



UNEA MONITORING AND REPORTING PORTAL

A User Manual for the Secretariat

Version 2.0

February 2022

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List of Abbreviations

MEA	Multilateral Environmental Agreements
PoW	Programme of Work
PPD	Policy and Programme Division
PPR	Programme Performance Review
SDGs	Sustainable Development Goals
UNEA	United Nations Environment Assembly
UNEP	United Nations Environment Programme

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 Secretariat Reporters 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 outcomes from previous UNEA Assemblies. The Secretariat reports on UNEA Outcomes including linkages to Programme of Work (PoW), projects and higher goals such as Multilateral Environmental Agreements (MEAs) and Sustainable Development Goals (SDGs).

1.2 Technical Requirements

Category	Minimum Requirements
Web browser	<ul style="list-style-type: none">• Google Chrome latest version• Mozilla Firefox latest version

1.3 User Roles and Permissions

Secretariat users should log in to the system via the link <https://unea.unep.org/monitoring/> and select the UNEP login option. Once logged in, Users can perform the following functions:

- View Assembly Outcomes
- Report on outcomes if assigned as a reporter/focal point to an outcome
- View and edit submitted reports based on feedback from the validator
- 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 Unite Identity:

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

2.1 Login Options

The login screen has two options as shown in the figure below. The two options are UNEP login and Member States login.



Figure 1. Login Options

2.2 The Login Process

1. Click the **Login using un.org Email** button provided for the UNEP login option and enter your UN email address.

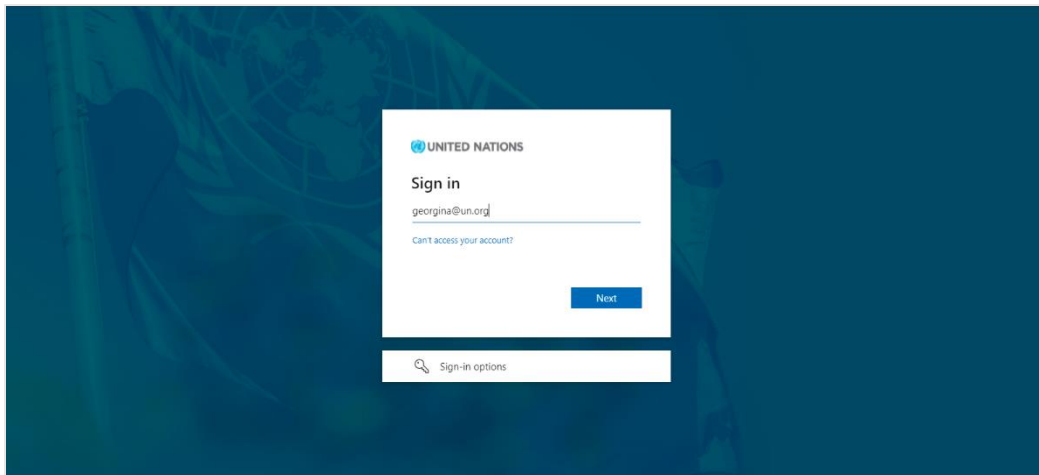


Figure 2. UN Login

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

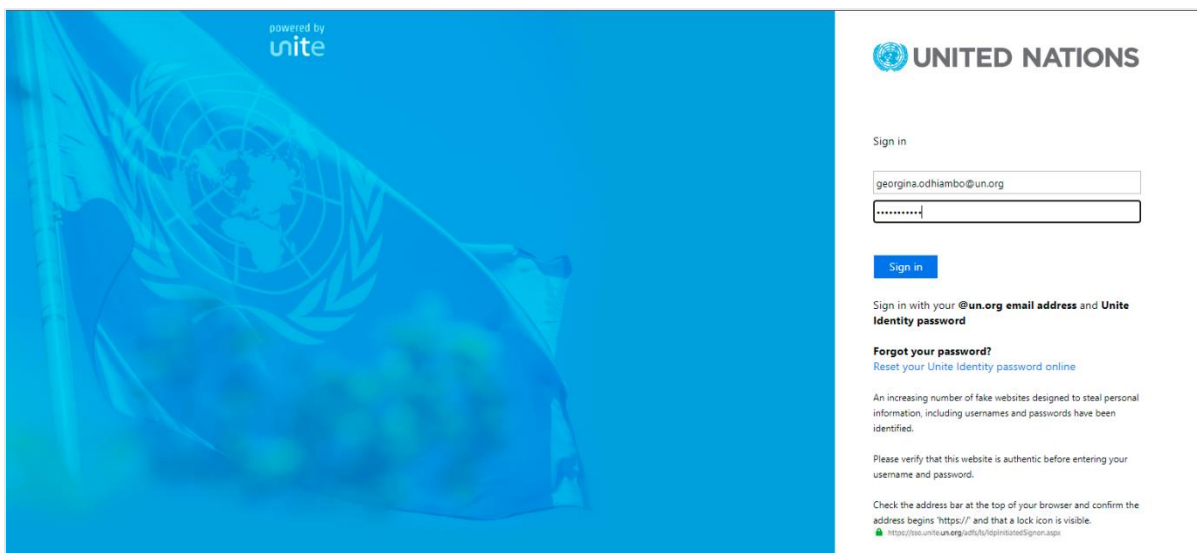


Figure 3. Password

3. As multifactor-authentication¹ is enabled for logging into the portal, you will be required to provide additional information to verify your identity after entering your password.

¹Multi-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 Reportal Home Page

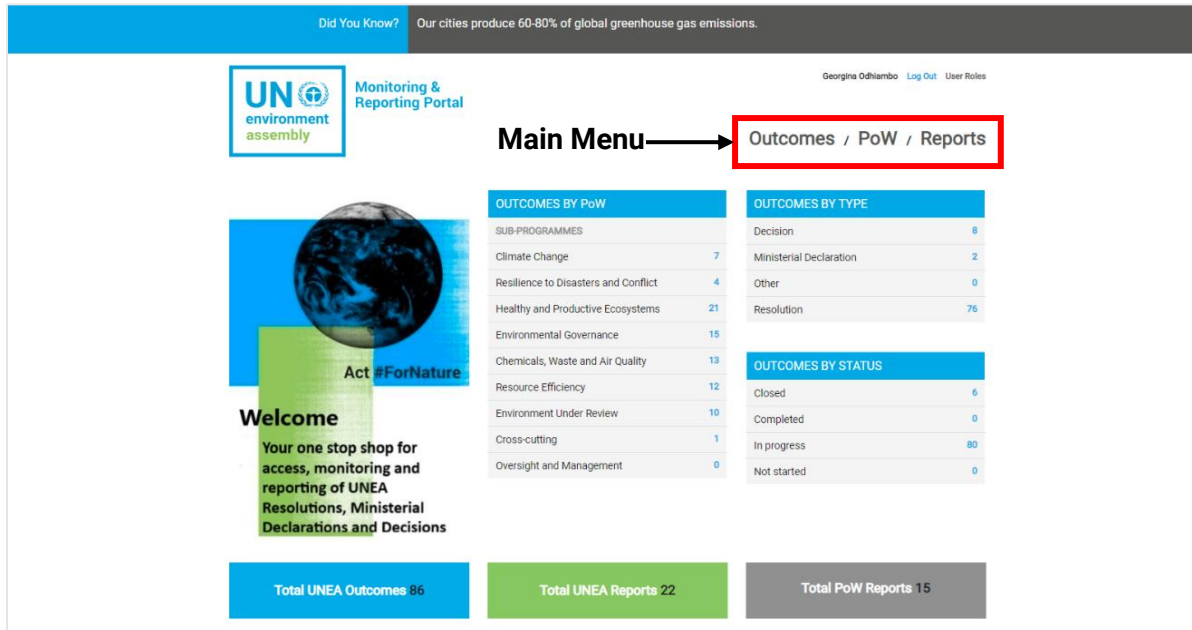




Figure 4. Home Page

3.1 Features Accessible through the Home Page

The table below outlines the various portal features accessible from the home page.

Feature	Function
	<p>This section displays key facts about the environment. It is located at the top of each page in the portal</p>
	<p>Enables users to navigate back to the home page from other pages in the portal.</p>
<p>Georgina Odhiambo Log Out</p>	<p>This section displays your username. Right beside your name is the Log Out button.</p>
<h2>Outcomes</h2>	<p>The Outcomes menu displays outcomes from previous assemblies in a separate page. See section 4 for more details.</p>
<h2>PoW</h2>	<p>The PoW menu displays Programme of Work and Budget documents as approved by UNEA biennially. See section 5 for further details.</p>
<h2>Reports</h2>	<p>The Reports menu displays validated UNEA Outcome Reports, PoW Reports and Submitted Reports pending validation. Refer to section 6 for a detailed description.</p>
<h2>Resources</h2>	<p>This menu contains Frequently asked questions regarding the portal, and a link to the video guide for the portal.</p>
<p>OUTCOMES BY PoW</p>	<p>This section groups outcomes according to Subprogrammes linked to them and displays Expected Accomplishments in a separate tab</p>
<p>OUTCOMES BY TYPE</p>	<p>Groups outcomes into the following categories: Decision, Ministerial Declaration, Resolution or Other</p>
<p>OUTCOMES BY STATUS</p>	<p>Groups outcomes into the following categories: Closed, Completed, In progress or Not started</p>
<p>Total UNEA Outcomes 86</p>	<p>Displays a list of all Assembly Outcomes</p>
<p>Total UNEA Reports 69</p>	<p>Lists all validated progress reports on UNEA Outcomes. These reports can be downloaded in PDF format.</p>
<p>Total PoW Reports 15</p>	<p>Displays a list of all PoW reports grouped into the following categories:</p> <ul style="list-style-type: none"> • Programme Performance Review (PPR) reports • Quarterly Reports

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

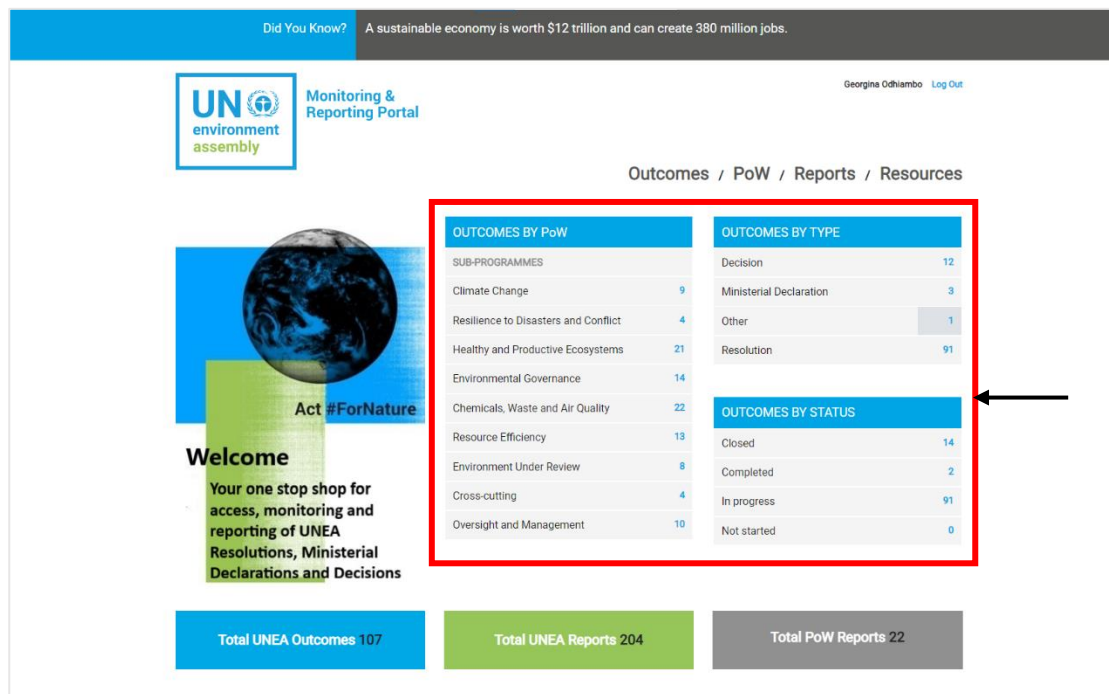


Figure 5. Outcomes Grouped by Category

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 a 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.

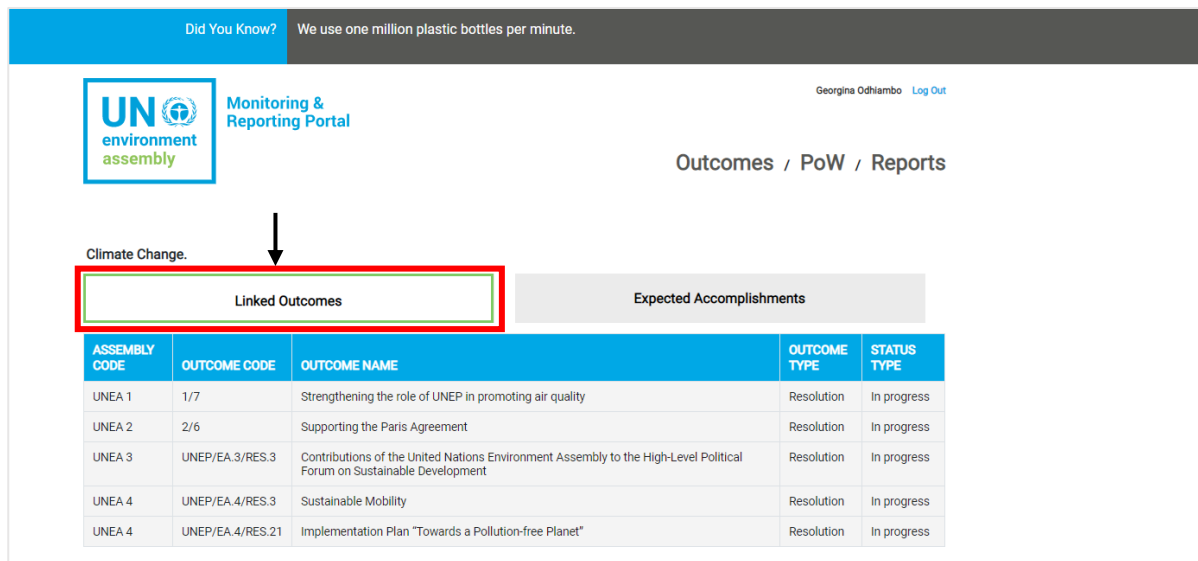


Figure 6. Linked Outcomes

b) Expected Accomplishments

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

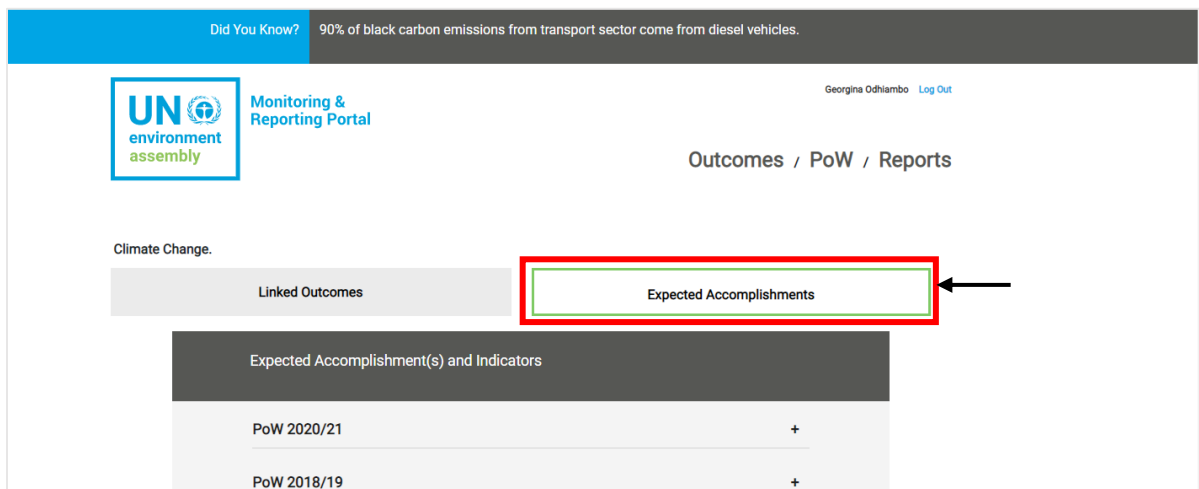


Figure 7. Expected Accomplishments

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

The screenshot shows the UNEA Monitoring and Reporting Portal interface. At the top, there is a navigation bar with the 'Outcomes' menu tab highlighted. Below the navigation bar, there is a table of outcomes with the following columns: ASSEMBLY CODE, OUTCOME CODE, OUTCOME NAME, OUTCOME TYPE, STATUS TYPE, PRIMARY REPORTER, and SECONDARY REPORTER. The table contains five rows of data. At the bottom of the table, there is a 'Page Navigation' section with a numbered list of pages (1, 2, 3, 4) and arrows for navigation.

ASSEMBLY CODE	OUTCOME CODE	OUTCOME NAME	OUTCOME TYPE	STATUS TYPE	PRIMARY REPORTER	SECONDARY REPORTER
UNEA 1	1/1	Ministerial outcome document	Resolution	Completed	• Mercy Chepkogel Kwambai	• Paul Mwangi
UNEA 1	1/12	Relationship between UNEP and multilateral environmental agreements	Resolution	In progress	• Diane Klaimi	• Haddy Guisse
UNEA 1	Decision 1/1	Implementation of paragraph 88 of the outcome document of the United Nations Conference on Sustainable Development The United Nations Environment Assembly	Decision	In progress	• Hyun Sung	
UNEA 1	1/2	Amendments to the rules of procedure	Resolution	Closed		
UNEA 1	Decision 1/2	Provisional agenda, date and venue of the second session of the United Nations Environment Assembly The United Nations Environment Assembly	Decision	Closed		

Figure 8. Outcomes

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, Status Type, Primary Reporter and Secondary Reporter. All results 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.

4.3 Search and Filter Outcomes

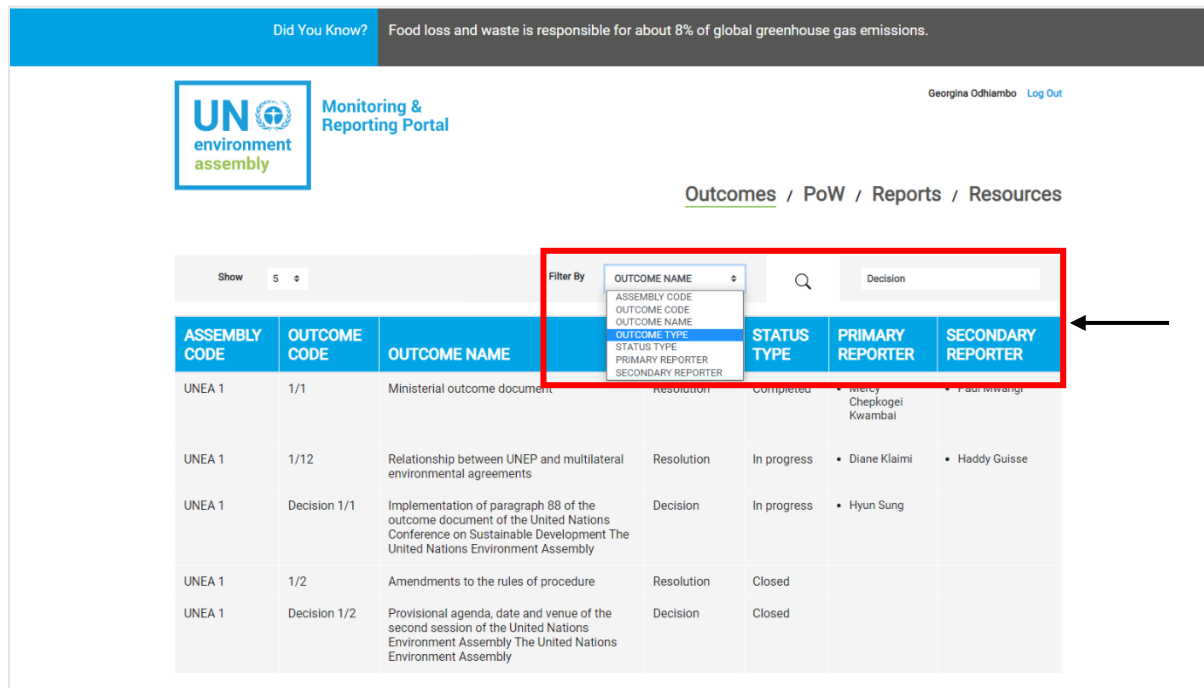


Figure 9. Search and Filter Outcomes

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
- Primary Reporter
- Secondary Reporter

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 Viewing 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 Secretariat
3. Resolutions Closure

1. Outcome Overview

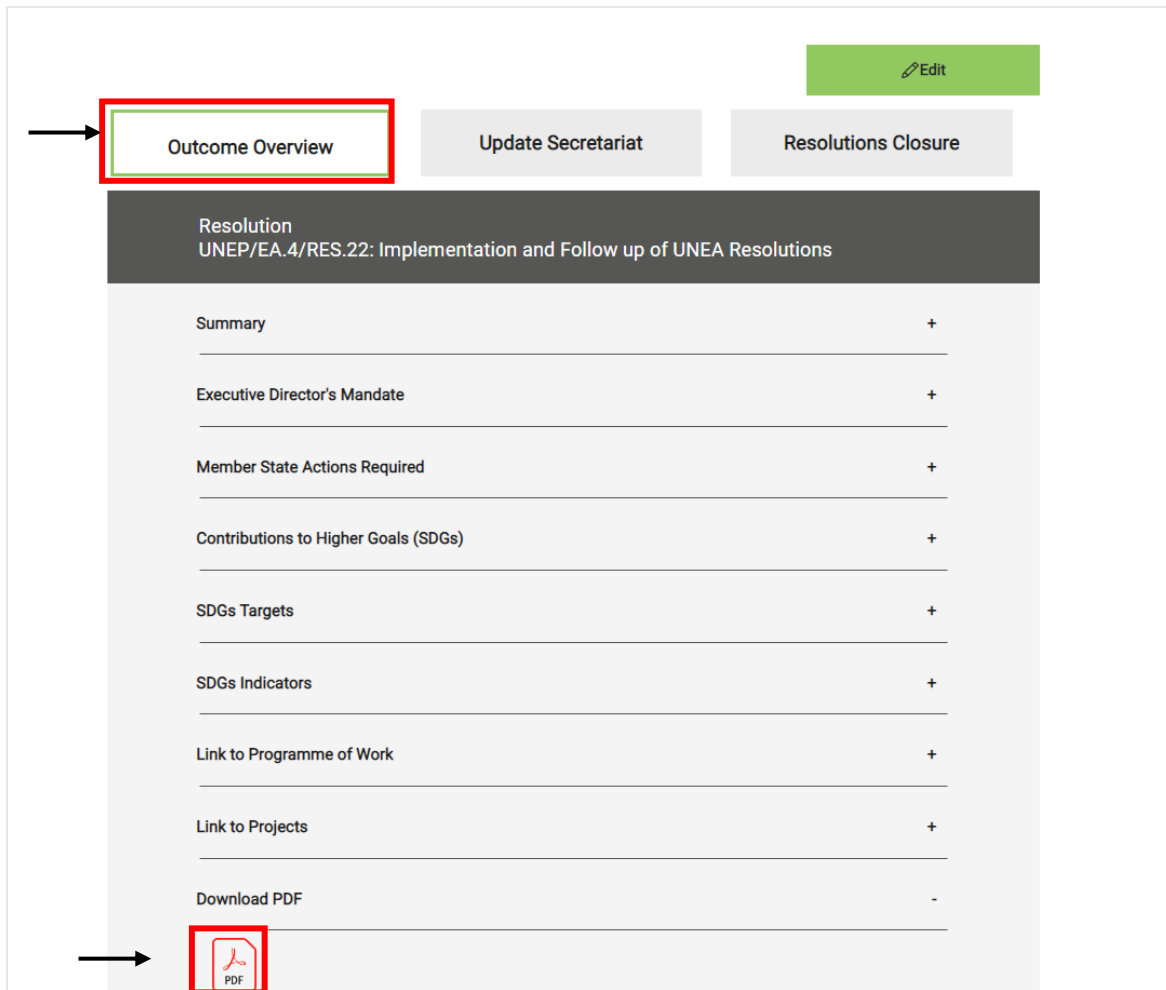


Figure 10. Outcome Overview

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 Secretariat

This tab allows you to update implementation progress on Assembly Outcomes and is only available to reporters assigned to an outcome.

3. Resolutions Closure

This tab allows you to request closure of an outcome for which no further reporting is required.

5 How to Report on Outcomes

To report on an outcome:

1. Select an outcome for which you are assigned as Primary or Secondary reporter. You may filter outcomes to display only those assigned to you by selecting the **role assigned to you** as the filtering criteria, then typing your **name** in the search field.

Did You Know? 1/5 of global black carbon emissions come from the transport sector.

UN environment assembly Monitoring & Reporting Portal Georgina Odhiambo Log Out

Outcomes / PoW / Reports

Show 10 Filter By SECONDARY REPORTER Search Georgina

ASSEMBLY CODE	OUTCOME CODE	OUTCOME NAME	OUTCOME TYPE	STATUS TYPE	PRIMARY REPORTER	SECONDARY REPORTER
UNEA 4	UNEP/EA.4/RES.17	Promoting gender equality and the human rights of women and girls in environmental governance	Resolution	In progress	• Janet Macharia	• Daphne Bukirwa • Georgina Odhiambo

Figure 11. Filter by Reporter Role

2. Select the **Update Secretariat** tab
3. Select the reporting period for the outcome.

environment assembly

Outcomes / PoW / Reports / Resources

Edit

Outcome Overview Update Secretariat Resolutions Closure

Resolution
UNEP/EA.4/RES.22: Implementation and Follow up of UNEA Resolutions

Secretariat Reporting Select reporting period -- none --
-- none --
June-2022

Figure 12. Update Secretariat

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. The Secretariat can report on the following:

- Implementation plans
- Milestones
- Results
- Resources under either of the following categories: **Within Existing Resources** or **Additional Resources Required**
- Learning- **Best Practices, Opportunities, Challenges, Gaps, Risks**
- Partners
- Links to projects
- Contribution to higher goals- **SDGs, MEAs**
- Next Steps

Did You Know? Forests provide livelihoods for 1bn people.

Georgina Odiambo Log Out

UN environment assembly Monitoring & Reporting Portal

Outcomes / PoW / Reports / Resources

Edit

Outcome Overview Update Secretariat Resolutions Closure

Resolution
UNEP/EA.4/RES.22: Implementation and Follow up of UNEA Resolutions

Secretariat Reporting Select reporting period June-2022

OUTCOME TYPE

IMPLEMENTATION PLAN

MILESTONES

RESULTS

RESOURCES

LEARNING

PARTNERS

LINK TO POW

LINK TO PROJECTS

CONTRIBUTION TO HIGHER GOALS

NEXT STEPS

CONFIRM YOUR SUBMISSION

Outcome Type
Resolution

Summary
UNEP/EA.4/Res. 22 affirms the importance of implementing and reporting on UNEA resolutions and recognizes their potential contribution to the achievement of the environmental dimension of the SDGs. It encourages Member States and other actors to continue advancing this implementation, according to their capacities. The resolution requests the Executive Director to develop a monitoring mechanism in consultation with the CPR to track and assess UNEP's implementation of resolutions in the framework of the programme of work and budget, according to specified parameters that include voluntary reporting by Member States. It also requests UNEP to propose a reporting framework for UNEA resolutions, integrated with programme of work and budget reporting. The resolution notes the need for concrete action to address implementation constraints and for better alignment between resolutions and the programme of work and budget.

Executive Director's Mandate
Develop a monitoring mechanism, in consultation with the Committee of Permanent Representatives, to track and assess UNEP's implementation of resolutions in the framework of the Programme of Work and Budget; (OP.3)

Requests that the monitoring mechanism:

Figure 13. Reporting Sections

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

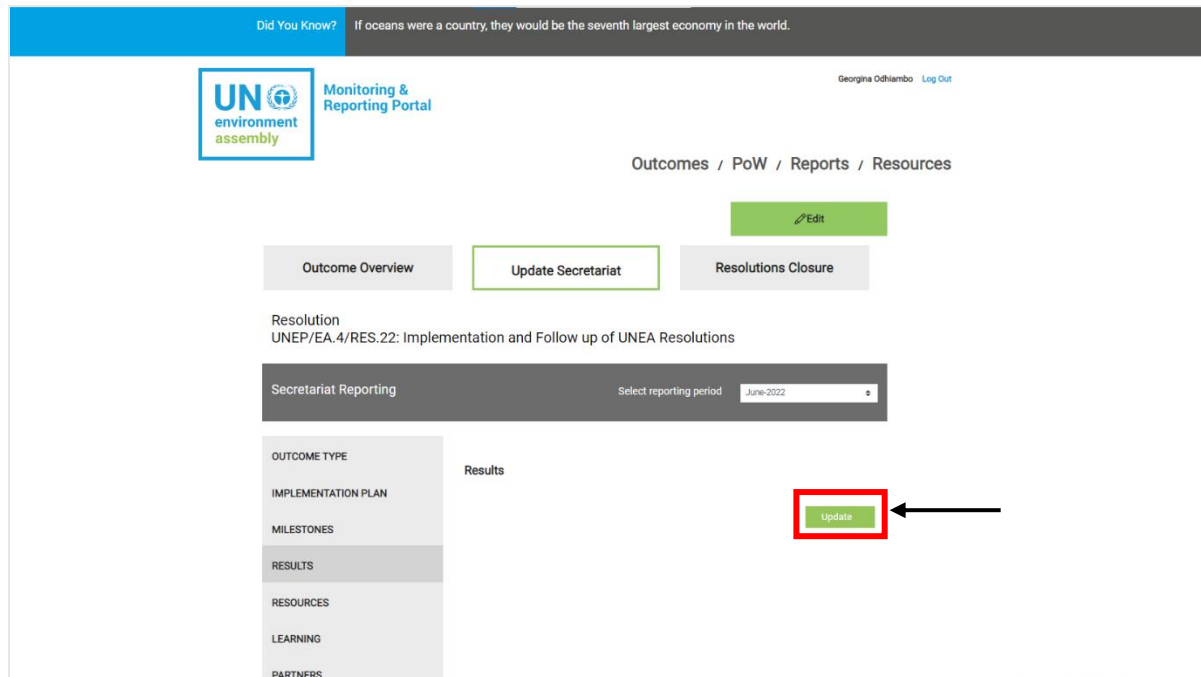


Figure 14. Updating Sections

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.

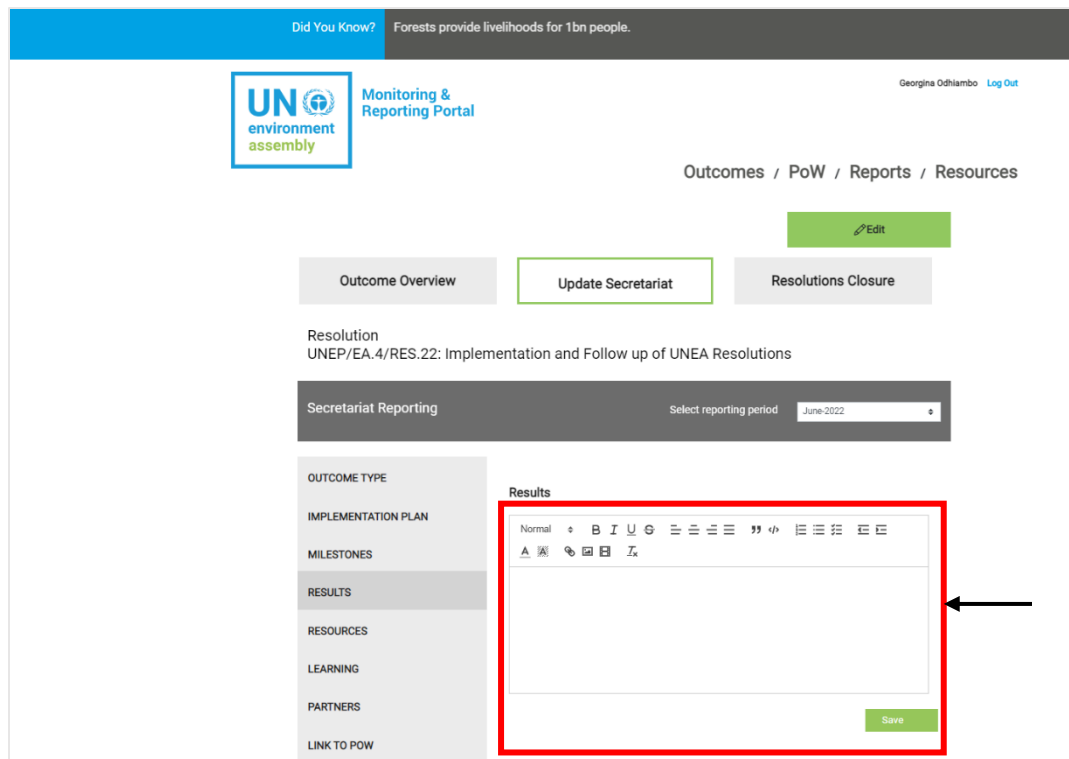


Figure 15. Saving Information

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

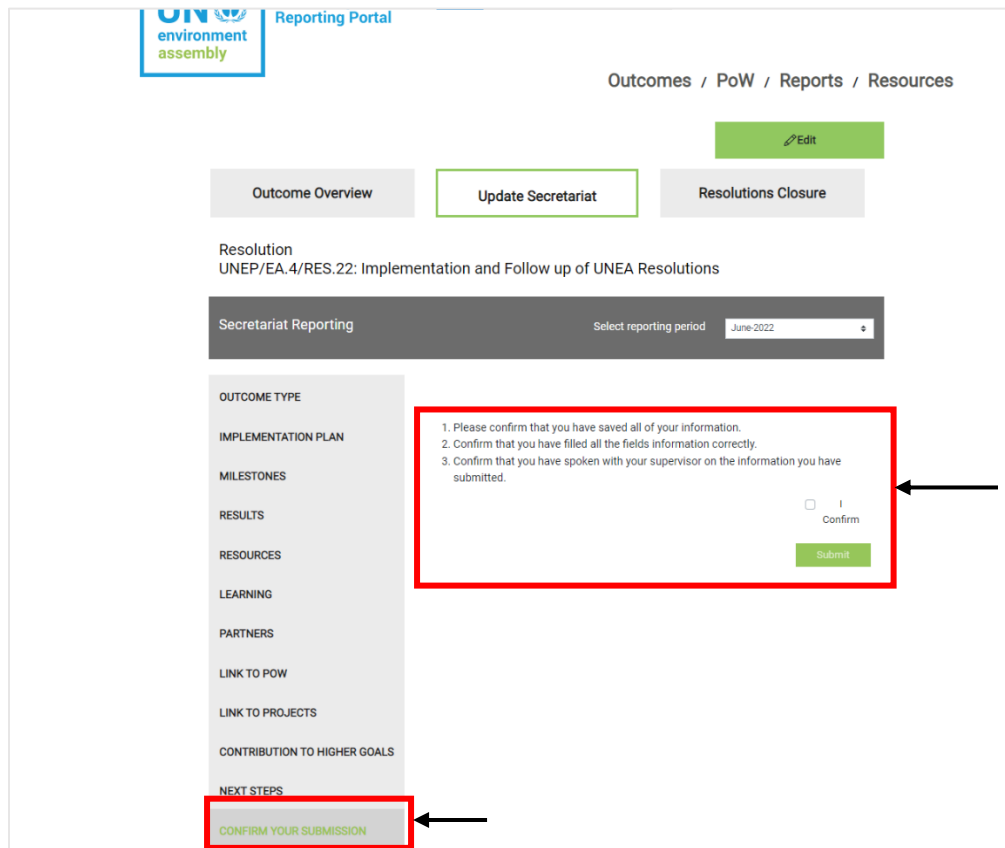


Figure 16. Submitting Your Report

1. Click **CONFIRM YOUR SUBMISSION**.
2. Read through the submission instructions listed 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.

UNEA Monitoring and Reporting Portal

Did You Know? Food loss and waste is responsible for about 8% of global greenhouse gas emissions.

Georgina Odhiambo Log Out

UN environment assembly Monitoring & Reporting Portal

Outcomes / PoW / **Reports**

My Submitted Reports

UNEA Outcome Reports PoW Reports

Show 10 Filter By OUTCOME NAME Search by column selected

ASSEMBLY CODE	OUTCOME CODE	OUTCOME NAME	REPORTING PERIOD	REPORT TYPE	ACTIONS
UNEA 3	UNEP/EA.3/RES.1	Pollution mitigation and control in areas affected by armed conflict or terrorism	Dec-2019	Secretariat Report	View
UNEA 3	UNEP/EA.3/RES.2	Pollution mitigation by mainstreaming biodiversity into key sectors	Dec-2019	Secretariat Report	View
UNEA 3	UNEP/EA.3/RES.3	Contributions of the United Nations Environment Assembly to the High-Level Political Forum on Sustainable Development	Dec-2019	Secretariat Report	View
UNEA 3	UNEP/EA.3/RES.4	Environment and Health	Dec-2019	Secretariat Report	View
UNEA 3	UNEP/EA.3/RES.5	Investing in innovative environmental solutions for accelerating the implementation of the Sustainable Development Goals.	Dec-2019	Secretariat Report	View

Figure 17. My Submitted Reports Tab

6 Requesting Resolution Closure

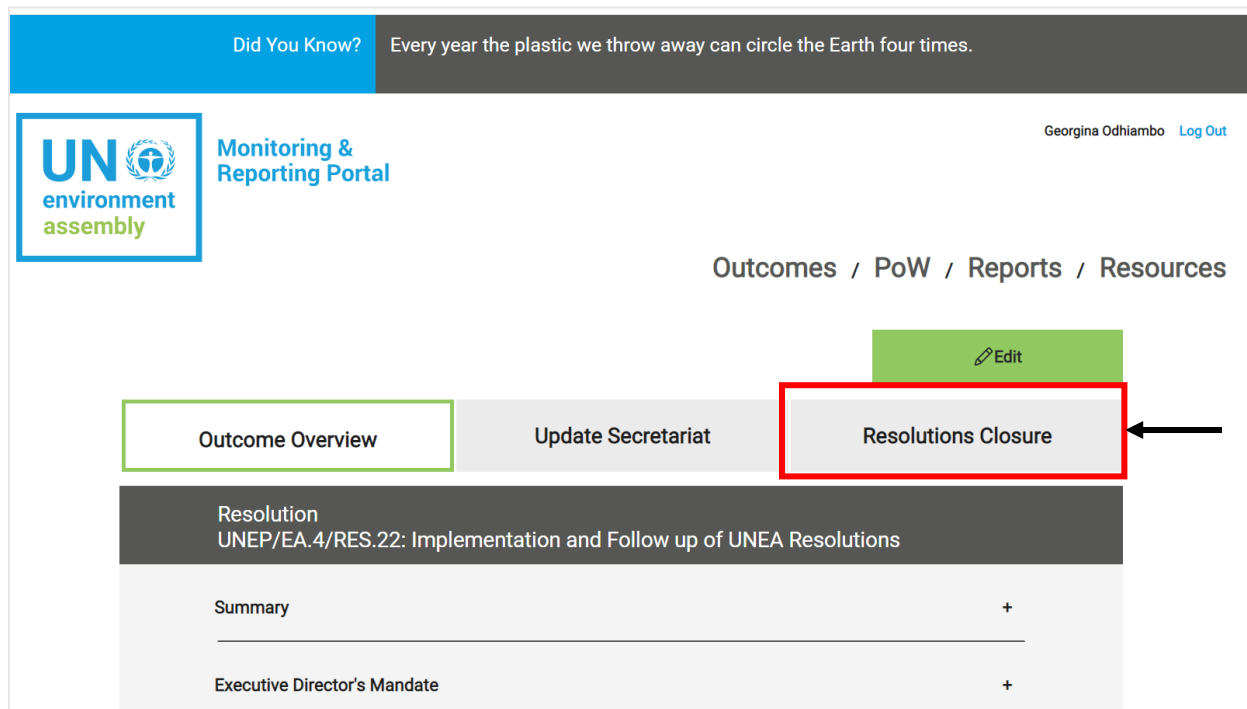


Figure 18. Resolutions Closure

The UNEA Monitoring and Reporting Portal allows pre-assigned reporting focal points to request closure of UNEA outcomes for which no further reporting is required. Reasons for closure include:

- a. **Completed:** The mandates or actions requested in the resolution were completed or achieved.
- b. **Closed for Secretariat Reporting:** The Secretariat has completed actions to fulfill the mandate Member States assigned through the resolution, but there may be pending actions requested for other actors like Member States.
- c. **Superseded:** UNEA adopted another resolution at a later session and any further reporting is done under the new resolution.
- d. **Integrated with PoW reporting:** Reporting on all Secretariat mandates was *fully* integrated under performance reporting for a Programme of Work adopted *after* the resolution.

To initiate closure for a resolution which you are assigned as a primary or secondary reporting focal point:

1. Click Outcomes
2. Search and select the outcome assigned to you that needs to be closed.
3. Click the Resolutions Closure tab.
4. Fill **section A** of the UNEA Resolutions Closure form. Fields to update in section A include:

- **Outcome Code** – Enter the outcome code for the resolution you intend to request for closure
 - **Outcome Name** – Enter the resolution name
 - **Lead Division**- Search and select the main division responsible for implementing the resolution.
 - **Lead Sub-programme**- Search and select the lead sub-programme from the drop-down list.
 - **Primary Reporter**- Search and select the name of the primary reporter.
 - **Secondary Reporter**- Search and select the secondary reporter(s) of the outcome.
 - **UNEA Assembly**- Select Assembly from the drop-down list.
 - **Milestone Attainment Status**- Select status from the drop-down list. The status can either be *Attained*, *Partially Attained*, *Not Attained* or *Not Applicable*. *Not Applicable* applies to UNEA Outcomes that did not have milestones created to track their implementation progress.
 - **Reason for Closure**- Select from the dropdown list.
 - **Key Achievements**- Include a highlight of key results attained.
 - **Impact**- Highlight long-lasting results arising directly or indirectly from implementing the resolution’s mandate and actions required.
 - **Key Lessons** - Include a summary of key lessons from opportunities, challenges gaps and risks.
 - **Recommendations**- Provide any factors for consideration in the design, implementation or reporting arrangements of future resolutions.
 - **Name**- Enter your name as the requesting focal point.
 - **Confirmation**- Click checkbox to confirm submission.
5. Check **I Confirm** at the end of section A, then click **Submit Closure** as displayed in the figure below.

Name:

Confirmation: I have filled all the information correctly.

I Confirm

Section B: For UNEP Secretariat/PPD Administrator:

Name:

Confirmation: The information provided are satisfactory.

I Confirm

Figure 19. Submit Closure Request

Note: Section B is meant for PPD administrator only.

7 Accessing UNEP’s Programme of Work (PoW)

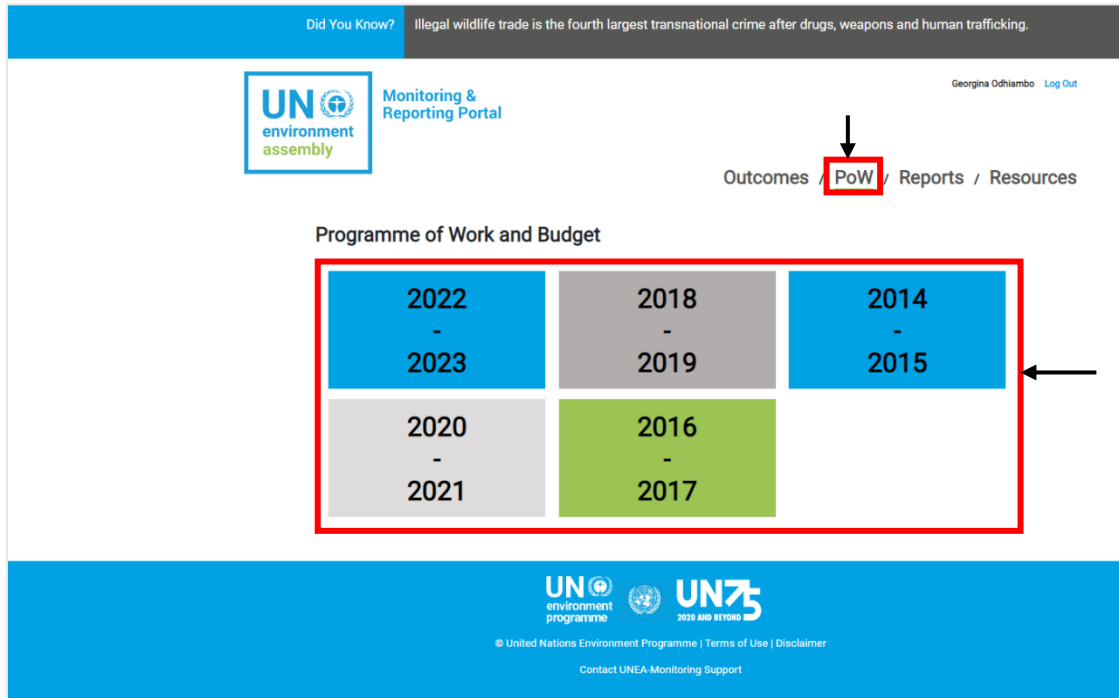


Figure 20. PoW and Budget

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.

8 Access to Reporting

8.1 UNEA Outcome Reports

Did You Know? Our oceans are worth at least \$24 trillion.

Monitoring & Reporting Portal

Georgina Odhiambo Log Out

Outcomes / PoW / **Reports** / Resources

My Reports

UNEA Outcome Reports

PoW Reports

Show 10 Filter By Search by column selected

ASSEMBLY CODE	OUTCOME CODE	OUTCOME NAME	REPORTING PERIOD	REPORT TYPE	ACTIONS
UNEA 3	UNEP/EA.3/RES.1	Pollution mitigation and control in areas affected by armed conflict or terrorism	Dec-2019 & Prior Periods	Secretariat Report	View
UNEA 3	UNEP/EA.3/RES.2	Pollution mitigation by mainstreaming biodiversity into key sectors	Dec-2019 & Prior Periods	Secretariat Report	View
UNEA 3	UNEP/EA.3/RES.3	Contributions of the United Nations Environment Assembly to the High-Level Political Forum on Sustainable Development	Dec-2019 & Prior Periods	Secretariat Report	View
UNEA 3	UNEP/EA.3/RES.4	Environment and Health	Dec-2019 & Prior Periods	Secretariat Report	View
UNEA 3	UNEP/EA.3/RES.5	Investing in innovative environmental solutions for accelerating the implementation of the Sustainable Development Goals.	Dec-2019 & Prior Periods	Secretariat Report	View

Figure 21. 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.

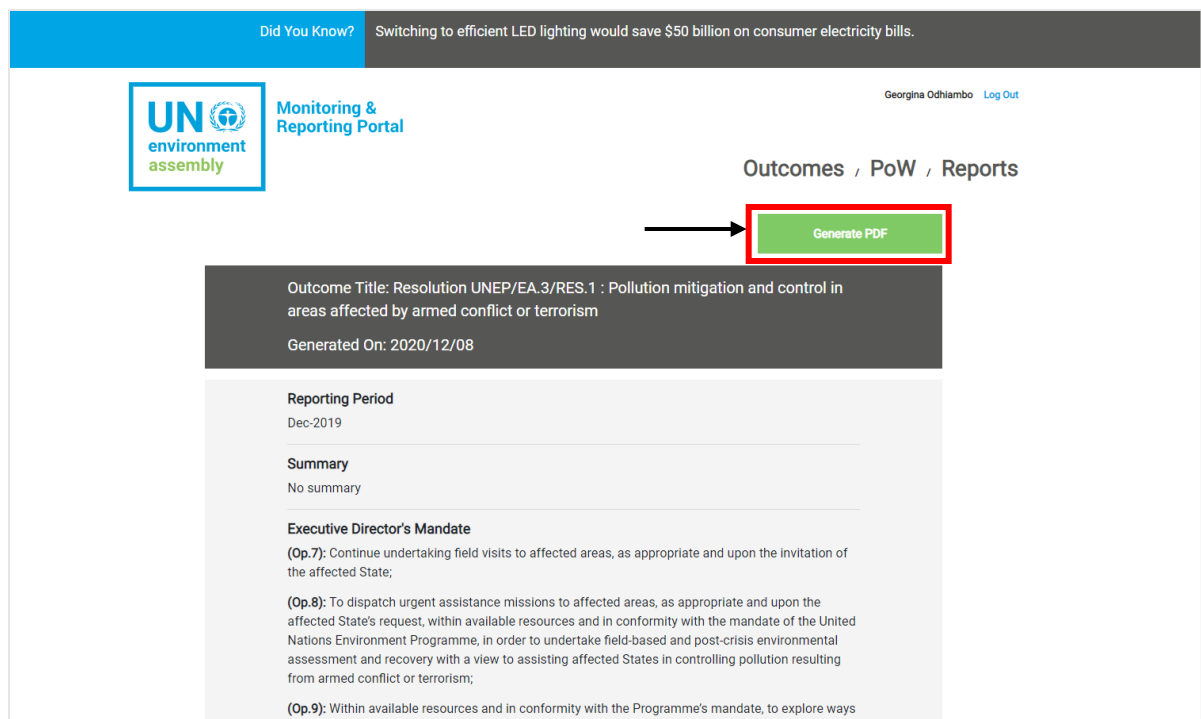


Figure 22. Outcome Report

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.

8.2 UNEP's PoW Reports

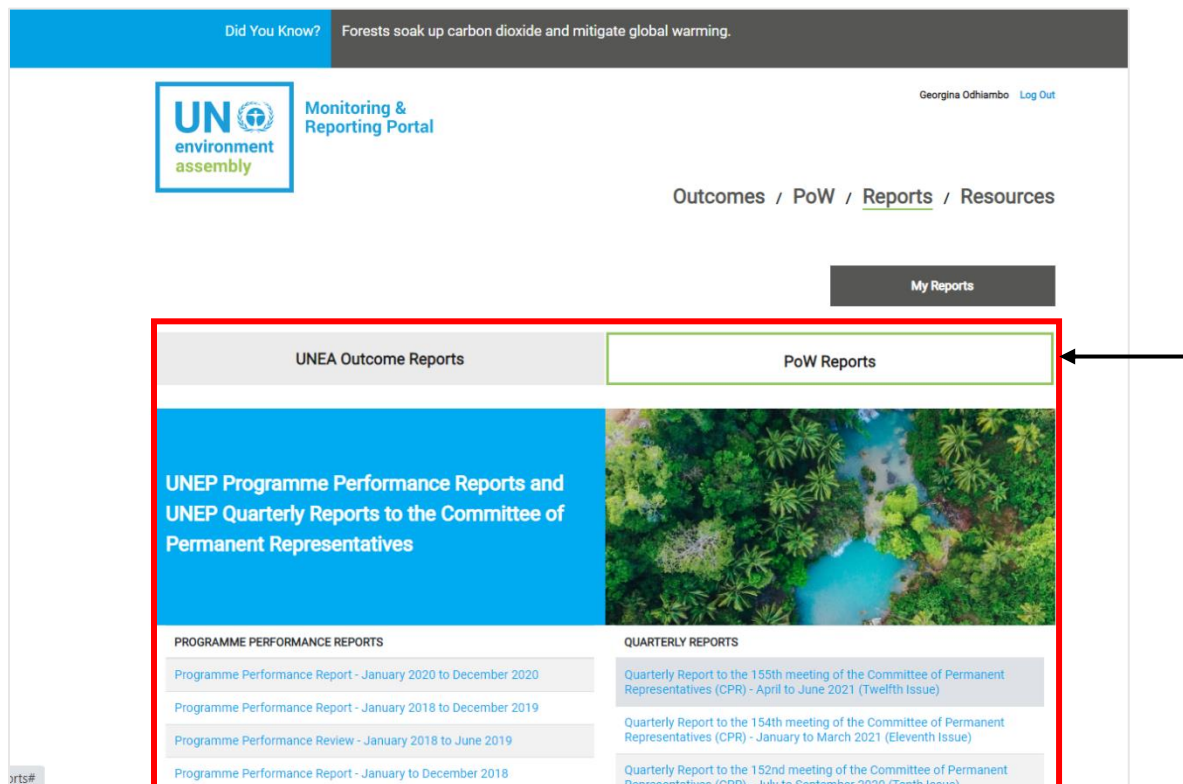


Figure 23. PoW Reports

The PoW reports are displayed in two columns; the left column contains Programme Performance Reports/Reviews 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.

8.3 Accessing Your Reports

Did You Know? Illegal wildlife trade is the fourth largest transnational crime after drugs, weapons and human trafficking.

UN environment assembly Monitoring & Reporting Portal User_MemberState Log Out User Roles

Outcomes / PoW / Reports

My Reports

Show 10 Filter By OUTCOME NAME Search by column selected

ASSEMBLY CODE	OUTCOME CODE	OUTCOME NAME	REPORTING PERIOD	ACTIONS
UNEA 4	UNEP/EA.4/RES.17	Promoting gender equality and the human rights of women and girls in environmental governance	Dec-2019	View
UNEA 2	2/2	Role and functions of the regional forums of ministers of environment and environment authorities	Dec-2019	View
UNEA 2	2/3	Investing in human capacity for sustainable development through environmental education and training	June-2020	View
UNEA 2	2/4	Role, functions and modalities for UNEP implementation of the SAMOA Pathway as a means of facilitating achievement of the Sustainable Development Goals	Dec-2019	View
UNEA 2	2/5	Delivering on the 2030 Agenda for Sustainable Development	Dec-2019	View
UNEA 2	2/6	Supporting the Paris Agreement	Dec-2019	View
UNEA 2	2/7	Sound management of chemicals and waste	Dec-2019	View
UNEA 2	2/8	Sustainable consumption and production	Dec-2019	View

Figure 24. My 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.

Did You Know? 70% of the world's freshwater is used for agriculture.

UN environment assembly Monitoring & Reporting Portal

User_MemberState Log Out User Roles

Outcomes / PoW / Reports

[✎ Edit](#)

Outcome Title: Resolution 2/2: Role and functions of the regional forums of ministers of environment and environment authorities

Generated On: 2021/01/05

Reporting Period
Dec-2019

Summary
The resolution on the "role and functions of the regional forums of ministers of environment and environment authorities"(2/2) is linked to SDG 17 that is focused on promoting global partnership in the achievements of sustainable development.

Executive Director's Mandate
(Op.1): Within the mandate of the United Nations Environment Programme, and in accordance with the programme of work and budget, to support and to facilitate convening and/or strengthening the existing regional forums of ministers of the environment and environment authorities;
(Op.2): Within the mandate of the United Nations Environment Programme, to support and to facilitate convening new regional forums of ministers of the environment and environment authorities upon the request of the regions, through the intergovernmental process, with all countries in the respective regions, and subject to the availability of financial resources;

Figure 25. Edit Submitted Report

9 How to Contact Support

The screenshot displays the UNEA Monitoring and Reporting Portal interface. On the left, there is a globe graphic with the text 'Act #ForNature' and a 'Welcome' message: 'Your one stop shop for access, monitoring and reporting of UNEA Resolutions, Ministerial Declarations and Decisions'. The main content area features three tables:

OUTCOMES BY PoW	
SUB-PROGRAMMES	
Climate Change	8
Resilience to Disasters and Conflict	4
Healthy and Productive Ecosystems	19
Environmental Governance	15
Chemicals, Waste and Air Quality	14
Resource Efficiency	12
Environment Under Review	10
Cross-cutting	1
Oversight and Management	8

OUTCOMES BY TYPE	
Decision	8
Ministerial Declaration	2
Other	0
Resolution	76

OUTCOMES BY STATUS	
Closed	8
Completed	0
In progress	78
Not started	0

At the bottom of the main content area, three summary boxes are displayed:

- Total UNEA Outcomes 86
- Total UNEA Reports 69
- Total PoW Reports 16

The footer contains the logos for the UN Environment Programme and UN75 (2020 AND BEYOND), along with the copyright notice: '© United Nations Environment Programme | Terms of Use | Disclaimer'. A red box highlights the 'Contact UNEA-Monitoring Support' link, with an arrow pointing to it from the left.

Figure 26. 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 email address in the recipient field.

APPENDIX I: FAQs

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

A: Follow the link <https://unea.unep.org/monitoring/> and select Login using un.org Email.

Q: Who from the UNEP Secretariat can report on outcomes?

A: Pre-assigned focal points, both primary and secondary, as appointed by the Secretariat to report on specific resolutions.

Q: How often can I submit a report in the portal?

A: The portal is open for reporting two times in a year, (once every six months) during which you can make your submission. All focal points are notified when the reporting period is open and should one fail to receive the call message, they should contact us via our support email on unea-monitoring-support@un.org.

Q: Can I report on any or all UNEA Outcomes?

A: No. You need to be assigned to an outcome as a Primary or Secondary Reporter to be able to update a specific outcome.

Q: Is my report published immediately after submission?

A: No. You will need to wait for your report to be validated by the Policy and Programme Division, who will respond to you through mail whether or not your report has been approved for publishing. If not approved, and there are requests for further information, you will be notified to make the changes and resubmit the report. This process may vary in time depending on the validation process.

Q: Can I request for closure of a resolution which I have reporting responsibilities?

A: Yes. You can submit your request for closure by filling a simple form available in the portal. However, the requests for closure should be made before the reporting period.

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

A: Send an email to unea-monitoring-support@un.org. There is also a direct email link provided at the bottom section of each page in the portal. Alternatively, open a ticket in [weWork](#).