From:	Carbon Neutral Government Programme <cngp@mfe.govt.nz></cngp@mfe.govt.nz>
Sent:	Wednesday, 27 November 2024 11:56 am
То:	Carbon Neutral Government Programme
Cc:	Louise Bullen
Subject:	CNGP reporting
Attachments:	CNGP User Guide 2024.pdf

Importance: High

Kia ora koutou,

We are just about at that point in the year when CNGP reporting is due! Please remember the deadline is **1 December** for your reporting requirements to be submitted via the data tool. I've attached the most recent and updated CNGP user guide to this email.

What to submit:

- Data template for current year
- Data template for any historical years you have not previously submitted that you would like to include, including any restatement of previous years
- Data template for base year if reporting for the first time or re-stating your base year. If restating, remember to provide an explanation for the restatement
- 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: <u>https://login.adaptiveinsights.com/app</u>
 - 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 and again once you have approved your dashboard.

Who to contact with questions:

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

Things to remember:

• All cells in the overview tab of the datafile need to be completed, including the targets, report type, FTEs, capex and opex.

- Please do not try to change workflows/approve your dashboard as you are attaching your documentation. The first step is to attach your documents to task 1.1 and click the blue plus sign to send us a notification. Approval of your dashboard comes later in the process (please see the user guide).
- We will notify you when your dashboard is ready to be checked please make sure you send 'approve' your dashboard in the tool once you have confirmed it is accurate.
- If you are a Toitu client and downloading your template from them, please check that everything is correctly allocated to the correct CNGP group. In particular, we are seeing compost in the Agriculture tab which is usually incorrect. If compost is sent offsite, it would be classified as scope3other or 'scope3plus' under PG&S. If you compost on your own site, it would likely fall under Scope1 Other.
- If you included any CNGP categories that would normally fall under 'scope3other' in your 'scope3plus' last year, they need to remain as 'scope3plus' for the duration of reporting.
- Lastly, we appreciate your patience as we work through the submissions. It is two of us working through the submissions this year which will take a bit more time compared with last year.

Ngā mihi, Sultana & Louise

Ministry for the Environment | Manatū Mō Te Taiao sultana.shah@mfe.govt.nz | mfe.govt.nz

Ministry staff work flexibly by default so if you receive an email from me outside of usual working hours, please respond at a time that is convenient for you.



CNGP Portal User Guide





Logging in

- In your browser, go to: <u>https://login.adaptiveinsights.com/app</u>
- 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





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



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.





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.





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).





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)



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".





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 | 00 Due 1/12/2023 5:00 PM by Ministry for the Environment



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.





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.



The workflow status of the following levels was changed in the "CNGP Reporting Year 2023" version by CNGP | Sultana Shah (cngp@mfe.govt.nz).

The "Ministry for the Environment" level is ready for submission. The "Ministry for the Environment (Input)" level was submitted.

workday.

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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)

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.

Incomplete 🔶

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'

Carbon Neutral Carbon Neutral Gover	nment Programme Dashboards			CNG	P Reporting Year 2023 🗸 🥑 🛛 🛛
Ainistry for the Environment Dec 1	Organisation Summary - 2018 I	B Time Jun-2023 ∨ Level Ministry for	the Environment $$		₹ () ⊡ 88 @
01.5 - MfE Submit CNGP Repo Dec 1	Organisation Summary : Org Ov	erview Mandatory Plus Scope 1 Ag	riculture Other Scope 3 Constructio	n Biogenic Forest Removals	Survey
O2.1 MTE- View Your Organisa. Dec 1 Description Notes Content Description 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	Organisation Dashboard This Dashboard provides a summary or report any issues to CNGP@mfe.govt.r The metrics shown are calculated base They exclude 'other material scope 3 e To confirm your dashboard follow the i	f the data you have reported to the CNGP. Pil- nz. Pay particular attention to the 'Informatio ed on the 'mandatory emissions plus' and 'so missions'. instructions on the left hand panel. Link to Us	ease check all the information is correct and n to be published ' section. ope 1 agricultural emissions' you submitted. ser Guide	Calendar year reporting If your reporting period is based on a data as part of the following year. Thi been reported to the CNGP for examp appear as 2023 in the charts below.	calendar year the CNGP will report y s reflects when the data would have ole, CY2022 will be reported in 2023 (
dashboard to ensure it is correct. 3. Click on the the task tifle to be directed to your dashboard. 4. Email the CNOP (cngp@mfe.gort.nz) if your dashboard contains errors. If no errors, confirm your dashboard as per task 2.2	CNGP emissions (tCO2e)	Base year emissions (tC02e) 1	Change since base year (%)	Change since base year (tC	Other scope 3 emissions (t
	≓- 2023 ∨	் ≠ 2023 ∨ …	⊯ 2023 ∨	≠ 2023 ∨	⊷ 2023 ∨



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).





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.

Organisation Summary	Time Jun-2023 🗸	Level Ministry for t	he Environment 🗸			P	Edit 🛒 🖒	i	= 1
Organisation Summary	Org Overview	Mandatory Plus	Scope 1 Agriculture	Other Scope 3	Construction	Biogenic	Forest Removals	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 dropdown 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.

	Government Programme	Carbon Neutra	al Government Programme Workflow / Overview	
Wo	rkflow			
~~	Quantiana	L.	Q Search	
0	Overview	←	Name	Status
			 Ministry for the Environment 	In Progress
<u>a</u>			Ministry for the Environment (Input)	Submitted
00	Levels			
Q	Sheets			

02.2 MfE - Confirm Your Dashboard to CNGP	<u>(</u>	
0 ⋓0 ue 30-Nov-2023 20:00 PST y Ministry for the Environment (Test Users)	Incomplete \$	
Description		
 Click on the task title to go to your 'wo menu on the left, 'Levels' should be selec 2. Click the SECOND line with 'your organ (input)'. Optional: Enter any notes you wish to o the CNGP and press 'Save Note'. Press 'Approve' to confirm your dashbo If your dashboard contains errors, email ' (cngp@mfe.govt.nz) and do not approve. 	kflow'. In the ted. isation name ommunicate to ward is correct. he CNGP	
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	dashboard to ensure it is correct. 3. Click on the the task title to be directed to your dashboard. 4. Email the CNOP (cngp@mfe.govt.nz) if your dashboard contains errors. If no errors, confirm your dashboard as per task 2.2	CNGP emiss



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 (<u>cngp@mfe.govt.nz</u>). Do NOT press 'Approve' or 'Reject'.

Name	
Ministry for	the Environment (Input)
Updated By	(
CNGP Sult	ana Shah
Updated On	1
6/11/2023	1:01:05 PM
Note	
Your data	file and survey have been
Task 2.1 to	o review your dashboard and
2.2 to app MfE user:	rove. Dashboard is correct
10000	
Save No	ote

Level Workflow Status

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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.

 From: no-reply@adaptiveinsights.com

 Sent: Tuesday, November 7, 2023 3:32 PM

 Subject: Workflow: "Ministry for the Environment" approved

 The "Ministry for the Environment" level in the "CNGP Reporting Year 2023" version was approved by CNGP | Bree Graczyk (CNGP@mfe.govt.nz). Notes

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 2024 01.1 MfE - Submit Emissions Documer

 □0 | 00

 Due 1/12/2023 5:00 PM

 ► More
 Edit

 □ Clone
 Incomplete





Congratulations! You've completed your CNGP reporting!



