Table of Contents
1  System Overview .............................................................................................................2
   1.1  Description ................................................................................................................2
   1.2  Technical Requirements ............................................................................................2
   1.3  User Roles and Permissions .......................................................................................2
2  How to Access the Portal .................................................................................................3
   2.1  New User Registration Process .................................................................................3
   2.2  Login Options ............................................................................................................6
   2.3  The Login Process .......................................................................................................7
3  The UNEA Monitoring and Reporting Portal Home Page .............................................8
   3.1  Features Accessible through the Home Page ..........................................................8
4  Viewing UNEA Outcomes ...............................................................................................10
   4.1  Outcomes Grouped by Category ..............................................................................10
   4.2  The Outcomes Menu ..................................................................................................12
   4.3  Search and Filter Outcomes .....................................................................................13
   4.4  View an Outcome ........................................................................................................13
5  How to Report on Outcomes ..........................................................................................16
   5.1  Submitting Your Report ...........................................................................................19
6  Accessing UNEP’s Programme of Work (PoW) ............................................................22
7  Access to Reporting .........................................................................................................23
   7.1  UNEA Outcome Reports .........................................................................................23
   7.2  UNEP’s PoW Reports ...............................................................................................25
   7.3  Accessing Your Reports .........................................................................................26
8  How to Contact Support ................................................................................................28
ANNEX I: FAQs ..................................................................................................................29
**List of Figures**

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login through Papersmart</td>
<td>6</td>
</tr>
<tr>
<td>Login Screen</td>
<td>6</td>
</tr>
<tr>
<td>Member State Login</td>
<td>7</td>
</tr>
<tr>
<td>Credentials</td>
<td>7</td>
</tr>
<tr>
<td>Home Page</td>
<td>8</td>
</tr>
<tr>
<td>Outcomes Grouped by Category</td>
<td>10</td>
</tr>
<tr>
<td>Linked Outcomes</td>
<td>11</td>
</tr>
<tr>
<td>Expected Accomplishments</td>
<td>11</td>
</tr>
<tr>
<td>Outcomes</td>
<td>12</td>
</tr>
<tr>
<td>Search and Filter Outcomes</td>
<td>13</td>
</tr>
<tr>
<td>Outcome Overview</td>
<td>14</td>
</tr>
<tr>
<td>Update Member States</td>
<td>16</td>
</tr>
<tr>
<td>Reporting Sections</td>
<td>17</td>
</tr>
<tr>
<td>Updating Sections</td>
<td>17</td>
</tr>
<tr>
<td>Saving Information</td>
<td>18</td>
</tr>
<tr>
<td>Submitting Your Report</td>
<td>19</td>
</tr>
<tr>
<td>Confirm Submission</td>
<td>20</td>
</tr>
<tr>
<td>Submitted Reports</td>
<td>21</td>
</tr>
<tr>
<td>PoW and Budget</td>
<td>22</td>
</tr>
<tr>
<td>UNEA Outcome Reports</td>
<td>23</td>
</tr>
<tr>
<td>Outcome Report</td>
<td>24</td>
</tr>
<tr>
<td>PoW Reports</td>
<td>25</td>
</tr>
<tr>
<td>Submitted Reports</td>
<td>26</td>
</tr>
<tr>
<td>Edit Submitted Report</td>
<td>27</td>
</tr>
<tr>
<td>Contacting Support</td>
<td>28</td>
</tr>
</tbody>
</table>

**List of Abbreviations**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNEA</td>
<td>United Nations Environment Assembly</td>
</tr>
<tr>
<td>MEA</td>
<td>Multilateral Environmental Agreements</td>
</tr>
<tr>
<td>PoW</td>
<td>Programme of Work</td>
</tr>
<tr>
<td>SDGs</td>
<td>Sustainable Development Goals</td>
</tr>
</tbody>
</table>
DOCUMENT PURPOSE

This document is intended to serve as a user manual for the UNEA Monitoring and Reporting Portal. The manual provides information about the portal’s functions and features, with step-by-step instructions to Member State users on how to navigate through these features and how to report on outcomes.
1 System Overview

1.1 Description
The UNEA Monitoring and Reporting Portal is a dedicated platform that allows for reporting and tracking of progress in the implementation of previous Assembly Outcomes. The platform provides an easy way of accessing information on all outcomes, Programme of Work documents and various reports. Reporting of implementation efforts on outcomes by Member States is voluntary and can be done by appointees/ delegates selected by their representative countries to report on their behalf.

1.2 Technical Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web browser</td>
<td>• Google Chrome latest version</td>
</tr>
<tr>
<td></td>
<td>• Mozilla Firefox latest version</td>
</tr>
</tbody>
</table>

1.3 User Roles and Permissions
Member State users should log in to the platform via the link [https://unea.unep.org/monitoring/](https://unea.unep.org/monitoring/) and select the Member States login option. Once logged in, users can perform the following actions:

- View Assembly Outcomes
- Report on implementation efforts towards Assembly Outcomes
- View and edit submitted reports pending publishing
- View and download Programmes of Work (PoW) and Budget documents approved by UNEA
- View and download Outcome and PoW Reports
2. How to Access the Portal
Follow the link below to log into the portal using your email credentials:

https://unea.unep.org/monitoring/

2.1 New User Registration Process
1. Send an email to unea-monitoring-support@un.org indicating your name, email address, and designation. The email may be accompanied by a formal note from your state.
2. The portal support team will contact you in case any further details are required.
3. Once your registration is processed, you will receive an email from uniteidentity_noreply@un.org with a link to set up access for UN applications. Click the link on the invite sent to your email address.

4. Click Next.

Note
If your email is already linked to a Microsoft account, then you will only need to go through the verification process. However, if your email is not linked to a Microsoft account then you will be guided through the creation of one.
5. Create password then click Next.

6. Enter verification code sent to your email then click Next.
7. Click **Next** and complete the puzzle provided to verify you are a human user, then review and accept the permissions.

8. Once you accept the permissions, you will be redirected to the page below, this shows that your account has been successfully set up.
2.2 Login Options

1. Through the Papersmart Portal.
   While logged into the Papersmart portal, click the UNEA Monitoring and Reporting Portal link shown in the image below.

![Figure 1. Login through Papersmart](image)

2. Directly using your email credentials.
   You can directly access the portal by using the link [unea.unep.org/monitoring](http://unea.unep.org/monitoring). The login screen will display two options: UNEP login and Member States login.

![Figure 2. Login Screen](image)
2.3 The Login Process

1. Follow the link unea.unep.org/monitoring, then click the **Login Using Your Email** button provided for the Member States login option and enter your email address.

![Figure 3. Member State Login](image)

2. Type in your password then click **Continue**.

![Figure 4. Credentials](image)

3. As multifactor authentication\(^1\) is enabled for logging into the portal, you may be required to provide additional information to verify your identity after entering your password.

---

\(^1\)Multi-factor authentication is a more secure authentication provided by Microsoft for verifying your identity by a secondary device, mobile phone, or code.
3 The UNEA Monitoring and Reporting Portal Home Page

Figure 5. Home Page

3.1 Features Accessible through the Home Page
The table below outlines the various portal features accessible from the home page.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did You Know?</td>
<td>This section displays key facts about the environment. It is located at the top of each page in the portal.</td>
</tr>
<tr>
<td>Monitoring &amp; Reporting Portal</td>
<td>Enables users to navigate back to the home page from other pages in the portal.</td>
</tr>
<tr>
<td>Georgina Odhiambo Log Out</td>
<td>This section displays your username. Right beside your name is the Log Out button.</td>
</tr>
<tr>
<td>Outcomes</td>
<td>The Outcomes menu displays outcomes from previous assemblies in a separate page. See section 4 for more details.</td>
</tr>
<tr>
<td>PoW</td>
<td>The PoW menu displays Programme of Work and Budget documents as approved by UNEA biennially. See section 5 for further details.</td>
</tr>
<tr>
<td>Reports</td>
<td>The Reports menu displays validated UNEA Outcome Reports, PoW Reports and Submitted Reports pending validation. Refer to section 6 for a detailed description.</td>
</tr>
<tr>
<td>OUTCOMES BY PoW</td>
<td>This section groups outcomes according to Subprogrammes linked to them and displays Expected Accomplishments in a separate tab.</td>
</tr>
<tr>
<td>OUTCOMES BY TYPE</td>
<td>Groups outcomes into the following categories: Decision, Ministerial Declaration, Resolution or Other.</td>
</tr>
<tr>
<td>OUTCOMES BY STATUS</td>
<td>Groups outcomes into the following categories: Closed, Completed, In progress or Not started.</td>
</tr>
<tr>
<td>Total UNEA Outcomes 86</td>
<td>Displays a list of all Assembly Outcomes.</td>
</tr>
<tr>
<td>Total UNEA Reports 69</td>
<td>Lists all validated progress reports on UNEA Outcomes. These reports can be downloaded in PDF format.</td>
</tr>
<tr>
<td>Total PoW Reports 15</td>
<td>Displays a list of all PoW reports grouped into the following categories: - Programme Performance Review (PPR) reports - Quarterly Reports</td>
</tr>
</tbody>
</table>
4 Viewing UNEA Outcomes

The platform allows you to view outcomes from any of the following tabs/sections:

- Outcomes Grouped by Category in the home page.
- The Outcomes menu tab which can be accessed from any page.
- The Total UNEA Outcomes tab at the lower section of the home page.

4.1 Outcomes Grouped by Category

![Outcomes Grouped by Category](image)

**Figure 6. Outcomes Grouped by Category**

At the center of the home page are outcomes grouped into the following categories:

1. Outcomes by PoW

To view outcomes linked to a Subprogramme, select the Subprogramme from the Outcomes by PoW section on the home page. A new page will be displayed containing the following two tabs:

a) Linked Outcomes

This tab displays a list of all the Assembly Outcomes linked to a specific Subprogramme. The figure below shows an example of outcomes linked to the Climate Change Subprogramme.
b) **Expected Accomplishments**

This tab displays the Expected Accomplishments associated with a specific Subprogramme as illustrated in the figure below.

---

**Figure 8. Expected Accomplishments**

2. **Outcomes by Type**

This section displays outcomes grouped into the following outcome types:

- Decision
- Ministerial Declaration
- Resolution
- Other
3. Outcomes by Status

This section displays outcomes grouped into the following categories:

- In progress
- Closed
- Completed
- Not started

4.2 The Outcomes Menu

To view UNEA Outcomes, select the **Outcomes** menu tab. By default, outcomes are arranged in order of Assembly Codes with their respective Outcome Codes in order as well. For each outcome, there are seven columns: Assembly Code, Outcome Code, Outcome Name, Outcome Type and Status Type. All outcomes cannot be displayed on one page, and therefore, at the bottom of the list is a numbered page navigation section that allows you to view different pages showing these outcomes.

*Figure 9. Outcomes*
4.3 Search and Filter Outcomes

![Image of the UNEA Monitoring and Reporting Portal]

**Figure 10. Search and Filter Outcomes**

You can filter outcomes to display specific results based on any of the following criteria:

- Assembly Code
- Outcome Code
- Outcome Name
- Outcome Type
- Status Type

To filter by any of the above options:

1. Click the icon in the **Filter By** field as illustrated in the figure above. This action will display the filtering options listed above.
2. In the **Search by Column Selected** field, enter a value that fits the criteria that you have selected in the filtering options. For example, if you would like to filter search results by Outcome Type, then you can type in *Decision* as an outcome type.
3. Click the search icon or press **Enter** on your keyboard to search for outcomes.

4.4 View an Outcome

To view specific details on an outcome, select the outcome from any of the outcome lists. The following two tabs are displayed when you select an outcome:

1. Outcome Overview
2. Update Member States
1. Outcome Overview

Figure 11. Outcome Overview
To navigate to the Outcome Overview:

1. Select an outcome by clicking on its name.
2. The **Outcome Overview** tab will be displayed by default.

This tab details all information about the outcome under the following sections:

- Summary
- Executive Director’s Mandate
- Member State Actions Required
- Contribution to Higher Goals (SDGs)
- SDG Targets
- SDG Indicators
- Link to Programme of Work
- Link to Projects

You can also download the outcome in PDF format by clicking the PDF icon on the **Download PDF** section.

2. **Update Member States**

This tab allows you to update implementation progress on any of the Assembly Outcomes.
5 How to Report on Outcomes

To report on an outcome:

1. Select an outcome
2. Select the Update Member States tab
3. Select the reporting period for the outcome and the Country that you are reporting for.

![Update Member States](image)

**Figure 12. Update Member States**

Once the reporting period is selected, a page containing outcome information is displayed with reporting sections in the left pane as shown in the figure below. Member States can report on the following:

- Results- **Outcomes** and **Impact**
- Resources
- Learning- **Key Lessons, Best Practices, Opportunities, Challenges, Gaps, Risks**
- Partners
- Contribution to higher goals- **SDGs, MEAs**
- Relevance to National & Regional Priorities
- Next Steps
Figure 13. Reporting Sections

4. Select the section that you would like to report on and click Update

Figure 14. Updating Sections
5. Enter the required information in the text box provided and click **Save** when done. There are various formatting options available in the text box as shown below. If necessary, you may also attach relevant images, videos, and include URL links that may provide further information in your report.

![Figure 15. Saving Information](image)

6. Update information as needed in other sections using the procedure above.
7. Verify the information you have entered is correct by reviewing the updated sections.
5.1 Submitting Your Report

Figure 16. Submitting Your Report
Figure 17. Confirm Submission

1. Click **CONFIRM YOUR SUBMISSION**.
2. Read through the submission instructions and make necessary adjustments if you have any.
3. Once you verify that the information filled is accurate and as per the instructions, click the checkbox to confirm, then click **Submit**. A notification showing that you have successfully submitted your report will be displayed.
4. You will be able to view all your submissions in the **My Submitted Reports** tab under the **Reports** menu as shown in the figure below.
Figure 18. Submitted Reports
6  Accessing UNEP’s Programme of Work (PoW)

Figure 19. PoW and Budget

To view/download UNEP’s Programme of Work and Budgets:

1. Select the PoW menu tab from the main menu.
2. Select the biennium for the PoW and Budget document that you would like to view.
3. The document will open in a new browser tab in PDF format.
4. You can download the PDF document to a preferred location on your device by selecting the download option.
7 Access to Reporting

7.1 UNEA Outcome Reports

Figure 20. UNEA Outcome Reports

To view UNEA Outcome reports:

1. Select the Reports menu tab
2. Select the UNEA Outcome Reports tab
3. Click View in the Actions column
4. The report will be displayed as illustrated in the figure below.
Figure 21. Outcome Report

Scroll down the page to view full details of the report.

5. To download the full report in PDF format, select the **Generate PDF** button. This will open a prompt that will let you choose where to save the file on your device.
7.2 UNEP’s PoW Reports

The PoW reports are displayed in two columns; the left column contains Programme Performance Reports while the right displays Quarterly Reports. Each column is arranged in reverse chronological order, starting with the most recent report.

To view the PoW reports:

1. Select **PoW Reports** under the **Reports** menu tab.
2. Select the report that you would like to view. Each report has a preview of its cover page with details of the report given right below the cover page.
3. When you select any report, a new browser tab will open the file in PDF format. You can download this file to a preferred location on your device. If you have an automatic file downloader, then you will get a download prompt for that specific file.

Figure 22. PoW Reports
7.3 Accessing Your Reports

![Submitted Reports](image)

Figure 23. Submitted Reports

To view your submissions:

1. Select **My Submitted Reports** tab under the **Reports** menu.
2. Click the **View** icon in the **Actions** column for the submitted report that you would like to view.
3. If you need to make any revisions to the report, click the **Edit** button as highlighted in the figure below.
Figure 24. Edit Submitted Report
8 How to Contact Support

**Figure 25. Contacting Support**

If you encounter any challenges while using the portal:

1. Navigate to the bottom of any page and click **Contact UNEA-Monitoring Support**.
2. Your default email application will open up a new email with the [unea-monitoring-support@un.org](mailto:unea-monitoring-support@un.org) email address in the recipient field.
ANNEX I: FAQs

Q: How do I access the UNEA Monitoring and Reporting Portal?

A: Follow the link unea.unep.org/monitoring then select Login Using Your Email under the Member States login option.

Q: How do I register for access to the UNEA Monitoring and Reporting Portal?

A: Click here to access the portal’s registration form for Member States on the UN Indico platform.

Q: Who can update outcomes for Member States?

A: Representatives who have been selected by countries/organizations or groups to report on Assembly Outcomes.

Q: Is it mandatory for Member States to update National implementation efforts?

A: No, reporting is voluntary for Member States.

Q: Can I update National implementation efforts for any of the resolutions?

A: Yes, if you have been appointed by your representative country or organization and have the right login credentials to access the portal.

Q: What information can I update on my report?

A: You can report on any of the following sections: Results (Outcomes and Impact), Resources, Learning (Key Lessons, Best Practices, Opportunities, Challenges, Gaps, Risks), Partners, Contribution to higher goals (SDGs and MEAs), Relevance to National & Regional Priorities and Next Steps.

Q: How long does it take for my submitted report to appear in the portal?

A: After submitting your report, it is sent to the Secretariat who review it for consistency in format. You will be able to view and edit the report pending publication on the platform during the review window. Once it is cleared, the report will be published to the reports section of the portal. If there is further information required, then you will be notified via email to make the
appropriate changes. Therefore, time taken to publish your report may vary depending on the review process.

Q: Why does the Secretariat need to review my report?

A: To ensure that there is consistency in reporting formats.

Q: Can I view outcomes and reports offline?

A: Yes. To view an outcome offline, select the outcome and on the Outcome Overview tab, scroll downwards to the last sub-section (Download PDF) and click the PDF document icon to save the document to your device.

A: To download PoW reports, navigate to the Reports menu, select the PoW reports tab and click on any of the reports. This action will open the report in pdf format with options to download.

A: To download Outcome Reports, navigate to the Reports menu, click the Outcome Reports tab, select the view icon to view an outcome report, then click on the Generate PDF button.

Q: Who do I contact when facing challenges within the portal?

A: Send an email to unea-monitoring-support@un.org. To contact support directly from the portal, click the Contact UNEA-Monitoring Support link provided in the bottom section of each page.