email.

- The “*Awaiting submission*” status changes from green to grey.
- The **Generate Files** button is no longer available.

B. Accessing Submission Module

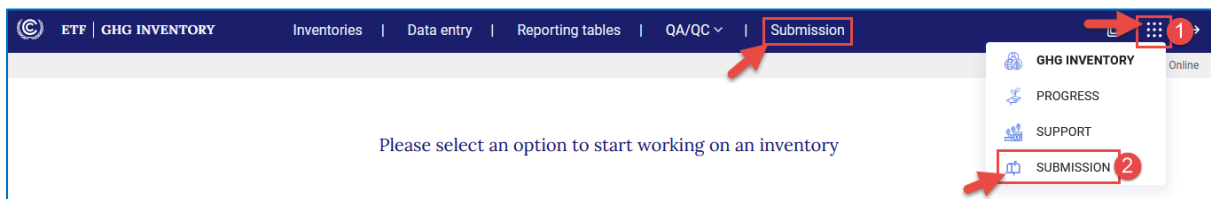
The Submission Module is accessible only to users assigned with the roles of **ETF Focal Point** or **ETF Focal Point Alternate** in the ETF Reporting Tool. Users with these roles are authorized to upload and submit reports for their Party.

The Submission Module is available at:

<https://etf-submission.unfccc.int/>

The same login credentials as for the ETF reporting tools may be used.

A direct link to the Submission Module is also available in the header bar of the ETF Reporting Tool.

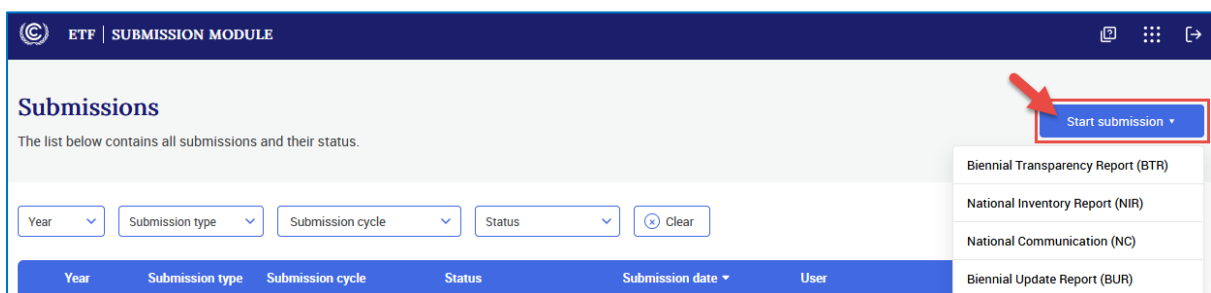


Please note that Parties that have not yet nominated an ETF Focal Point and/or ETF Focal Point Alternate will not be able to access or use the Submission Module. Parties are therefore encouraged to submit their nominations as soon as possible through their UNFCCC National Focal Points.

C. Uploading and submitting National Reports via ETF Submission Module

As the ETF Focal Point or ETF Focal Point Alternate, log-in to the ETF Submission Module:

1. Select **Start submission** to begin a new submission and select the type of report to submit.



2. Specify the **Submission cycle**. If submitting a combined report (e.g., BTR and NC together), the second cycle may be selected where applicable. Please note that submissions will be published on pages for selected cycles only. For instance, if your GHG inventory submission should be considered under both the Convention and the Paris Agreement, both an NIR cycle and a BTR cycle must be selected.

3. Specify the **Submission year**, i.e., the year in which the report is due (e.g., submission year for BTR1 is 2024 and 2026 for BTR2)
4. Select or deselect files generated in the ETF Reporting Tool. Only submissions in “*Awaiting submission*” status with generated reporting tables (see section A above) will be available for selection. The corresponding reporting tables and JSON files will be included automatically as part of the submission.
5. Upload any additional files (e.g., BTR, supplementary information) using the drag and drop OR select a file option. Multiple files can be uploaded in the same submission.
6. Provide any Party comments relevant to the submission. The character limit for the Party comments field is 1000 characters.
7. You can save your submission as a draft using **Save as draft** button to save the changes made. You can come return later to finish the submission.
8. To finalize the submission click **Submit**.

The screenshot displays the 'Make your submission' interface. At the top, it says 'Enter necessary information and upload the file(s)'. The form fields are:

- Submission type *: BTR (marked with 1)
- Submission cycle *: BTR2 (marked with 2)
- Submission year *: 2026 (marked with 3)
- Files *: A table with columns 'File name' and 'File size'. A modal dialog is open over this table, titled 'Select/deselect version(s) from ETF Reporting Tools:'. The modal lists:
 - GHG Inventory: XYZ-CRT-2025-V24.0 (checked)
 - Progress: XYZ-CTF-NDC-2026-V3.0 (checked)
 - Support: XYZ-CTF-FTC-2026-V1.0 (checked)
 Buttons for 'Cancel' and 'Confirm' are present.
- Party comment: A text area with a character limit of 0/1000 (marked with 6).

 At the bottom, there are three buttons: 'Back' (marked with 7), 'Save as draft' (marked with 7), and 'Submit' (marked with 8).

Upon successful submission:

- The user will receive an email indicating the successful upload of their submission. Please note that the email may take a few minutes to arrive, depending on your internet connection.
- The status of the submission will be displayed as “*Under validation*” in the submission overview page of the Submission Module. The status of the

respective CRT/CTF version in the ETF Reporting Tools will be updated to “*Under validation*”.

D. Processing submission

The secretariat will process the submission upon receipt.

1. Accepting submission

If the submission is complete, the secretariat will publish the files on the UNFCCC website. The user will receive an email confirming the submission including the submission date and the list of files received. Please note that the email may take a few minutes to arrive, depending on your internet connection.

The status of the submission will be displayed as “*Submitted*” in the submission overview page of the Submission Module. The status of the respective CRT/CTF version in the ETF Reporting Tools will be updated to “*Submitted*”.

The following status will be shown for each file within the submission for the accepted submission:

- **Published:** Files marked with the status “*Published*” are stored in the secretariat’s records management system and are also published on the UNFCCC website.
- **Archived:** Files marked with the status “*Archived*” are stored in the secretariat’s records management system but are not published on the UNFCCC website.

2. Returning submission

The secretariat may return a submission to the user (e.g., if the submitted files are corrupted or cannot be opened). An email notification will confirm the return, and the reason will be provided under the field “Secretariat comment”. Returned submissions are not published on the UNFCCC website.

The status of the submission will be displayed as “*Returned*” in the submission overview page of the Submission Module. The status of the respective CRT/CTF version in the ETF Reporting Tools will be updated to “*Returned*”.

Note: Returned submission version in the ETF reporting tool cannot be resubmitted. To submit again, users must initiate a new submission.

E. Withdrawing a submission

If necessary (e.g., incorrect files were uploaded), a Party may withdraw a submission provided that the UNFCCC secretariat has not yet processed it.

To withdraw a submission:

1. In the submission overview page, select **View** for the submission with status “*Under validation*”.
2. On the submission details page, click **Withdraw** to retract the submission.

An email notification will be sent automatically confirming the withdrawal. Please note that the email may take a few minutes to arrive, depending on your internet connection.

The status of the submission will be displayed as “*Withdrawn*” in the submission overview page of the Submission Module. The status of the respective CRT/CTF version in the ETF Reporting Tools will be updated to “*Withdrawn*”.

Note: Withdrawn submission versions cannot be resubmitted. To submit again, users must initiate a new submission.

View submission
View the version you have submitted to the secretariat.

Submission type: BTR

Submission cycle: BTR2

Submission year: 2026

File name	File size
-CTF-NDC-2026-V1.0.xlsx	605.08 KB
-CTF-NDC-2026-V1.0.json	24.11 KB

Party comment:

Back Withdraw

F. Overview of submissions

Parties can track the status of all their submissions in the Submission Module. An overview of all submissions from the Party is displayed on the landing page of the ETF Submission Module. This includes the status of each submission along with the submission date. These submissions can be sorted by Year, Submission Type, Submission cycle, Status, Submission date and User by clicking on the respective column headline. A small arrow indicates the sorting direction, in this case Submission date latest to oldest.

Year	Submission type	Submission cycle	Status	Submission date ▼	User
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Submissions can also be filtered by Year, Submission Type, Submission cycle and Status. Press **clear**, to remove all filters.

The screenshot shows the 'Submissions' page in the ETF Submission Module. At the top, there is a 'Start submission' button. Below it, a list of submissions is displayed with filters for Year, Submission type, Submission cycle, Status, and a Clear button. The table below shows the data for the submissions.

Year	Submission type	Submission cycle	Status	Submission date	User	Action
2026	BTR	BTR2	Submitted	2026-04-28 23:30	XYZ User	View
2026	BTR	BTR6, NC12	Submitted	2026-04-23 17:51	ETF XYZ	View
2026	BTR	BTR6, NC12	Returned	2026-04-23 17:49	ETF XYZ	View
2024	BUR	NC2, BUR1	Withdrawn	2026-04-23 17:14	ETF XYZ	View
2024	NIR	NIR2024	Under Validation	2026-04-24 10:17	ETF XYZ	View

Each submission will be assigned one of the five statuses:

Draft: The submission has been started and changes have been saved. The user can return to this draft later and continue editing it. Only one draft can be saved for each submission type.

Under validation: The submission has been uploaded to the Submission Module and is awaiting completion of the UNFCCC secretariat’s internal validation processes.

Submitted: The submission has been accepted by the secretariat. Files marked with the status “*Published*” are published on the UNFCCC website.

Withdrawn: The submission has been withdrawn by the Party before validation by the secretariat. To submit again, users must initiate a new submission.

Returned: The submission has been returned to the Party by the secretariat. To submit again, users must initiate a new submission.

Year	Submission type	Submission cycle	Status	Submission date	User	Action
2026	BTR	BTR2	Draft		ETF XYZ	Edit
2024	NIR	NIR2024	Under Validation	2026-04-24 10:17	ETF XYZ	View
2026	BTR	BTR6, NC12	Submitted	2026-04-23 17:51	ETF XYZ	View
2026	BTR	BTR6, NC12	Returned	2026-04-23 17:49	ETF XYZ	View
2024	BUR	NC2, BUR1	Withdrawn	2026-04-23 17:14	ETF XYZ	View