Regional Training Programme on Production of SEEA-Energy Accounts and Use of Energy Information for Policy

Phase 1: online course instructions
The online course

1. Between October-December 2019, participants are expected to attend an online course to assure a common level of technical knowledge on the SEEA-Energy. This phase of the training programme consists of (1) self-paced e-learning modules; (2) exercises; and (3) live webinars. For more information on the online course, please see: https://seea.un.org/news/regional-training-programme-production-seea-energy-accounts-and-use-energy-information-policy

2. Please register your interest in the online course through a form at: https://forms.gle/4esq92uYuMybytMb7

3. In case you have any questions or doubts with the online course, please contact us at seea@un.org.

Self-paced training modules

4. The online courses are accessible via the UNSD e-learning platform (https://elearning-cms.unstats.un.org/). Every participant needs to register for the website first and then enroll in a particular course. Participants are welcome to take any course on the e-learning platform, but for this particular training participants are required to enroll and follow the “SEEA – In Depth Training on Energy Accounting” course, which is available in both English and Russian languages.

5. Participants are welcome to take the modules at their own pace. However, for better understanding of the material, we suggest taking one module per week between end of October and early December 2019. The live webinar sessions will be supporting this timeline for learning and reinforcing the self-paced material. The amount of time that participants will need to spend on the online course and accompanying activities will be approximately 2-4 hours per week for 6 weeks.

6. The online course consists of the following six modules:
   i. Module 1: Introduction to the SEEA Central Framework and SEEA-Energy
   ii. Module 2: Definitions and accounting structures
   iii. Module 3: Physical supply and use tables
   iv. Module 4: Asset accounting
v. Module 5: Basic statistics and energy balance
vi. Module 6: Practical guidance

**Exercises**

7. In addition to the self-paced online modules, there will be supporting exercises that will be periodically e-mailed to you. These exercises will be in both English and Russian. The exercises will help reinforce the material covered in the online modules and provide you with a chance to apply what you have learned. These exercises will not be collected or graded. However, answer keys will be e-mailed to participants approximately one week after they have been distributed. Each set of exercises is estimated to take 30 minutes to 1.5 hours.

**Live webinars**

8. In addition to the self-paced online modules and exercises, there will be three online live sessions (webinars) with SEEA-Energy experts that will highlight the key points of the modules, reinforce the material covered in the online modules, provide practical examples on how the various accounts have been implemented and give participants a chance to ask questions on the material covered. These sessions will take approximately 1 hour each.

9. The exact dates and times of the three webinars will be provided later directly to enrolled participants. The webinars will be conducted via webex and the connection details will be provided. Participants will need to connect using their computers, tablets or phones with at least audio connection.

10. Please note that we will not be able to provide technical assistance for joining the webinar. Please test your connection beforehand and resolve any issue internally. At the time of the webinar, participants
will be able to connect to webex and will need to select “Connect Audio” when the webex window opens.

Registering for the e-learning platform

11. First you need to register a new account in the e-learning platform.
   i. Please go to the platform: https://elearning-cms.unstats.un.org/
   ii. We suggest participants use Chrome as the web browser.
   iii. Click on the “Register new account” button in the upper right-hand corner.
iv. Fill out the relevant information in the registration form; items with an asterisk (*) are mandatory. Create a username and password and click “Register” at the bottom of the form once you have filled out the registration form.

v. Your account has been registered on our system and the activation email has been sent. Please check your email to confirm your account registration by clicking on the link to confirm your account.
vi. You are now a registered member of the e-learning platform! You will receive an email confirming your registration.

**Enrolling in a course**

12. After registering for the platform, you can enroll in a course.
   i. If not already logged in, please do so using the username and password created while registering for the e-learning platform by going to [https://elearning-cms.unstats.un.org/](https://elearning-cms.unstats.un.org/) and clicking in the “Sign in” button in the top right corner. We suggest participants use Chrome as the web browser.
   ii. Click on the “Courses” button; and then click “System of Environmental-Economic Accounting (SEEA)” from the drop-down menu.
iii. Scroll down to the course you would like to take and click the “Enroll” button.

iv. Wait for confirmation of your enrolment.

v. Once the course status indicates “Enrolled”, you can view the course modules by clicking on the “Start” button. Please note that some courses may need prior approval from UNSD and the course status will show “Approval Pending”. If your registration is not approved within 48 hours, please contact us at seea@un.org.

vi. To access the course modules, click the “Launch” button. We would suggest taking the modules in the order as they appear.