

From: [Carbon Neutral Government Programme](#)
To: [Carbon Neutral Government Programme](#)
Subject: CNGP Reporting *PLEASE READ*
Date: Thursday, 31 October 2024 12:30:20 pm
Attachments: [CNGP Reporting Documents Checklist 2024.docx](#)
[CNGP User Guide 2024.pdf](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)

Kia ora koutou,

We've received quite a few reporting requirement questions lately. If you are at all unsure of reporting requirements and the deadline, how to report or where to find things, please read below.

Deadline: 1 December each year. We have asked you to submit earlier, if possible, given our limited resources in processing submission. We are so grateful for those of you who already have.

What to submit (see Reporting Checklist attachment):

- Data template for current year
- Data template for any historical years you have not previously submitted, including corrections to previous years
- Data template for base year if reporting for the first time or re-stating your base year
- Emissions Reduction Plan if you are submitting for the first time or have updated your ERP from last year
- Emissions Reduction Survey – the link for this external survey is in task 1.2 in the tool.
- Audit verification documentation

Where to find documents:

- All reporting related documents, including a word version of the survey, can be found under Reports -> Overview -> Shared -> Reporting Templates and Info (outlined in the attached user guide)
- For detailed reporting information, you can view recordings of reporting webinars in the MfE CNGP Teams channel under the files. These provide detailed step-by-step instructions on how to use the template and the data tool.
- MfE Certification and Accreditation of the data tool can be found under Reports -> Overview -> Shared -> Certification and Accreditation

How to submit:

- Login to: <https://login.adaptiveinsights.com/app>
 - Each organisation is allowed 2 individual logins and 1 generic email login. If you need to change users, please let us know and we'll take care of it.
- Detailed instructions are attached in the user guide.
- Ensure you send CNGP the notification (task 1.3 in the tool) **AFTER** you have attached all your documentation and completed the survey.

Who to contact with questions:

- Please contact the CNGP inbox with any questions rather than individuals to ensure you get a timely response.

We're looking forward to seeing some great progress this year!

Ngā mihi,

Sultana, Bree, Louise, & Matthew

Carbon Neutral Government Programme
Ministry for the Environment | Manatū Mō Te Taiao



CNGP Reporting – Document Checklist 2024

The following documents should be submitted to the CNGP by 1 December 2024. Further information will be provided on how to submit each document.

1) Emissions Data Template

Use the CNGP provided Excel template to fill out emissions data for each year (if those are different years) if you are reporting. If you are only submitting your current year emissions and any historical years (if you restate your base year, you will need to submit the base year template).

- You will need to fill out a separate template for each year you're reporting.
- If any historical years (previously submitted) have changed, these will need to be re-submitted.

2) Emissions Reduction Plan

Organisations submit an Emissions Reduction Plan (ERP) or if nothing else has changed in their most recent reporting period, can omit an ERP for 2024 reporting. An ERP is required for an organisation's submission (e.g. Emissions Inventory Report and/or Emissions Reduction Plan) provided it contains the minimum requirements below. Alternatively, organisations can submit a document that justifies the requirements below (an optional template is included in the reporting tool).

Minimum requirements:

- Any data gaps or significant assumptions used in the reporting process
- Excluded source(s), and reasons for exclusion
- Plans for improvement to inventory and reporting
- Contextual information about the organisation's emissions and reduction potential of your organisation
- Commentary on alignment of the organisation's emissions and reduction targets with the organisation's mission and vision
- Key reduction initiatives the organisation is implementing or planning
- Commentary on progress against targets compared to base year
- Integration of targets and reduction initiatives within the organisation, ie a description of the way in which your organisation has committed to your targets and reduction initiatives.

3) Emissions Reduction Survey

Organisations will need to complete ONE survey as part of their reporting requirements. The link for the survey is in task 1.2 in your agency's processes page within the data tool.

4) Audit Verification Documentation

Independent Audit Opinion letter or the equivalent that contains:

- Quantity of emissions

- *Level of assurance*
- *Signature of the auditor*

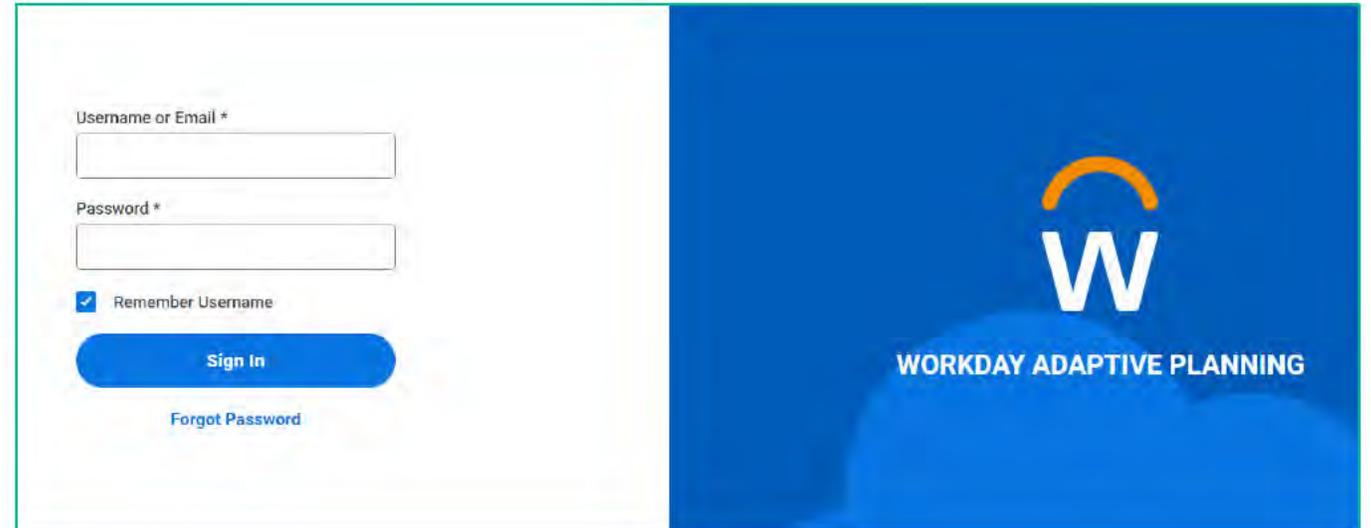


CNGP Portal User Guide



Logging in

- In your browser, go to: <https://login.adaptiveinsights.com/app>
- The CNGP portal uses the Adaptive Workday platform.
- Log in using the username and password sent to you by the CNGP.
- Enter your login credentials.
- Note: Adaptive uses popups, please enable them on your browser



Username or Email *

Password *

Remember Username

Sign In

[Forgot Password](#)


WORKDAY ADAPTIVE PLANNING

Change your password

- When you login for the first time, you will be prompted to change your password.
- Enter the password sent to you in the 'old password' field.
- Enter and verify your new password and click "Save".
- There will be a message in green that your password has been updated.

Change My Password

Personal Info

Name: Ministry of Magic (CNGP Test)

Position:

Username: Magic@cngp.govt.nz

Email: Use username as email
 Sultana.Shah@mfe.govt.nz

Time zone: (GMT+12:00) NZ

Country:

State:

Password

Old password:

New password:

Verify new password:

The password length must be greater than or equal to 8
The password must contain at least 1 numeric characters
The password must contain at least 1 non-alphanumeric character

My avatar

Default avatar

Custom avatar

Upload File No file chosen

(Image requirements: JPG, PNG. Your avatar will be resized to 50x50 pixels)

Save

My Profile

Your profile has been updated.

Personal

Name: Ministry of Magic (CNGP Test)

Position:

Username: Magic@cngp.govt.nz

Email: Use username as email
 Sultana.Shah@mfe.govt.nz

Home page: Welcome

Time zone: (GMT+12:00) NZ

Country:

Password

Old password:

New password:

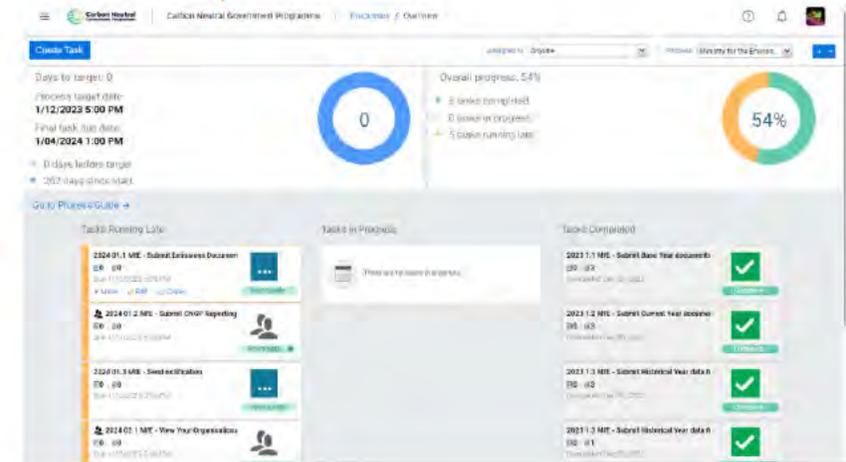
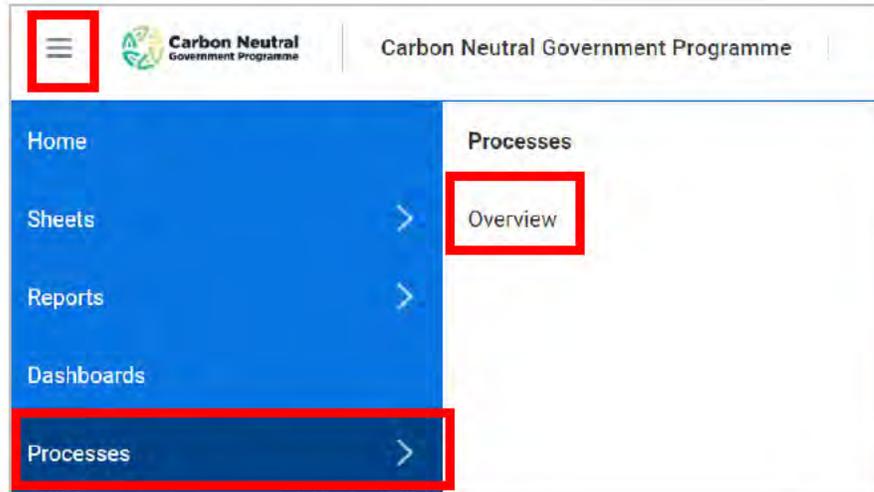
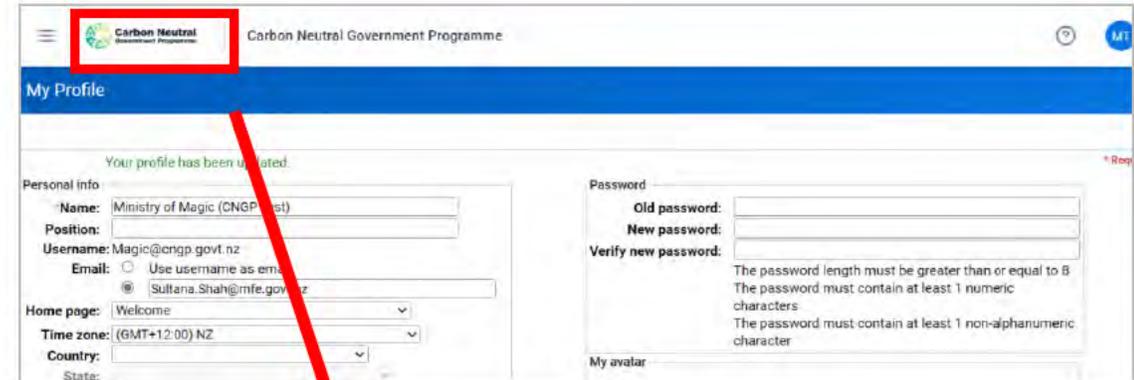
Verify new password:

The password length must be greater than or equal to 8
The password must contain at least 1 numeric characters
The password must contain at least 1 non-alphanumeric character

My avatar

Navigating to your landing page

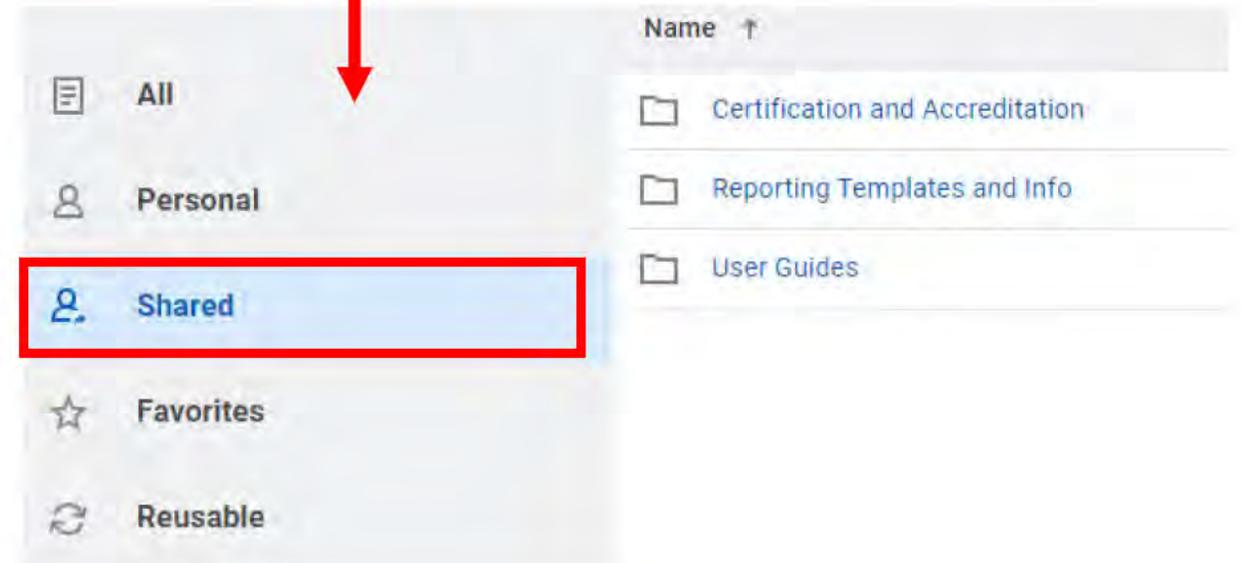
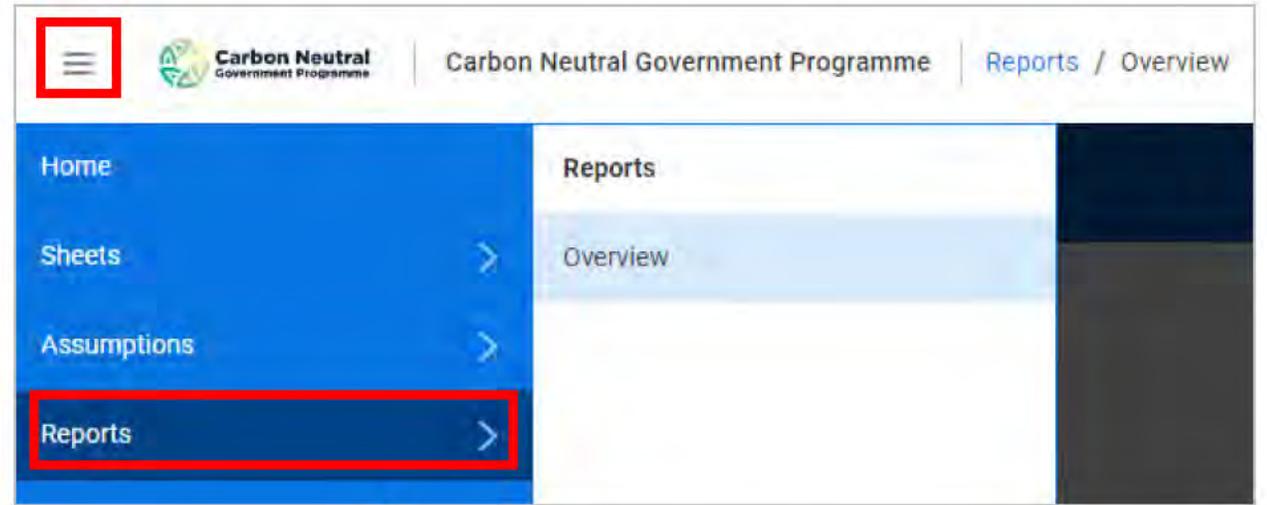
- Once your password has been set, you can either:
 - Select the CNGP logo **OR** use the menu button to navigate to Processes / Overview



Documents in the tool

All reporting documents and user guides are stored in the tool.

- Navigate to these by clicking on the menu icon, selecting 'Reports', and then select 'Shared'
- You will be able to access all User Guides—including videos, Certification and Accreditation for the tool, the Data Template, ERP template, the Document Checklist, and a word version of the Survey.
- Ensure you **download a copy of the data template from the tool** to use for inputting your data.



Overview of process

Organisation attaches datafile, emissions reduction plan (if new or updated), verification documents in the tool.



Organisation completes survey in a browser



CNGP review documentation



Organisation reviews and approves their dashboard

Navigating to landing page

- When you login, you should be taken to the 'Processes' page. If you are not, use earlier instructions (slide 4) to navigate to the page.
- Check that your organisation is selected in the 'Process' drop-down.

The image shows a screenshot of a web application interface. On the left, a 'Process' dropdown menu is highlighted with a red arrow pointing to the right. The dropdown menu is currently set to 'Ministry for the Environ...'. On the right, a larger screenshot of the application dashboard is shown. At the top right of the dashboard, there is a 'Process' dropdown menu also set to 'Ministry for the Environ...'. Below this, there is a circular progress indicator showing 54% completion. Further down, there is a section titled 'Tasks Completed' which lists four tasks, each with a green checkmark and a 'Complete' button. The tasks are:

Task ID	Task Description	Status
2023 1.1 MIE - Submit Base Year documents	Submitted Dec 01, 2023	Complete
2023 1.2 MIE - Submit Current Year documents	Completed Dec 20, 2023	Complete
2023 1.3 MIE - Submit Historical Year data	Submitted Dec 20, 2023	Complete
2023 1.3 MIE - Submit Historical Year data	Submitted Dec 20, 2023	Complete

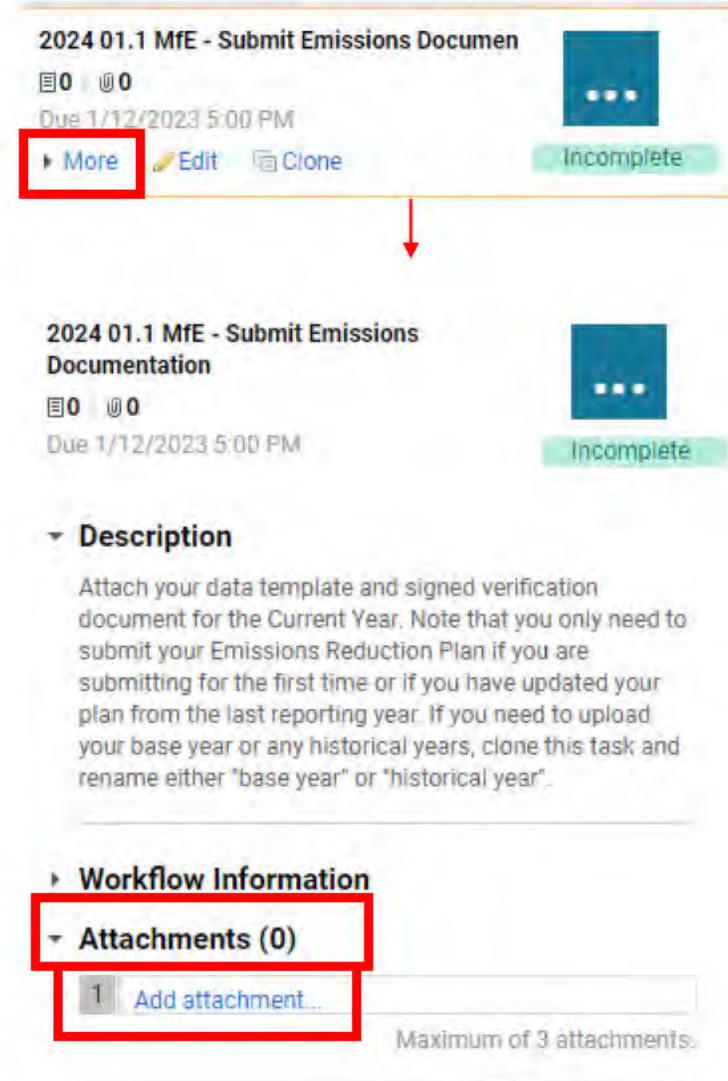
Note about organisational view

- Although you can select any organisation from the process drop down menu, you **cannot** attach or view documents relating to any organisation except your own.
- You attach documents to task 1.1 only (and cloned tasks if you need additional space – see slide 10).

The screenshot shows a dashboard for a process titled 'Ministry for the Environment'. At the top, there are filters for 'Assigned to: Anyone' and 'Process: Ministry for the Environ...'. The dashboard features two donut charts: a blue one on the left showing '29' and a green one on the right showing '12%'. The green chart is labeled 'Overall progress: 12%'. Below the charts, there is a summary of task status: '1 tasks completed', '7 tasks in progress', and '0 tasks running late'. The main area is divided into two columns: 'Tasks in Progress' and 'Tasks Completed'. The 'Tasks in Progress' column lists four tasks, all marked as 'Incomplete': '01.1 MFE - Submit Base Year documents (Da)', '01.2 MFE - Submit Current Year documents (', '01.3 MFE - Submit Historical Year data files (', and '01.4 MFE - Send notification of attached'. The 'Tasks Completed' column shows one task: 'For MFE CNGP use only', which is marked as 'Complete' and was completed on 24/10/2023 at 8:49 AM.

1. Attaching files

- In each task, click “more” for directions for that task.
- Ignore the task “for MfE CNGP use only” in the right-hand column.
- To add an attachment, click attachment -> add attachment
 - Task 1.1 – attach your current year emissions documentation including: data file, emission reduction plan (if new or updated) and audit opinion letter
 - (If you are reporting for the first time and base year is the current year, attach this to Task 1.1)



2024 01.1 MfE - Submit Emissions Document

0 0

Due 1/12/2023 5:00 PM

More Edit Clone Incomplete

2024 01.1 MfE - Submit Emissions Documentation

0 0

Due 1/12/2023 5:00 PM

Incomplete

Description

Attach your data template and signed verification document for the Current Year. Note that you only need to submit your Emissions Reduction Plan if you are submitting for the first time or if you have updated your plan from the last reporting year. If you need to upload your base year or any historical years, clone this task and rename either "base year" or "historical year".

Workflow Information

Attachments (0)

1 Add attachment...

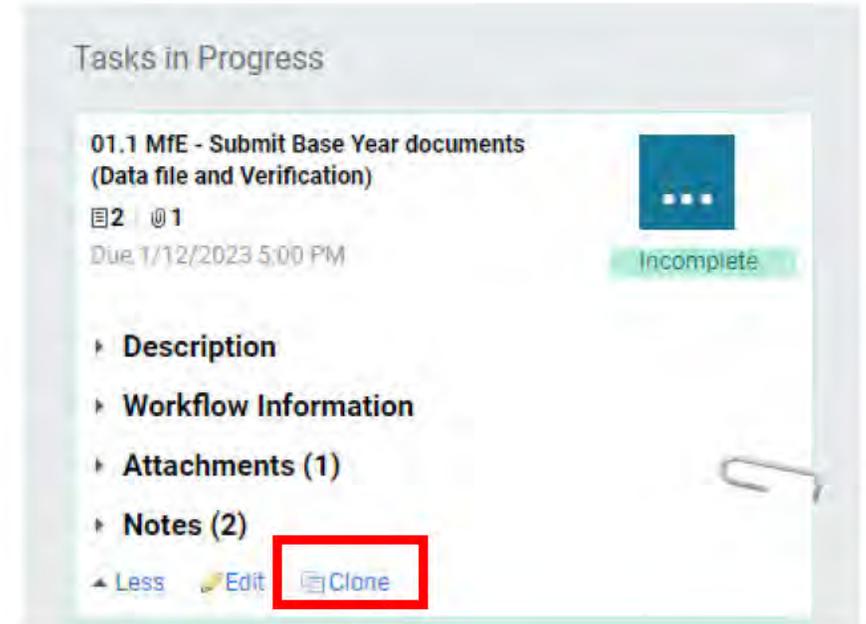
Maximum of 3 attachments.

Attaching additional files

- If you have more than 3 files to attach per task **OR** are attaching base/historical years:
 - press the 'clone' button on the task and 'save' on the pop-up.
 - Attach additional files to the clone task.
 - Rename the task to reflect what you are attaching – current year, historical year or base year documentation.
 - Repeat this as many times as needed to upload your documents.

Note:

- You do not need to mark tasks with the blue dots as 'complete'.
 - These tasks will move to the complete column once the reporting process is complete and locked (by CNGP).
- You can choose to mark tasks with an outline of people as complete by clicking on the green "Incomplete" button, which then changes to 'complete'.



2. Complete reporting survey

- Remember to complete task 1.2 – your survey. The survey is completed outside of the tool.
 - You will not be asked to review your dashboard until the Survey has been completed.
- Copy and paste the survey link into your browser.

 2024 01.2 MfE - Submit CNGP Reporting Survey

 0  0

Due 1/12/2023 5:00 PM

by Ministry for the Environment

 Incomplete 

▼ **Description**

Ensure only 1 survey is completed for your organisation.

Survey Link:
<https://consult.environment.govt.nz/comms/9f1001e6>

▶ **Attachments (0)**

▶ **Notes (0)**

3. Notify CNGP that you have attached files

- Once you have attached all relevant files to the tasks, you need to notify CNGP.
- Follow directions in task 1.3 listed under “more”:
 - Click the blue plus (+) button in the top right of the screen
 - Click the arrow next to the +
 - Click 'Send Notification'
 - Enter a message in the message box. This will be emailed to the CNGP notifying them you have attached your files.
 - Ensure the recipient boxes for 'CNGP ' and your organisation are ticked
 - Press 'Send'
 - You have now completed the attachment process. CNGP will review your files and advise you when it is time to review and confirm your dashboard.

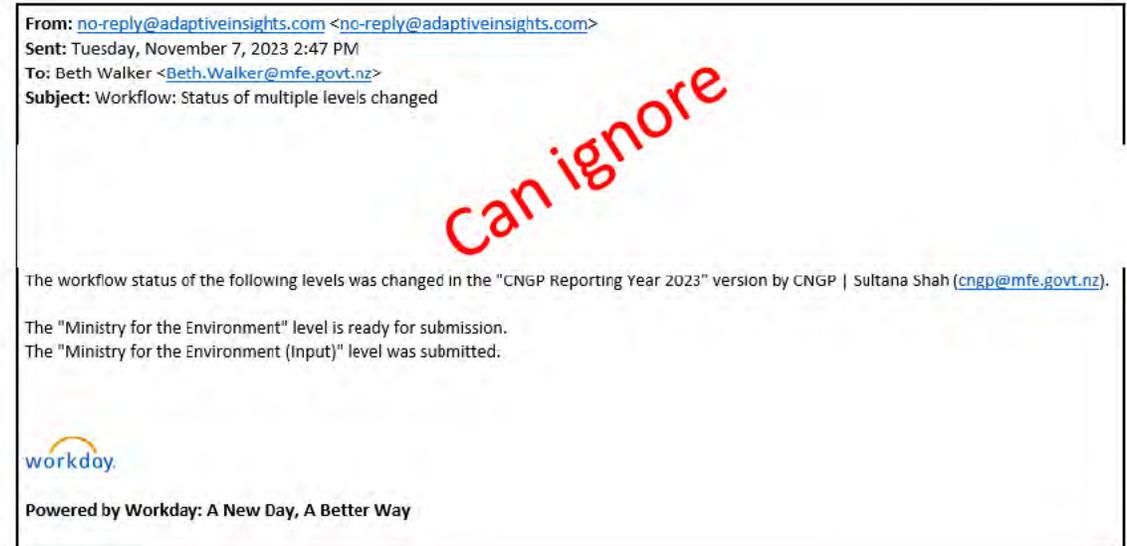
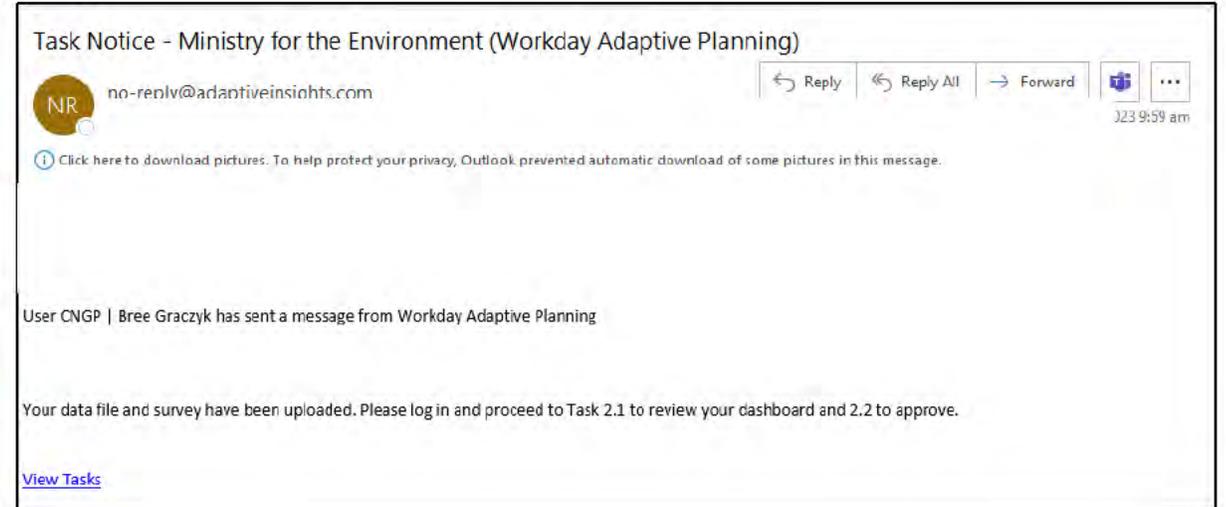
The image shows two screenshots from a web application. The top screenshot displays a process management interface with a dropdown menu for 'Process: Ministry for the Environ...' and a blue plus button highlighted. A dropdown menu is open, showing options: 'Create Process', 'Manage Process', 'Send Notification' (highlighted), and 'Print Process'. The bottom screenshot shows a 'Send Notification' dialog box. It contains the following information: 'Process: Ministry for the Environment', 'Due date: 1/12/2023 5:00 PM', and a 'Message' box with the text 'I have uploaded files for base year, current year and historical years 2020/2021 and 2021/2022'. The 'Recipients' section has two checked items: 'CNGP' and 'Ministry for the Environment (Test Users)'. A 'Send' button is highlighted at the bottom right.

4. CNGP will review your documents

- CNGP will do a high-level review of your data files, emissions reduction plan, verification documents and completed survey. **It is your responsibility to review all files and ensure correctness before submitting to CNGP.**
- CNGP will contact you if there are discrepancies.
- CNGP will upload your data into the system to produce a dashboard once any errors/discrepancies have been resolved and will then contact you to review your dashboard.

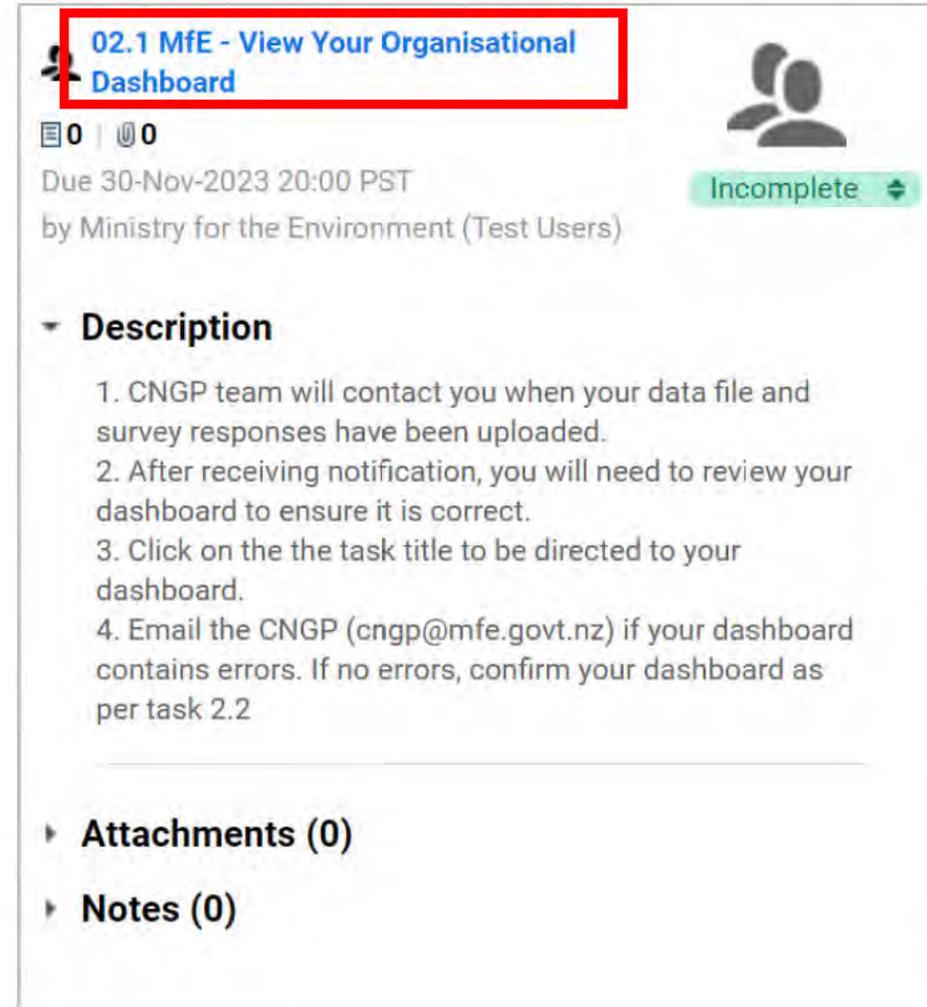
Notification to check dashboard

- Once CNGP have uploaded your data, you will receive 2 emails from Adaptive Insights as shown.
 - One is from Adaptive letting you know to proceed to tasks 2.1 and 2.2. →
 - The other is informing you of a system workflow change – you can ignore this one. →
 - Ensure you check any Spam/Other Inbox folders in case messages have been sent there.



Check your dashboard

- Login and navigate to your processes page (see slide 4) or click on 'View tasks' from the email.
- Click on the title of task 2.1 to be taken to your dashboard.



02.1 MfE - View Your Organisational Dashboard

0 | 0

Due 30-Nov-2023 20:00 PST

by Ministry for the Environment (Test Users)

Incomplete

Description

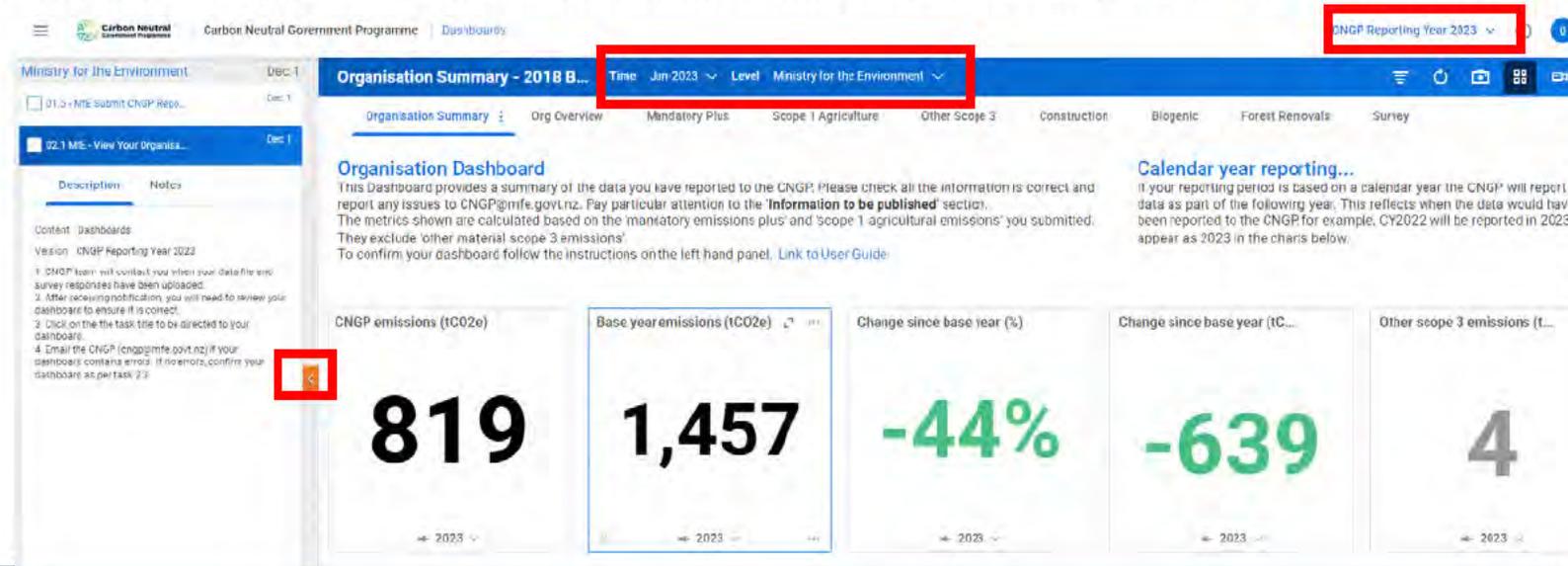
1. CNGP team will contact you when your data file and survey responses have been uploaded.
2. After receiving notification, you will need to review your dashboard to ensure it is correct.
3. Click on the the task title to be directed to your dashboard.
4. Email the CNGP (cngp@mfe.govt.nz) if your dashboard contains errors. If no errors, confirm your dashboard as per task 2.2

Attachments (0)

Notes (0)

Checking your dashboard

- You should see a similar view to the fictitious dashboard below. Press the orange arrow to view your full dashboard
- Check the 'Organisation Summary' tab to ensure it is correct (the other tabs contain the raw data from your datafile)
 - **Time** = June of the reporting year. Eg if we are in November/December 2024, this is the 2024 reporting year, so June 2024 should be selected
 - **The 'Level'** = your agency's name. This name is the one that your agency has indicated to CNGP was your preferred name. It may be English or Te Reo. You may need to select Level and click your organisation the first time you view this.
 - **'Version'** is the correct reporting year. If we are in November/December 2024, the version should read 'Reporting Year 2024'



Checking your dashboard – calendar year

- Some organisations report on a calendar year rather than a financial year. You will need to check your dashboard in a slightly different way.
- Check the 'Organisation Summary' tab to ensure it is correct (the other tabs contain the raw data from your datafile) as described in the previous slide. For calendar year, you will choose the previous year (e.g. for 2024 reporting, choose June 2023).

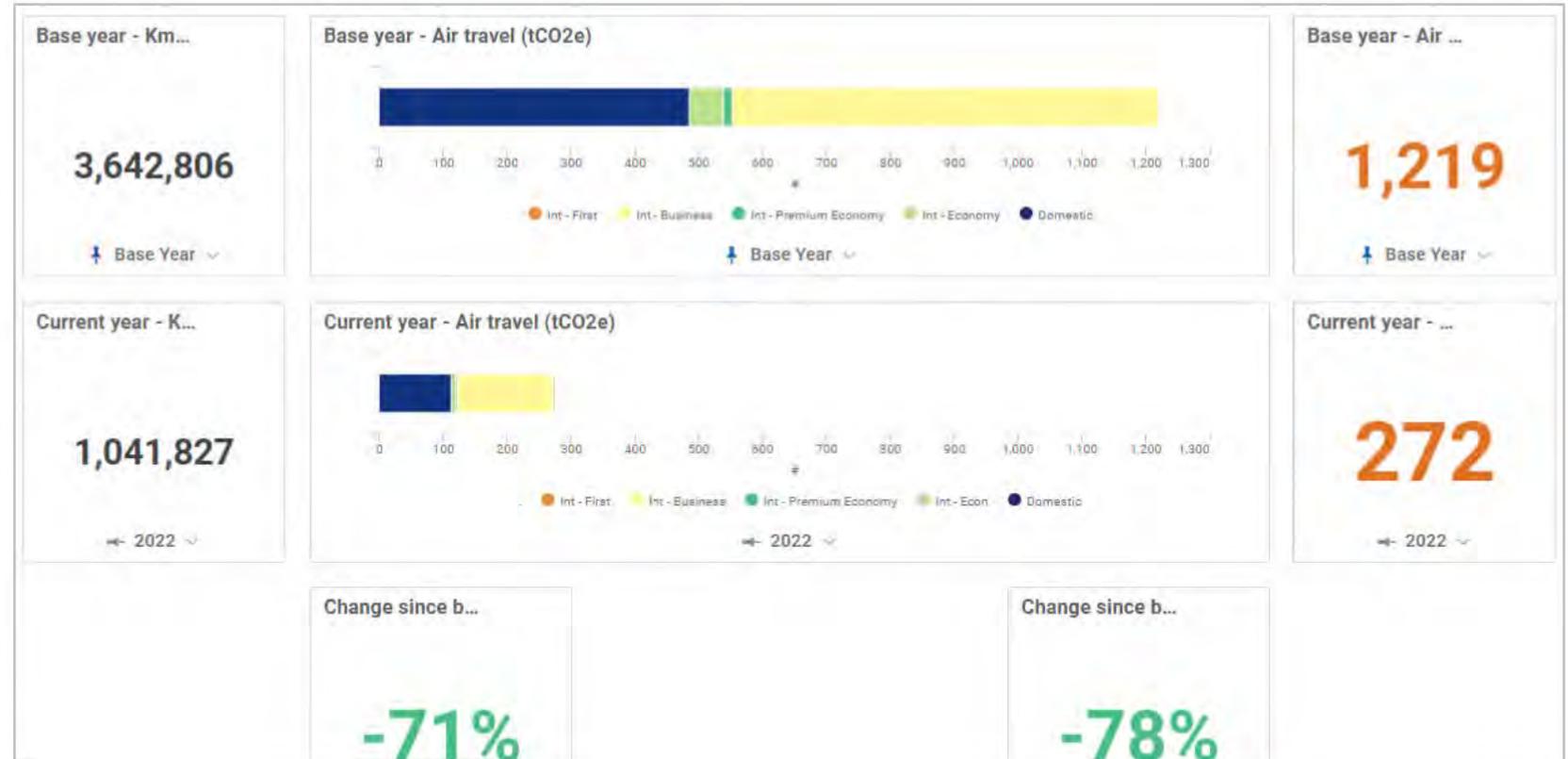
The screenshot displays the Carbon Neutral Government Programme dashboard. The top navigation bar shows the user is logged in as 'Ministry for the Environment' and is viewing the 'Organisation Summary - 2018 B...' dashboard. The 'Time' is set to 'Jun 2023' and the 'Level' is 'Ministry for the Environment'. A dropdown menu for 'CNGP Reporting Year 2023' is visible. The main content area features a 'Calendar year reporting...' section with instructions. Below this are five data cards showing emissions and changes since the base year. A search bar on the right side of the dashboard allows users to filter by year and quarter. A red arrow points from the 'Calendar year reporting...' section to the search bar.

Category	Value
CNGP emissions (tCO ₂ e)	819
Base year emissions (tCO ₂ e)	1,457
Change since base year (%)	-44%
Change since base year (tCO ₂ e)	-639
Other scope 3 emissions (tCO ₂ e)	4

Checking your dashboard

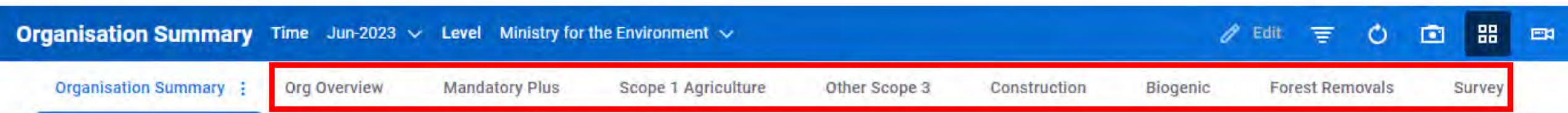
- Ensure your air travel information is correct.

- If you have reported in units other than pkm for base or current year, the units displayed for those years will show as zero. The emissions (orange) will display what you reported in your data file.



Functionality of your dashboard

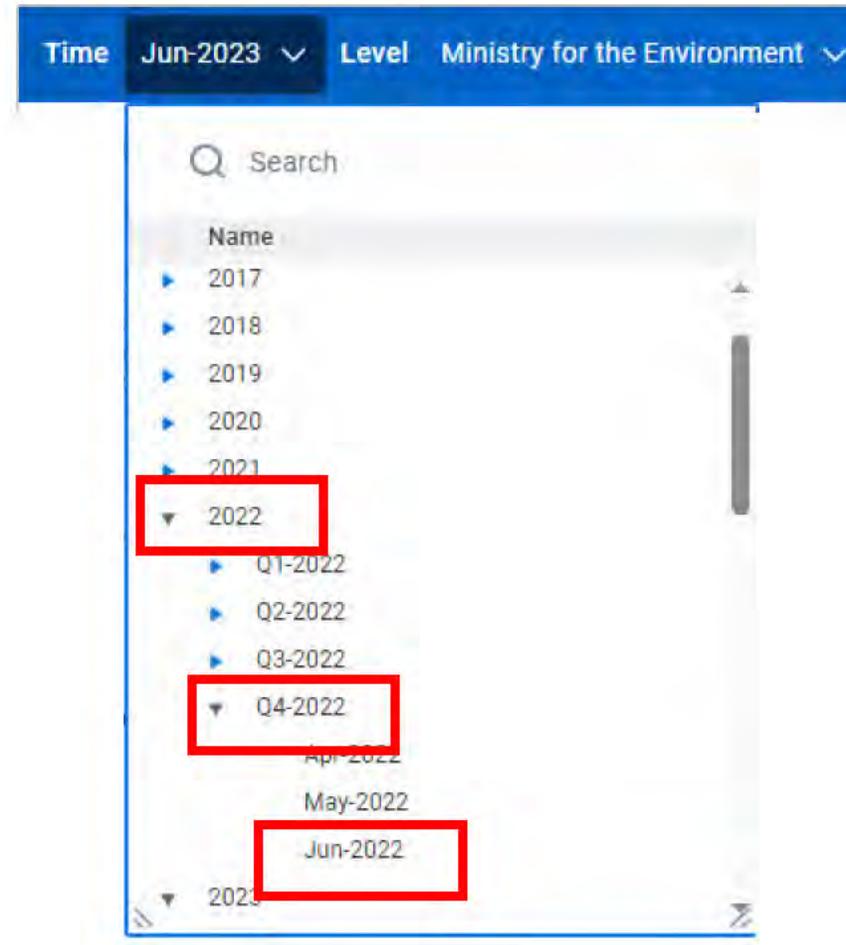
- You will see tabs across the top of your dashboard that correspond to the tabs in your datafiles.
- Navigate to the tabs to check any of your data.



The screenshot shows a dashboard navigation bar with a blue header and a white sub-header. The blue header contains the text "Organisation Summary" followed by "Time Jun-2023" and "Level Ministry for the Environment". To the right of the header are icons for "Edit", a menu, a refresh, a camera, a grid, and a chat. Below the header is a row of tabs: "Organisation Summary", "Org Overview", "Mandatory Plus", "Scope 1 Agriculture", "Other Scope 3", "Construction", "Biogenic", "Forest Removals", and "Survey". A red rectangular box highlights the tabs from "Org Overview" to "Survey".

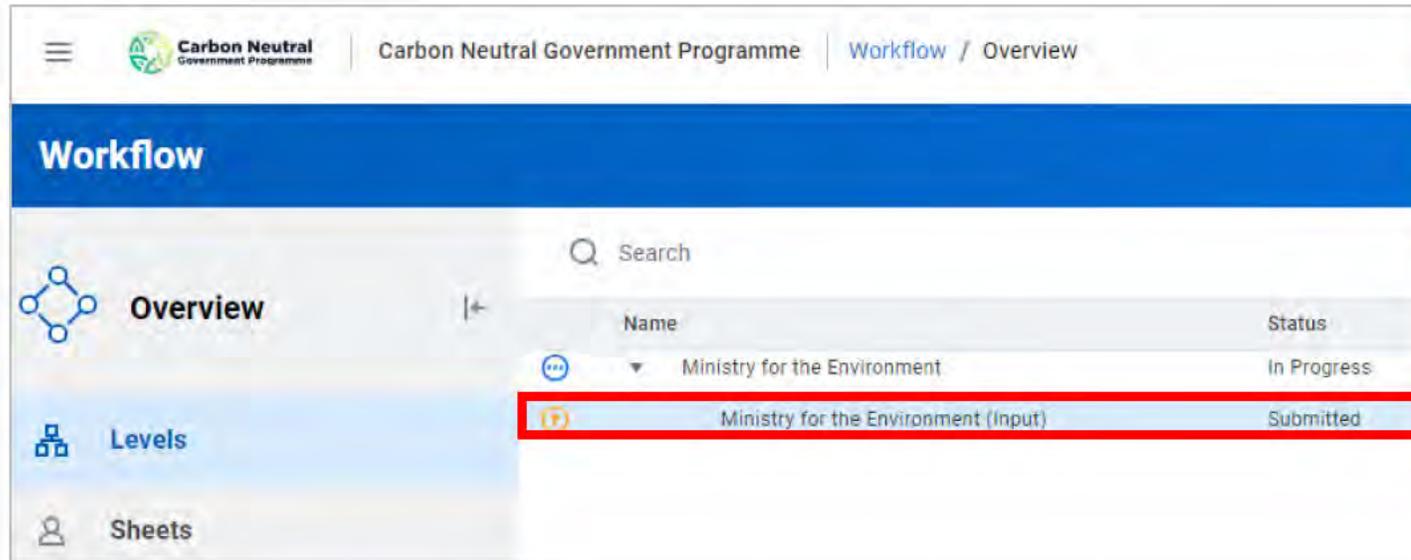
Functionality of your dashboard

- If you would like to compare historical years to your base year, you can change the year shown as 'current year' from the time drop-down menu.
 - Choose the year -> Q4 -> June of that year
- Note: we do not need or report on your emissions by quarter. It is simply displayed this way in the tool.



Confirm your dashboard to CNGP

- Click on Process 2.2 to confirm your dashboard. You can access this from the left-hand pane in your dashboard or through the Processes page.
- The link will take you to your 'workflow'.
- **Click on the line with your organisation's name followed by the word (Input). Do not select the top row.**



Carbon Neutral Government Programme | Carbon Neutral Government Programme | Workflow / Overview

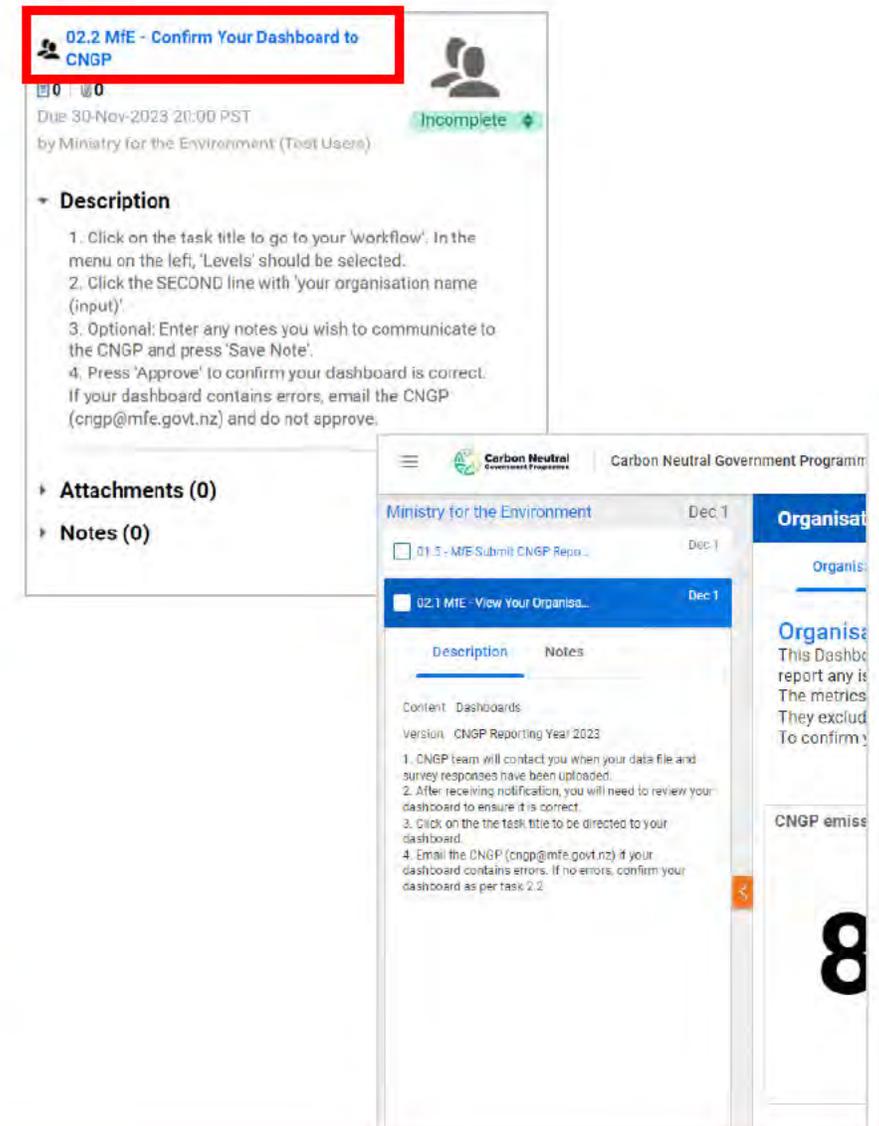
Workflow

Overview

Levels

Sheets

Name	Status
Ministry for the Environment	In Progress
Ministry for the Environment (Input)	Submitted



02.2 MFE - Confirm Your Dashboard to CNGP

Due 30-Nov-2023 20:00 PST

Incomplete

by Ministry for the Environment (Test Users)

Description

1. Click on the task title to go to your 'workflow'. In the menu on the left, 'Levels' should be selected.
2. Click the SECOND line with 'your organisation name (input)'
3. Optional: Enter any notes you wish to communicate to the CNGP and press 'Save Note'.
4. Press 'Approve' to confirm your dashboard is correct. If your dashboard contains errors, email the CNGP (cngp@mfe.govt.nz) and do not approve.

Attachments (0)

Notes (0)

Carbon Neutral Government Programme | Carbon Neutral Government Programme

Ministry for the Environment | Dec 1

01.3 - MFE Submit CNGP Repor... | Dec 1

02.1 MFE - View Your Organisa... | Dec 1

02.2 MFE - Confirm Your Dashboard to CNGP | Dec 1

Description | Notes

Content | Dashboards

Version | CNGP Reporting Year 2023

1. CNGP team will contact you when your data file and survey responses have been uploaded.
2. After receiving notification, you will need to review your dashboard to ensure it is correct.
3. Click on the the task title to be directed to your dashboard.
4. Email the CNGP (cngp@mfe.govt.nz) if your dashboard contains errors. If no errors, confirm your dashboard as per task 2.2.

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Dashboard approval

- A menu will appear on the right with the word 'SUBMITTED' in orange
- In the 'Note' section, leave a note to CNGP confirming the dashboard is correct
- Press 'Save Note'
- Press 'Approve'
- The process is now complete.
- **If the dashboard contains any errors, email the CNGP (cngp@mfe.govt.nz). Do NOT press 'Approve' or 'Reject'.**

Level Workflow Status ✕

SUBMITTED

Name
Ministry for the Environment (Input)

Updated By
CNGP | Sultana Shah

Updated On
6/11/2023 1:01:05 PM

Note

Your data file and survey have been uploaded. Please log in and proceed to Task 2.1 to review your dashboard and 2.2 to approve.

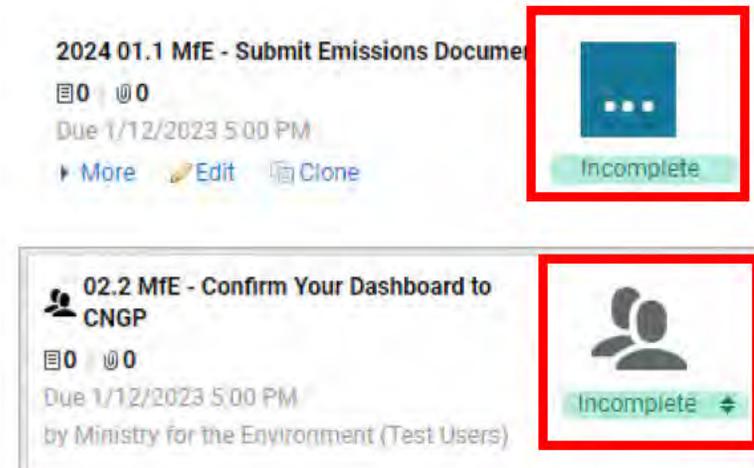
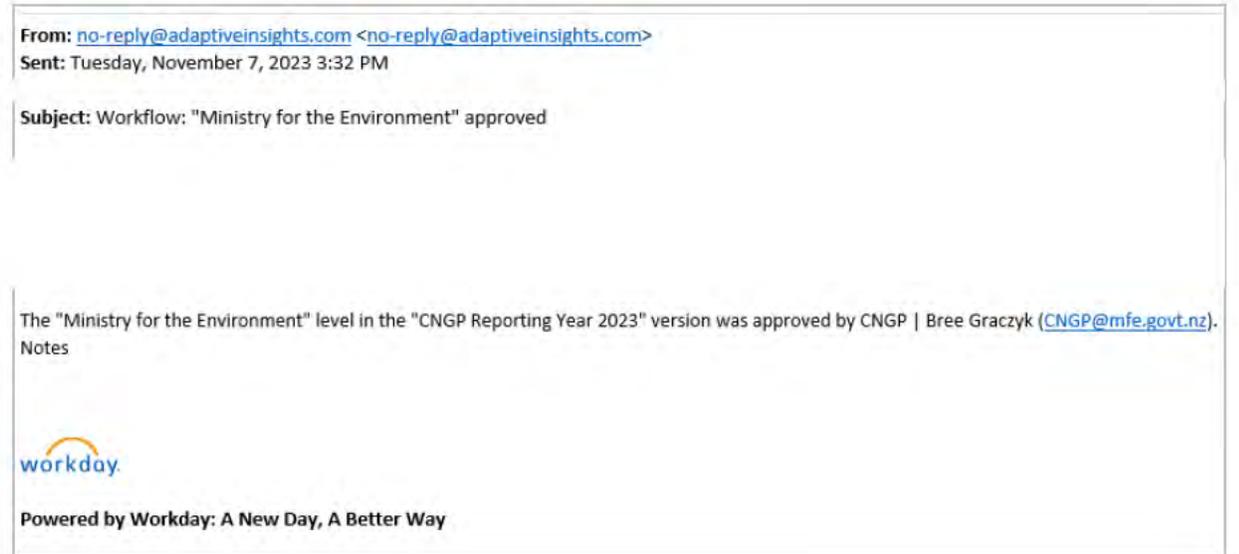
MfE user: Dashboard is correct

Save Note

Approve Reject

Dashboard Approval

- Once you have approved your dashboard, CNGP will do a final approval and lock your dashboard.
- You will receive an email similar to the one on the right, stating your organisation's reporting has been approved.
- This indicates that CNGP have accepted your data and **you do not need to do anything further.**
- Note: In the 'Process' view, you may still see tasks in the 'Tasks in Progress' column. The tasks with the blue dots will move over once the dashboard has been approved and locked by MfE. You can mark the other tasks as 'complete' or leave them as 'incomplete'. It does not impact your submission status.



Congratulations! You've completed your CNGP reporting!

