

The MAAP Online Interface's Main Functions

— A step-by-step guide

1. Background, Data Security and Accessibility

The Mitigation Action Assessment Protocol (MAAP) online interface, developed by the World Bank's Networked Carbon Markets (NCM) initiative, is a user-friendly and secure platform that enables users to assess, compare and benchmark the relative outcomes and risks of different climate actions. It aims to help decision makers develop and select more robust mitigation actions; track progress towards emission goals; and ultimately, facilitate transfer of mitigation outcomes in a network of liquid, scalable climate markets. The MAAP was originally developed as an excel-based tool in 2014, and has already been applied to 180+ mitigation actions globally. For further information, please visit the MAAP online interface's About page at: <https://maap.worldbank.org/#/about>.

All the data on the MAAP online interface is subject to the World Bank's Policy on Access to Information (AI). To find out more about the AI Policy, please visit: <http://www.worldbank.org/en/access-to-information>. In addition, the information you entered in an assessment will be stored in the MAAP online interface's database, which is protected by a firewall. The information can only be accessed by you and the users with whom you shared the assessment. Once you choose to publish the assessment, the information can be viewed by all registered users, however, they cannot edit the assessment.

2. Register for an Account/Sign in

Figure 1: Register for an account or sign in



- 1) Click "LOGIN" on the upper right corner of the page (Figure 1);
- 2) There are two ways to create an account on the MAAP online interface:
 - a) Sign in with your existing social network account;
 - b) Or, click "Sign up now" on the lower right corner of the page, enter your email address and click "Send verification code". You will receive an email with the code shortly. Enter the code and click "Verify code". Once your email has been verified, you can proceed with entering your password, first name, last name, phone number and select a country. Then click "Create", and you are good to go.

Figure 2: Review/update profile, sign out



- 3) You can view/update your profile by clicking the drop-down box icon next to your name, on the upper right corner of the page, click "My Profile", select information that best describes you in the drop-down lists, and click "UPDATE" (Figure 2);
- 4) You can sign out by clicking "Sign out" (Figure 2).

3. Create a New Assessment

Figure 3: Create a new assessment



Figure 4: Enter basic assessment information

The image shows a 'NEW ASSESSMENT' pop-up window. It has a blue header with the title and a close button. The form contains several fields: 'Name*' (text input), 'Country*' (dropdown menu), 'Sector*' (dropdown menu), 'Phase*' (dropdown menu, circled in orange), 'Jurisdiction Type*' (dropdown menu), 'Jurisdiction Population*' (text input), 'Type of MA*' (dropdown menu), 'Relation to the Paris Agreement*' (dropdown menu), and 'Description' (text input). At the bottom, there are 'SUBMIT' and 'CANCEL' buttons.

- 1) Click "TOOL" on the upper left corner of the post-login page (Figure 3);
- 2) Enter basic information in the pop-up window titled "NEW ASSESSMENT" (Figure 4);
- 3) Hover the mouse on the "i" icons for further information;
- 4) Click "SUBMIT" to create the new assessment;
- 5) You can always edit the basic information, please refer to Section 6: View List of Assessments.

4. The Structure of an Assessment

The MAAP is structured into four different modules that cover various assessment areas, and each assessment area includes a set of key indicators (Figure 5). The four modules included in the MAAP, as shown in Figure 6 below, aim to assess critical aspects of a robust mitigation action. Each module's assessment is independent from each other, thereby enabling users to add or remove modules based on their own interest and needs. The module's final score is based on the weights and scores that the users assign to the relevant key indicators and assessment areas.

Figure 5: Basic structure of an assessment

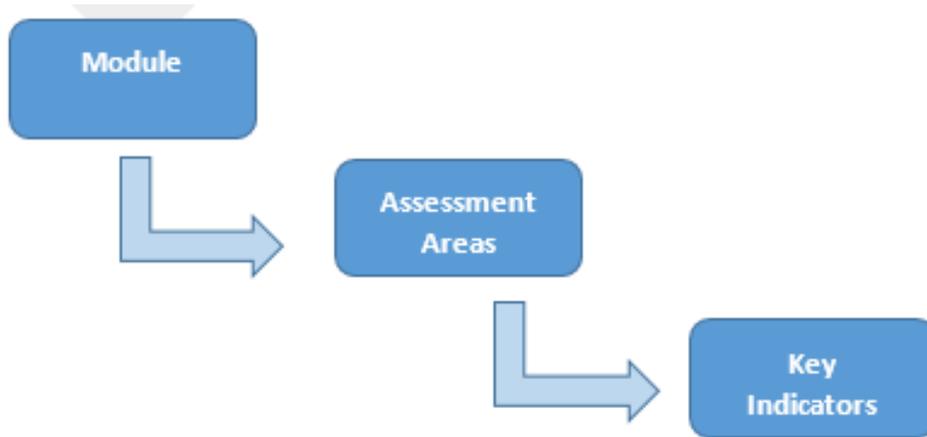
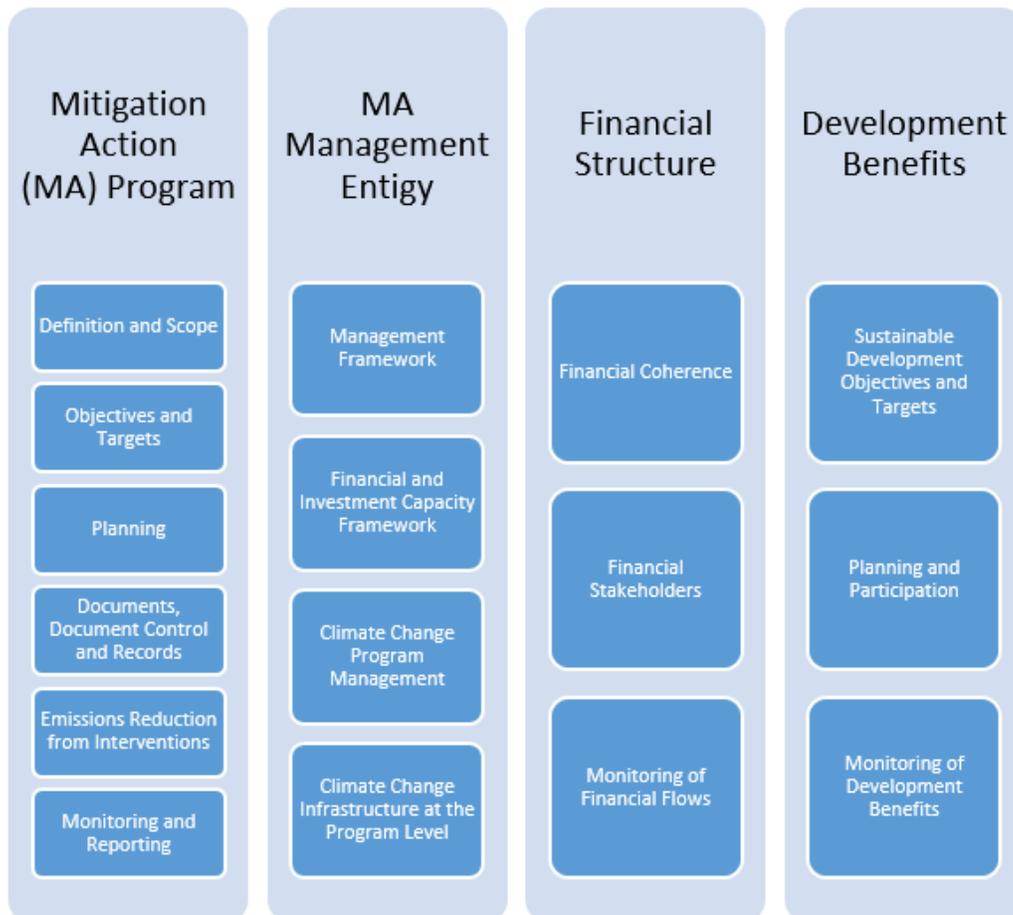


Figure 6: The MAAP's modules and assessment areas



5. Start the Assessment Process

Figure 7: Review/adjust assessment area weights

Assessment Area	Weight
Definition and Scope	20
Objectives and Targets	20
Planning	25
Documents, Document Control and Records	10
Emissions Reduction from Interventions	15
Monitoring and Reporting	10
Total	100

Buttons: COMPLETE ASSESSMENT, SAVE & CONTINUE

- 1) Start the assessment with Module 1— “Mitigation Action (MA) Program”. While Module 1 is required to complete an assessment, the other three modules are optional;
- 2) Review default weights for various assessment areas (e.g. Definition and Scope), change weights if preferred (Figure 7);
- 3) Click “Save & Continue” to save information entered and continue with the assessment;
- 4) Hover the mouse on the “i” icons for further information;

Figure 8: Assess key indicators

Key Indicator (KI)	Weight	Score Range	Confidence Level	Theme	Observations
Description of the MA technology or change in practice	15	Select	Low	--Select--	View History
Scope of the Mitigation Action (MA)	25	Select	Low	--Select--	View History
Alignment with Jurisdictional priorities	15	Select	Low	--Select--	View History
MA approval by relevant Authorities	30	Select	Low	--Select--	View History

- 5) Review default weights for different key indicators (e.g. Description of the MA technology or change in practice), change weights if preferred (Figure 8);
- 6) Click “Select” to allocate score range for a key indicator (e.g. when the score range 60-100 is selected, the median 80 is used for the assessment), or enter a specific score (score/score range is required);

- 7) Select "Confidence Level" (does not affect the final assessment score);
- 8) Enter evidence/comments in "Observations" area (*required*), and attached documents (optional) to support your choice of weight allocation, score, and observation;
- 7) Click "Save & Continue" or click the menu bar on the left to move among modules and assessment areas;
- 8) Click "COMPLETE ASSESSMENT" to complete the draft assessment.

6. View List of Assessments

Figure 9: View list of assessments

Home / List of Assessments

LIST OF ASSESSMENTS COMPARE

Filters

Result Name

Phase

Sector

Country

Jurisdiction Type

MA Type

Status

Last Modified From

Last Modified To

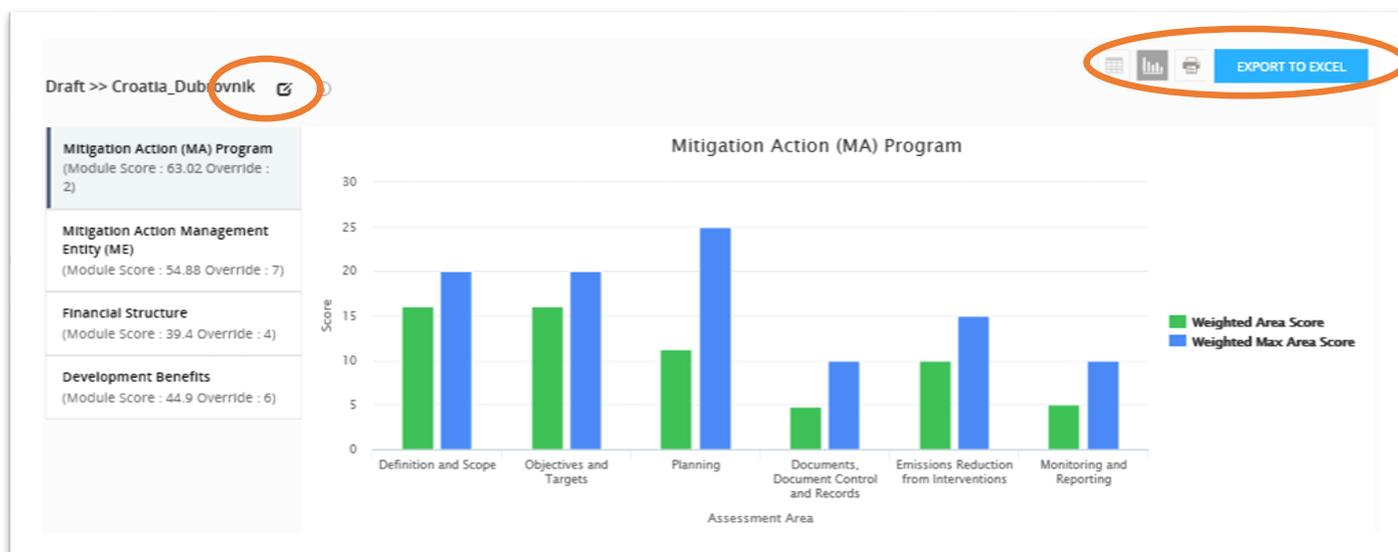
Include other users' assessments

APPLY RESET

Show entries

Result Name	Phase	Sector	Country	Jurisdiction Type	MA Type	Last Modified	Status	Share	Copy	Delete
<input type="checkbox"/> Step by step dem	Design	Industry	Benin	City	Bundled projects	30 May 2017 13:05	DRAFT			
<input type="checkbox"/> Croatia_Dubrovnik	Design	Others	Croatia	City	Bundled projects	22 May 2017 20:29	SHARED PUBLIC			
<input type="checkbox"/> Insurance for SME EE Investmen	Design	Electricity and heat production	El Salvador	Country	Single project	22 May 2017 20:23	SHARED PUBLIC			

Figure 10: Visualize assessments



- 1) Click "ASSESSMENTS" on the upper left corner of the page to view a list of assessments you created, shared with you, or publicly shared by other users (Figure 9);
- 2) Click "Filters" to filter assessments by a variety of criteria, e.g. phase, sector, country etc.;
- 3) Click on a specific assessment to view assessment details in table or graphs (Figure 10);
- 4) You can also click the edit icon next to the assessment title to edit the basic information of your assessment (Figure 10);
- 4) Click icons on the upper right hand corner to visualize assessment data in tables or bar charts, print results, and export data to an excel file (Figure 10)
 - a) $\text{Weighted Area Score} = \text{Assessment Area Weight} * \text{Assessment Area Score}$
 - b) $\text{Weighted Max Area Score} = \text{Assessment Area Weight} * 100$

7. Compare and Benchmark Assessments

Figure 11: Compare assessments

The screenshot shows the 'LIST OF ASSESSMENTS' interface. At the top right, there is a blue 'COMPARE' button circled in orange. Below the filters section, there is a checkbox labeled 'Include other users' assessments' which is also circled in orange. The filters include Result Name (search), Phase, Sector, Country, Jurisdiction Type, MA Type, Status, Last Modified From, and Last Modified To. There are 'APPLY' and 'RESET' buttons at the bottom of the filter section.

Figure 12: Benchmark assessments

The screenshot shows the 'COMPARE ASSESSMENTS' interface. At the top right, there is an 'EXPORT TO EXCEL' button. Below the filters section, there is a dropdown menu labeled 'Benchmark' circled in orange. The filters include Phase, Sector, Country, Type of jurisdiction, and Type of MA. There are 'APPLY' and 'RESET' buttons at the bottom of the filter section. Below the filters is a table with the following data:

Assessment Area	MAX Score	AVG Score	MY Best Score	Livestock NAMA post country visit	Insurance for SME EE investments	Croatia_Dubrovnik
> Mitigation Action (MA) Program	74.56	57.84	0	63.57	61.48	63.02
> Mitigation Action Management Entity (ME)	72.35	51.9	0	62.75	72.35	54.88
> Financial Structure	48.8	17.54	0	0	0	39.4
> Development Benefits	69.5	45.22	0	45.5	47.9	44.9

- 1) On the "LIST OF ASSESSMENT" page, select completed assessments, click "COMPARE" on the upper right hand corner; you can compare both your own results and results that have been shared with you. To view only your results, unclick the option in the filter "include other users' assessments" (Figure 11)

- 2) On the “COMPARE ASSESSMENTS” page, click “Benchmark” to benchmark the selected assessments by different criteria (e.g. phase, sector, country etc.) (Figure 12)
- 3) This function allows you to compare your assessments to the max and average score of all assessments created by all registered users, and the best score of all assessments created by you. By comparing your assessments to these benchmarks selected, you can identify key strengths of your climate action, as well as areas for improvement.
 - a) Overall Max Score: the highest score among all assessments created by all registered users on the MAAP Online Interface
 - b) Overall Average Score: the average score of all assessments created by all registered users on the MAAP Online Interface
 - c) My Best Score: the highest score among all assessments created by the user

Figure 13: Visualize comparison



- 4) Click the data visualization icon on the upper right hand corner to view the comparison in bar charts (Figure 13); similarly, you can also click on the other icons to switch back to view the comparison in table, print the results, or export data to an excel file;
- 5) Click “Choose Assessment” to benchmark by module, assessment area, or key indicator (Figure 13). Note that depending on your selection under ‘Choose Assessment’, the Weighted Assessment Score could reflect Weighted Module Score, Weighted Assessment Area Score, or Weighted Key Indicator Score;
 - a) Weighted Module Score = Module Weight * Module Score
 - b) Weighted Assessment Area Score = Assessment Area Weight * Assessment Area Score
 - c) Weighted Key Indicator Score = Key Indicator Weight * Key Indicator Score

8. Copy, Share Assessments with Selected/All Users

Figure 14: Copy, share, public share

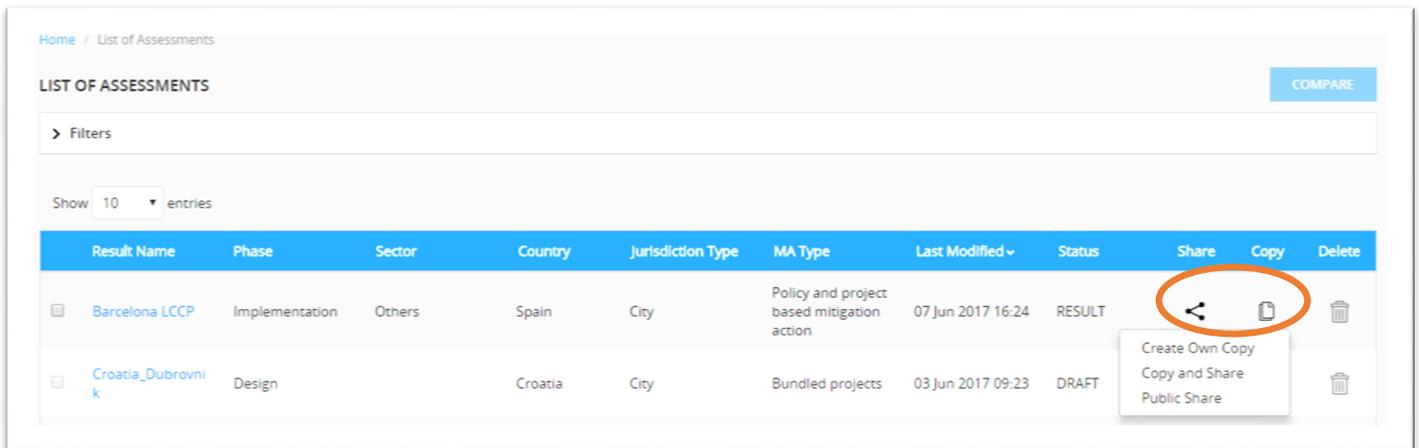
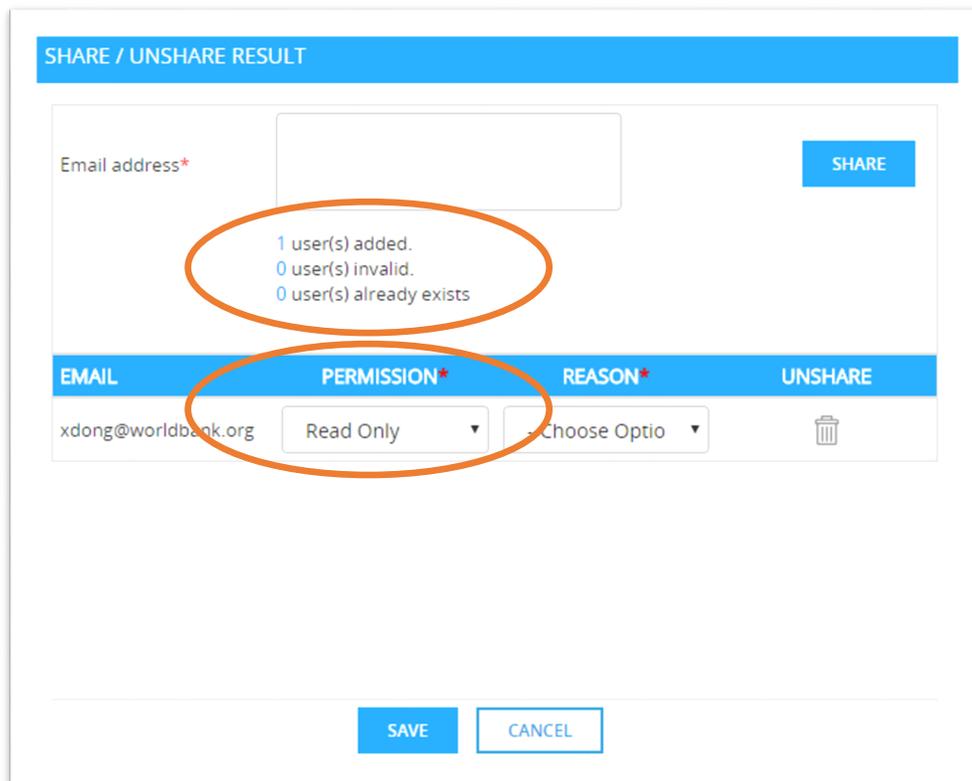


Figure 15: Share and permission



- 1) On the LIST OF ASSESSMENTS page, you can make copies of your own assessments by clicking the Copy icon. You can choose to share the copy with other registered user by clicking “Copy and Share”, or share the copy with all registered users by clicking “Public Share” (Figure 14). The copy function can save you time when you want to create a new assessments with the same/similar assessment area/key indicator weights as those set for the original assessment;
- 2) To share your assessments with selected users, you can click the Share icon (Figure 14). Enter the email address of the user who you want to share the assessment with. The user should be registered in the MAAP online interface. The help texts on sharing status can be a helpful way to check whether a user is registered (Figure 15);
- 3) You can choose to allow the user to edit weights and/or score range from the PERMISSION drop-down list (Figure 15).