

CONCEPT NOTE

Technical training on the use of the ETF Reporting Tools for Pacific Island Countries 14-17 April 2026, Apia, Samoa

1. Background

Under the Paris Agreement, Parties are required to submit Biennial Transparency Reports (BTRs) under the Enhanced Transparency Framework (ETF). The ETF reporting tools, which were made available to Parties in June 2024, help countries prepare common reporting tables (CRT) for greenhouse gas (GHG) inventories, common tabular format (CTFs) table for tracking progress toward Nationally Determined Contributions (NDCs), CTF table for reporting on support received/provided, and ensure consistency with the modalities, procedures and guidelines (MPGs). Effective use of ETF reporting tools is essential for ensuring the accuracy, consistency, and completeness of reported information.

Pacific Island countries are strengthening institutional arrangements for the ETF implementation and have identified a clear need for practical hands-on training, peer learning, and guidance tailored to national contexts. Such capacity-building efforts are critical for building confidence and enhancing countries' abilities to operationalize ETF reporting requirements in a sustainable manner.

In response to these needs, this workshop is organised by the Secretariat of the Pacific Regional Environment Programme (SPREP) in partnership with the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat and will be held from 14-17 April in Apia, Samoa.

2. Objectives

The main objective of the training workshop is to strengthen the capacity of Parties and support the accurate and efficient preparation of their BTRs.

The workshop aims to:

- Enhance understanding of the reporting requirements under the ETF and its MPGs;
- Provide understanding on the type of information to be reported in the CRTs for GHG inventories and in the CTFs for tracking NDC progress and for support needed and received;
- Provide hands-on technical training on the ETF reporting tools, including:
 - Creating and managing submission versions;
 - Data entry and validation;
 - Importing and exporting Excel and JSON files;
 - Generating CRTs and CTFs;
 - Interoperability with the IPCC inventory software;
 - Workflow and submission of the CRTs and CTFs to the UNFCCC secretariat
- Facilitate peer learning among Pacific countries through exchange of experiences and best practices;
- Conduct bilateral clinics and provide tailored guidance to address country-specific issues.

3. Approach

The workshop will feature an interactive, hands-on approach including:

- Technical presentations on ETF and MPGs
- Peer-to-peer exchange session through panel discussions
- Guided walk-throughs of the ETF reporting tools interface
- Practical exercises using country-specific information
- One-on-one clinics addressing country-specific reporting challenges

4. Indicative agenda

Day 1:
<ul style="list-style-type: none">• Welcome and opening• Introduction to the ETF, MPGs and its reporting requirements• Overview of the ETF reporting tools• Panel discussion on best practices, experiences, and challenges in BTR preparation
Day 2:
<ul style="list-style-type: none">• Hands-on training on the GHG inventory tool• Interoperability with IPCC inventory software• Technical clinics addressing issues relating to reporting information
Day 3:
<ul style="list-style-type: none">• Hands-on training on the Progress tool• Technical clinics addressing issues relating to reporting information
Day 4:
<ul style="list-style-type: none">• Hands-on training on the Support tool• Technical clinics addressing issues relating to reporting information• Key insights from the workshop and next steps• Closing

5. Logistical information

- **Date and venue:** 14-17 April 2026 in Apia, Samoa.
- **Language:** The training will be conducted in English
- **Participants:** Two experts from each PICs involved in the preparation of the CRTs and CTFs, preferably registered users of the ETF reporting tools. Participants are strongly encouraged to bring their laptops and their country data for ingestion into the ETF reporting tools.
- **Participation support:** Airfare and per diem support for nominated participants will be provided by SPREP. Detailed information will be shared once participation is confirmed.

- **Nominations:** Please send the nominations of the two experts from your country by 5 March 2026 to Ms. Teuila Fruean at teuilajaneff@sprep.org and Ms. Foini Fesolai at foinijanc-eyf@sprep.org.