CLIMATE CHANGE MIS
User Manual

PRODUCED BY: eData
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1.0 Monitoring, Reporting, and Verification

1.1 Working Groups

This section outlines adding a working group:

- From the Proposal Management Menu, click "Working Group"

(Proposal Management » Working Groups)

To enter a new working group, select

1. Enter the **Work Group Name/Description**
2. Select the **employees with access to this group**.

![New Group Form]

3. Select **Submit** to save.
4. Select **Edit** to edit and **Delete** to delete a working group.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Added Date</th>
<th>Added By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Working Group</td>
<td>21 Jul 2022</td>
<td>Jamie Azul</td>
</tr>
<tr>
<td>Climate Finance</td>
<td>25 Jul 2022</td>
<td>Kayla Burns</td>
</tr>
</tbody>
</table>
1.2 Document Sharing

This section outlines adding a Document Sharing:

From the Proposal Management Menu, Click "Document Sharing"

(Proposal Management » Document Sharing)

1. Select a Working Group to add documents to.

   Proposal Management >> Documents Sharing

   BNCC
   Technical Working Group

   A. Select +ADD FILES and choose a file to upload.
   B. Enter a Title/Description for the document.
   C. Select START UPLOAD or START to upload the file.
   D. Select CANCEL UPLOAD or CANCEL to cancel file upload.

2. To:
   a. Download the document
   b. Update the document Revision Date
   c. Approve/Deny the document
   d. Delete the document

   CHOOSE the document and select the action tab for edit options.
3. To add notes to the document uploaded, **Click** the file (Manual) and **click** Add Note.

**OVERVIEW:**
1.3 Document Revision

This section outlines adding a Document Revision:

From the Proposal Management Menu, Click "Document Revision"

(Proposal Management » Document Revision)

1. Select a Working Group folder with the documents you want to revise.

   - BNCCC
   - Technical Working Group

2. To:
   a. Download the document
   b. Make a Decision

   CHOOSE the document and select the action tab for options.
2.0 Frameworks

2.1 Add Project/Programme

This section outlines creating a policy/project

From the Frameworks Menu, Click "Add Project/Programme"

(Frameworks >> Add project/Programme)

From the Add Project/Programme Sub Menu, Click "Basic Information"

1. Enter all required information under "Basic Information"

Form Fields:

- **Code**: Code given to the policy
- **Title**: The title given to the policy
- **Description**: Information describing the policy
- **Start Year**: Start date of the policy
- **End Year**: End date of the policy
- **Years**: Duration of the policy in years
- **Submission Date**: Date the policy is to be submitted
- **Approval Date**: Date the policy should be approved by
Note: All fields with a red asterisk (*) beside them must be filled out for a form to be saved correctly. Field boxes in grey will fill automatically.

2. Upload necessary attachments under the Attachments tab

From the Add Project/Programme Sub Menu, Click "Attachments"

3. To Add a NEW Attachment, Select

Follow all instructions provided, and select Choose Files to upload a file.

Upload Document(s)

Select UPLOAD to upload and save the file.

4. Select "Save" to save the project.
2.2 Edit Project/Programme

This section outlines how to edit a policy (created in 2.1)

From the Frameworks Menu, Click "Edit Project/Programme"

(Frameworks » Edit Project/Programme)

You are able to view the projects by filters.

- **ACCESS** Full Access to edit policy details
- **READONLY** Read Only Access to policy details
- **NO ACCESS** No Access to edit or view policy details

1. To edit, **Select** a policy.

For Example: Belize's Nationally Determined Contribution (NDC) 2021
This gives you an overview of the project/programme created in section 2.1 (Add Project/Programme, PAGE 5)

You are able to edit the basic information as well as upload any additional attachments necessary in the section.

2. After editing, select **SAVE CHANGES** to save.
FRAME WORKS OVERVIEW:

- Add Project/Programme overview

- Edit Project/Programme overview
3.0 Monitoring, Reporting, and Verification

3.1 Global Action Plan (SDGs)

This section outlines creating Global Action Plans. Here you will assign indicators and targets to the goals created.

From the Planning Menu, Click "Global Action Plan (SDGs)"

(Planning >> Global Action Plan (SDGs)

1. To Enter a new Goal, Select "New Goal"

Then, Enter all the required information.

Form Fields:

- **Code**: Code given to the goal
- **Description**: Information describing the goal

Select **SAVE AND NEW** to Save and add another goal.
Select **SAVE & CLOSE** to Save.
2. To Enter a target, Select "New Target"

Then, Enter all the required information.

Form Fields:

- **Goal**: Select a goal from the list created
- **Code**: Code given to the target group
- **Description**: Information describing the target group

Select **SAVE AND NEW** to Save and add another target.
Select **SAVE & CLOSE** to Save.

**Example:**

| Goal * | 3 - Ensure healthy lives and promote well-being for all at all ages |
| Code * | 001 |
| Description * | |
Beside each target, is its corresponding goal code.

3. To Enter a Indicator, Select "New Indicator"

Then, enter all the required information.

Form Fields:

- **Goal**: Select a goal from the list created
- **Target**: Select a target from the list created
- **Code**: Code given to the indicator
- **Description**: Information describing the indicator

Select **SAVE AND NEW** to Save and add another indicator.

Select **SAVE & CLOSE** to Save.
Example:

Beside each indicator, is its **corresponding target code and goal code**.

<table>
<thead>
<tr>
<th>Code</th>
<th>Indicator</th>
<th>Target</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1</td>
<td>Proportion of population below the international poverty line, by sex, age, employment status and geographical location (urban/rural)</td>
<td>1.1</td>
<td>1</td>
</tr>
<tr>
<td>1.2.1</td>
<td>Proportion of population living below the national poverty line, by sex and age</td>
<td>1.2</td>
<td>1</td>
</tr>
</tbody>
</table>

### 3.2 Projects/Programmes

This section assigns the targets, actions and indicators to their respective **Intervention**.

From the **Planning Menu**, Click "**Projects Programme**"  
(Planning » Projects/Programmes)

1. To edit, **Select** a policy/framework.
   
   For Example: Belize's Nationally Determined Contribution (NDC) 2021
2. To Enter a target, Select "New Target"

Then, enter all the required information.

**New Target**

- **Sector**: Select a sector to target
- **Description**: Information describing the target
- **SDG Goal**: Sustainable Development Goals for the target

Select ➔ SAVE AND NEW to **Save and add another target.**
Select ➔ SAVE & CLOSE to **Save.**
Beside each target, is its corresponding sector and SDGs.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Sector</th>
<th>SDG Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agric.1</td>
<td>Reduce methane emissions from livestock by 10% by 2030 and avoid emissions of at least 4.5 KtCO2e related to agriculturally driven land use change by 2025</td>
<td>Agriculture (AG)</td>
<td>2.13.10</td>
</tr>
<tr>
<td>Agric.2</td>
<td>Reduce post-harvest losses through the implementation of the National Adaptation Strategy to address climate change in the agricultural sector</td>
<td>Agriculture (AG)</td>
<td>2.5.7.4.11.15</td>
</tr>
</tbody>
</table>

3. To Enter a Indicator, Select "New Action"

Then, enter all the required information.

**New Action**

- **Target/Intended Result**: Select a Target
- **SDG Target**: SDG Target for this action
- **Description**: Information describing the target

Select **SAVE AND NEW** to Save and add another action.

Select **SAVE & CLOSE** to Save.

Beside each action/intervention, is its targeted/intended result and SDG target.
3. To Enter a Indicator, Select "New Indicator"

Then, enter all the required information.

**New Indicator**

- **Target/Intended Result**: Select a Target for this indicator
- **Action/Intervention**: Select an action for this indicator
- **Description**: Information describing the indicator

Select **SAVE AND NEW** to Save and add another action.

Select **SAVE & CLOSE** to Save.

Besides each indicator, are their corresponding action/intervention and target/intended result.
3.3 Reports

This section outlines creating and exporting reports based on projects and policies.

From the Planning Menu, Click "Reports"

(Planning » Reports)

1. **Select** the report you would like to review, download, and/or print

2. **Select** the project/programme and sector to be displayed in the report.

You are able to download reports as excel sheets, pdfs, word documents, and etc.
4.0 Implementation

4.1 Add an Intervention

This section outlines adding an Intervention. **NOTE:** Targets and Actions will only display corresponding to the policy/project.

- From the **Implementation Menu**, Click "Add an Intervention"
  (Implementation >> Add an Intervention)

1. Enter all required information under "**Basic Information**"

   ![Basic Information Form]

   **Form Fields:**
   - **Title**: The title given to the Intervention
   - **Description**: Information describing the Intervention
   - **Project/Programme**: Project/programme type
   - **Sector**: Select a sector for this intervention
   - **Start Date**: Date the intervention begins
   - **End Date**: Date the intervention finishes
   - **Years and months** will automatically calculate.
**Note:** All fields with a red asterisk (*) beside them **must be** filled out for a form to be saved correctly. Field boxes in grey ____________ will fill automatically.

2. Fill out all required information under "**Responsibilities**."

3. Enter all required information under "**Financials**"

The amount in **BZD** will calculate automatically.

4. Upload necessary attachments under the **Attachments** tab

To Add an attachment, **Select**
Follow all instructions provided, and select Choose Files to upload a file.

![Upload Document(s)](image)

Select [UPLOAD] to upload and save the file.

5. Select "Save" to save the intervention.

![Save Intervention](image)

### 4.2 Edit Intervention

This section outlines how to **edit an intervention**:

From the **Implementation Menu**, Click "**Edit Intervention**"

(Implementation » Edit Intervention)
You are able to view the interventions by filters.

- **ACCESS**
  - Full Access to edit intervention details
- **READONLY**
  - Read Only Access to intervention details
- **NO ACCESS**
  - No Access to edit or view intervention details

1. To edit, **Select** an intervention

2. In this section you are able to edit the information entered when creating **an intervention**.
2. **Select** "Save Changes" to save the changes made

3. **To Delete** an intervention, **select** the intervention(s) and:
   
   - **Click** [DELETE] to delete a SINGLE intervention.
   - **Use the Action tab** to bulk delete multiple interventions.
4.3 Targets & Actions

This section outlines how to create **targets and actions**.

From the **Implementation Menu**, Click "Targets & Actions"
(Implementation » Targets & Actions)

1. To add Targets and Actions, **Click** an intervention.

**Note:** The **Action Tab** is used to invite users or view invited users.

1. To **create** a target, Select "Add Target"
Then, enter all the required information.

**New Target**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target</td>
<td>Select Target</td>
</tr>
<tr>
<td>Display Order Before</td>
<td></td>
</tr>
</tbody>
</table>

Select **SAVE & CONTINUE** to Save and add another action.

Select **SAVE & CLOSE** to Save.

---

2. To create an action, Select "**Add Action**"

**New Action**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target</td>
<td>Select Target</td>
</tr>
<tr>
<td>Action</td>
<td>Select Action</td>
</tr>
<tr>
<td>Display Order Before</td>
<td></td>
</tr>
</tbody>
</table>

Select **SAVE & CONTINUE** to Save and add another action.

Select **SAVE & CLOSE** to Save.
Beside each target, is its **corresponding action**.

### 4.4 Actions Indicators

This section outlines **Actions Indicators**.

From the **Implementation Menu**, click "**Actions Indicators**"

(Implementation » Actions Indicators)

1. To add an Action Indicator, **click** an intervention.

**Note:** The **Action Tab** is used to invite users or view invited users.
To add a new action indicator, Select New Indicator. Then, enter all the required information.

Form Fields:

**Action**: Select an action
**Indicator**: Select an indicator
**Source of Information**: Origin of the information used
**Assumption**: Notes on the indicator
**Unit**: Select a unit of measurement
**Baseline**: Current state of the indicator
**Baseline Year**: Year of the baseline state
**Overall Target**: A projected target for this indicator (What you’d like to accomplish)

Select **SAVE & CONTINUE** to Save and add another action indicator.
Select **SAVE & CLOSE** to Save.

2. **To Add** a target, select **TARGET**

To **Edit**, select **EDIT**

To **Delete**, select **DELETE**

To **View more details**, click **+** beside each indicator
After selecting + Target

Enter all the information needed under New Monitoring Targets. In this section, you would be able to create a breakdown of when you would like to accomplish this goal/target.

**New Monitoring Targets**

<table>
<thead>
<tr>
<th>Overall Target</th>
<th>200.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulative Target</td>
<td>200.00</td>
</tr>
<tr>
<td>Target (Amount)</td>
<td>0.00</td>
</tr>
<tr>
<td>Target Year</td>
<td>Select Year</td>
</tr>
<tr>
<td>Year Period</td>
<td>Q1 Q2 Q3 Q4</td>
</tr>
</tbody>
</table>

The Overall Target and Accumulative Target fields will fill automatically.

Enter the "Target Amount" and "Target Year".

Select a "Year period"

**Example: If the targeted amount is 200,**
You would be able to set a targeted amount of 100, for 2023 in the 4th quarter (Q4). Then Select SAVE & CONTINUE and create another for the remaining 100, but to be accomplished by the year 2024 (Q4)

Select SAVE & CLOSE to Save.

3. To view the details, click + beside each indicator.

---

**WAT.1.1 - Design and implement groundwater hydrological monitoring network to**

**WAT.1.1.1 - Groundwater hydrological monitoring network designed by 2022**

**WAT.1.1.2 - Number of groundwater hydrological monitoring stations active by 2025**
4.5 Notes & Updates

This section outlines project Notes & Updates. This is used to track the project progress.

From the Implementation Menu, Click “Notes & Updates"

(Implementation » Notes & Updates)

1. Select a intervention/ project
2. To **Add** and update, **Select**  

3. To **Edit** an update, **Select**  

4. To **Delete** an update, **Select**
5.0 Monitoring, Reporting, and Verification

Activities

This section displays a breakdown of the **activities** under each intervention.

- Click the **Activities tab** on the main menu

(Main Menu>> Activities)

To View **more** details of the actions under **Work Breakdown Structure**

Select

![Work Breakdown Structure](image)

To **ADD** a new activity, Select the **activity tab** and then

![New Activity]
Then, enter all the required information.

**Form Fields:**
- **Action**: Select an action
- **Description**: Information describing the activity
- **Years**: Duration period of the activity in years
- **Display Order Before**: This will determine the order in which the actions will be displayed

Select **SAVE & CONTINUE** to Save and add another activity.

Select **SAVE & CLOSE** to Save.

Beside each activity, is its corresponding action.
6.0 Monitoring

6.1 Action Indicators

This section provides users with access to report on the progress of a project.

From the **Monitoring Menu**, Click "Action Indicators"

(Monitoring >> Action Indicators)

1. **Select** an intervention/project

This gives the user an overview of the action indicators, baseline, baseline year, and target.

You are also able to view the progress report history
2. To create a **NEW progress report**, select + REPORT

Then, enter all the required information.

**Form Fields:**

**Targeting Report:** Select the quarter in which this target is due
**From Date:** When the progress started
**To Date:** When the progress stopped
**Results Achieved:** State what was completed in this time frame

Select SAVE & CLOSE to Save.
6.2 Activities (POA)

This section outlines the activities completed per year/targeted year.

From the Monitoring Menu, Click "Activities (POA)"
(Monitoring » Activities)

1. Select an intervention/project

Choose a year, then Click

You are able to view the activities, the start date, end date and how long the activity lasted in days under a project.
6.3 Risk Log Update

This section outlines the possible risk under each project and activities.

From the Monitoring Menu, Click "Risk Log Update"
(Monitoring» Risk Log Update)

1. Select an intervention/project

2. Select , to view previous risk entries

2. To add a NEW risk, select  

New Risk
Form Fields:

- **Category**: Select a risk category
- **Risk Level**: Insert a risk level in the percentage
- **Likelihood**: Select the level of the likelihood for this risk to happen
- **Potential Impact**: Select a level of impact the risk could have
- **Risk Description**: Information describing the Risk
- **Impact Description**: Information describing the Risk
- **Mitigation Measures**: Information about the measure used to reduce the risk

Select **SAVE & CONTINUE** to **Save and add another risk.**

Select **SAVE & CLOSE** to **Save.**
7.0 Monitoring, Reporting, and Verification

7.1 Sector Setup

This section outlines Sector Setup

From the Settings Menu, Click "Sectors"

(Settings >> sectors)

1. To Add a new Sector, select

Then, enter all the required information.

**New Sector**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sector Code</td>
<td>The code given to the sector</td>
</tr>
<tr>
<td>Description</td>
<td>Information describing the sector</td>
</tr>
</tbody>
</table>

Select **SAVE AND NEW** to **Save and create another sector.**

Select **SAVE & CLOSE** to **Save.**
Here, you are able the view **active** and **inactive sectors**

2. To make a sector **inactive**, choose the sector then **select** the action tab.

In the **Inactive sectors'** view, you are able to make sectors **active** via the **action tab** also.
7.2 Ministries

This section outlines **Setting up Ministries**.

From the **Settings Menu**, Click "Ministries"

(SETTINGS » Ministries)

1. To Add a new Ministry, select

   Then, enter all the required information.

   **New Ministry**

   - **Code**: The code given to the ministry
   - **Description**: Information describing the sector

   Select **SAVE & CONTINUE** to **Save and create another ministry**.

   Select **SAVE & CLOSE** to **Save**.
2. **Here**, you are able set a ministry as an **active** or **inactive ministry**.

   - **ACTIVE** DOT
   - **INACTIVE** DPP
   - **ACTIVE** EU

   To make a sector **inactive**, select the button beside the respective ministry. **Do the same for active ministries.**

3. To **Edit**, select 

   To **Delete**, select 

---

### Overview:

![Settings >> Ministries]

#### 7.3 Subsector Setup

This section outlines **subsector setup**

- From the **Settings Menu**, Click "Subsectors"

  Settings >> subsectors
1. To Add a new Subsector, select

Then, enter all the required information.

**New Subsector**

- Sector: Select the sector this subsector belongs to
- Subsector Code: The code given to the subsector
- Name: Title given to the subsector

Select [SAVE AND NEW] to **Save and create another subsector.**
Select [SAVE & CLOSE] to **Save.**

Here, you are able the view active and inactive subsectors

2. To make a subsector **inactive**, choose the subsector then select the action tab.
In the **Inactive sectors'** view, you are able to make sectors **active** via the **action tab** also.

### 7.4 Executing Agency Setup

This section outlines **executing agency Setup**

- From the **Settings Menu**, Click "**Executing Agency Setup**"

  (Settings >> Executing Agency Setup)

1. To Add a new **Executing Agency**, select

   **Then**, enter all the required information.

   **New Executing Agency**

   - **Code**: The code given to the executing agency
   - **Description**: Information describing the executing agency
Select **SAVE & CONTINUE** to **Save and create another executing agency.**
Select **SAVE & CLOSE** to **Save.**

2. To **Edit** an agency, Select [EDIT]

3. To **Delete** an agency, Select [DELETE]

### 7.5 Development Partners

This section outlines setting up **development partners**

- From the **Settings Menu**, Click "**Development Partners**"
  
  (Settings >> Development Partners)

1. To Add a new **Development Partner**, select
   - **Then**, enter all the required information.

**New Development Partner**

*Form Fields:*
- **Code**: The code given to the development partner
- **Description**: Information describing the development partner
Select **SAVE & CONTINUE** to Save and create another Development Partner.

Select **SAVE & CLOSE** to **Save**.

**Here**, you are able to view **active** and **inactive development partners**

2. To make a sector **inactive**, choose the sector then **select** the action tab.

In the **Inactive Development Partners**' view, you are able to make partners **active** via the **action tab** also.

4. To **Edit** a Development Partner, **Select**

5. To **Delete** an Development Partner, **Select**
7.6 Unit of Measure

This section outlines setting up **Units of Measurement**

- From the **Settings Menu**, Click "Unit of Measure"
  
  (Settings >> Unit of Measure)

1. To Add a new **Unit of Measurement**, select

   **Then**, enter all the required information.

### New Unit of Measure

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>The code given to the unit of measurement</td>
</tr>
<tr>
<td>Description</td>
<td>Information describing the unit of measurement</td>
</tr>
</tbody>
</table>

Select **SAVE & CONTINUE** to **Save and create another Unit of Measurement**.
Select **SAVE & CLOSE** to **Save**.

**Here**, you are able to view **active** and **inactive Unit of Measurements**.
2. To make a Unit of Measurement **inactive**, choose the measurement then **select** the action tab.

   ![Inactive Unit of Measurements](image)

   In the **Inactive Unit of Measurements**' view, you are able to make the measurements **active** via the **action tab** also.

4. To **Edit** an Unit of Measurement, **Select**

5. To **Delete** an Unit of Measurement, **Select**