SDG AI · FREE LIBRARY

63 guides for UN and SDG work with AI

Every table is quoted from the official file with its edition date. Every prompt is printed in full.

Harim Jung · https://sdgai.org

Contents

1. A briefing deck where every quote has its page
2. Minutes from a decisions report, with every quote paged
3. Check a press release against the SDG progress report
4. Check SDG report lines before a press release
5. Check the SDG summary lines before your release goes to clearance
6. Donor renewal brief: report figures with page markers
7. Check an SDG report summary before it goes out
8. A wording check for SDG report releases
9. Check the overview line against its detail page
10. A BTR review glossary, with every entry quoted
11. A Korean glossary for the TER report, with every quote page-marked
12. Confirm the year behind each figure in your draft
13. Read a technical expert review report with a glossary prompt
14. A classified attachment and AI: the intake card
15. Check that every statistic in a progress report states its evidence
16. Check a pasted decision before you quote it
17. A one-pager on FCCC/PA/CMA/2026/10 with every quote paged
18. Pre-submission QA on the Technical expert review of biennial transparency reports
19. Keep a report's own claims out of your facts
20. Drafting an expert review section with page markers and labels
21. A pre-submission QA review for UN reports, with Claude
22. Check a CMA report the way a reviewer would
23. An SDG one-pager with a page marker on every quote
24. Quote the SDG report word for word, with pages
25. A one-page TER status brief with Claude
26. An SDG one-pager where every quote has its page
27. An SDG one-pager for your director
28. An SDG one-pager with every quote paged
29. A one-pager on TER status, every quote with its page
30. Turn a CMA report into a follow-up note
31. From a COP decision text to a follow-up list
32. Brief a decisions report: decided, deferred, and who owes what
33. Debrief a session report with Claude
34. Climate dashboard KPIs from the SDG indicator 13.2.2 metadata
35. Turn a CMA session report into a follow-up note
36. Page-cited KPIs from the SDG progress report
37. Brief your team on a decision text with Claude
38. A KPI card from the SDG 13.1.2 metadata, quoted with pages
39. Electricity access in five countries, traced to the UN SDG source

40. Choosing climate KPIs from Progress towards the Sustainable Development Goals
41. TER dashboard KPIs, each quote with its page
42. Electricity access in five countries, against 2015
43. Electricity access: a 2015 baseline and the latest value, in one table
44. National electricity gains in a results report
45. Electricity access against a 2015 baseline
46. Electricity access: read the Nature line first
47. Review classified files before they go to the Archives
48. Reusing text from a partner document marked Confidential
49. Check a REDD+ annex before it leaves the ministry
50. Before you forward a sitrep, check the bulletin
51. Map your results to each donor template
52. Check your outcome lines before the progress report
53. Meeting minutes to drafts an intern can hand over
54. Track each batch of reviewer questions
55. Check your expert roster before you lock the review team
56. Check a partner report against your programme document
57. Check a draft before it goes into an AI tool
58. Draft one review issue three ways from your own notes
59. The review clock
60. Safe Language
61. Indicator Desk
62. Indicator Checks
63. The Source Order

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

A briefing deck where every quote has its page

How I asked Claude to plan a pre-session briefing deck from a secretariat report, with a word-for-word quote and a page marker for each point.

Sources opened 2026-10-23. · https://sdgai.org/briefing-deck-quotes.html

The work moment

I was servicing an intergovernmental meeting. I had to turn FCCC/PA/CMA/2026/10, Technical expert review of biennial transparency reports, into a short briefing deck for delegates. Every point had to trace back to its page.

The report itself sets out why it exists and how reviews can run:

> "Requesting the secretariat to produce an annual report on the TER" [p 3]

> "a TER may be conducted as a centralized review, in-country review, desk review or simplified review" [p 3]

> "the LDCs and SIDS may choose to participate in the same centralized review as a group" [p 3]

The figures delegates will ask about sit on pages 4 and 5:

> "Of the submitted BTR1s, 28 were from the LDCs and SIDS, representing 20.6 per cent of total submissions." [p 5]

> "In addition, t he first BTR2 was submitted on 8 August 2026, before the deadline of 31 December 2026." [p 4]

> "As at 31 August 2026, 86 review weeks had been completed and 2 were in progress. A further 24 review weeks were scheduled for the remainder of 2026." [p 5]

> "As at the same date, TERs had been scheduled for 12 4 Parties (91 per cent of submitting Parties) (112 in 2024 –2026 and 12 in the first half of 2027), consultations were ongoing with 4 Parties and responses had not been received from 8 Parties." [p 5]

The stored text keeps the breaks as they are, such as "12 4 Parties" and "t he".

What the test showed

I asked Claude with the academic-pptx skill on 2026-11-07 at 22:13 UTC. Tools allowed: WebFetch, Bash(curl:*).

It planned before it built:

> "The skill asks me to agree an outline before building anything, so this is the outline for you to approve before I make the .pptx."

It said which words were its own and which were the report's:

> "Each slide's action title is my own summary. The quotes under it are the text that supports it, copied from your stored copy with its page marker. I only merged the line breaks and double spaces left over from the PDF."

On the reviews slide it quoted the page 5 line:

> "As at 31 August 2026, 86 review weeks had been completed and 2 were in progress. A further 24 review weeks were scheduled for the remainder of 2026." [p 5]

It listed the gaps in my stored copy:

> "Your stored copy stops partway through page 21"

> "The extracted text breaks up some numbers and words"

> "I chose quotes that avoid these."

> "Please check the final quotes against the official PDF before circulating."

The steps of the skill

1. Agree an outline before building the .pptx.
2. Give each slide an action title. The title is Claude's summary.
3. Under each title, quote the report word for word with its page marker.
4. Keep slides to about 40 words. Extra quotes go in the speaker notes.
5. Run the ghost deck test: read the titles in order and check they tell the story.
6. List the gaps: missing pages, split numbers and figures that cannot be redrawn.
7. Ask you to approve the outline before making the file.

Copy-paste prompt

PASTE INTO CLAUDE

```
I am servicing an intergovernmental meeting and need a short pre-session briefing deck for delegates on the secretariat report on the technical expert review of biennial transparency reports, which is attached below. Please plan the slides with an action title for each one and keep the argument tied to what the report actually says. Quote the document word for word for every point you draw from it, and give the page marker such as [p 3] next to every quote you use.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- academic-pptx skill by Gabberflast/academic-pptx-skill on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Minutes from a decisions report, with every quote paged

A post-session record needs each decision, the body for each action and any deadline the text sets. This guide shows the prompt I used on the CMA report on the Katowice session and what Claude gave back. The count for the run is 8 lines quoted word for word from the document.

Sources opened 2026-10-22. · https://sdgai.org/post-session-record.html

The work moment

The source is FCCC/PA/CMA/2018/3/Add.2, the Report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on the third part of its first session, held in Katowice from 2 to 15 December 2018.

Each action needs a body and a date. Three lines show how much sits in the exact wording.

A date with a condition attached [p 2]:

> effective 1 January 2019, subject to the decision on this matter made by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

A session and a floor [p 3]:

> Decides to initiate at its third session (November 2020), in accordance with Article 9, paragraph 3, of the Paris Agreement, deliberations on setting a new collective quantified goal from a floor of USD 100 billion per year

Two bodies for one task [p 4]:

> Decides that the Technology Executive Committee and the Climate Technology Centre and Network, consistent ly with their respective functions, mandates and modalities of work, shall implement the technology framework in close collaboration under the guidance of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement

What the test showed

The run notes say Claude had the meeting-minutes skill and could use WebFetch and curl. It was asked on 2026-11-07 at 22:10 UTC.

It said what it could not cover:

> the stored copy you supplied stops partway through page 23, in the annex to decision 18/CMA.1.

It set a rule for missing dates:

> Where an item has no deadline, it says "No deadline set in text".

It kept the session date in the quote:

> **[A5]** Begin finance-goal deliberations "at its third session (November 2020)" [p 3]

It marked what came from outside the document:

> *Note from outside the document:* sessions from 2020 onward were later rescheduled, so check the current calendar before you treat them as live dates.

It asked for a human check:

> Check them against the official PDF before you circulate this.

The steps of the skill

The skill is meeting-minutes by ComeOnOliver/skillshub. In the test, the answer came in this order:

1. Metadata
2. Attendance
3. Agenda
4. Summary
5. Decisions made

6. Action items, grouped by body
7. Notes by agenda item
8. Parking lot / unresolved items
9. Risks / blockers
10. Next meeting / follow-up
11. Attachments / references
12. Version and change log

It closed with open questions: who reviews the minutes, the missing pages, and whether to name the CMA Presidency.

Copy-paste prompt

PASTE INTO CLAUDE

```
I service intergovernmental meetings and need to draft a post-session record of the decisions and follow-up actions from the CMA report on the Katowice session, which is attached below. Please produce the minutes with each decision, the body or group responsible for each action, and any deadline the text sets. Quote the document word for word for every decision, mandate and deadline you use, and give the page marker for each quote.
```

Sources

- FCCC/PA/CMA/2018/3/Add.2 · Report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on the third part of its first session, held in Katowice from 2 to 15 December 2018
- meeting-minutes skill by ComeOnOliver/skillshub on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Check a press release against the SDG progress report

The summary lines of the Secretary-General's SDG progress report are the easiest to lift. Some of them read bigger than the report's own detail sections. Here is the prompt I used and what Claude flagged.

Sources opened 2026-10-21. · https://sdgai.org/press-release-check.html

The work moment

You are drafting a press release from Progress towards the Sustainable Development Goals. The summary sentences are ready to copy. The detail sections sometimes say something smaller.

Poverty, both on page 6:

> "However, countries have made steady progress in halving national poverty rates over the Goal period." [p 6]

> "By 2030, only one in four countries is likely to have halved national poverty rates." [p 6]

Energy:

> "Global energy progress has gained momentum, with electricity access reaching 92% in 2024 and renewable energy capacity per capita growing at a record 14% from the previous year." [p 13]

> "Between 2023 and 2024, the pace of electrifications slowed significantly, given that the population without access dropped by only 11.5 million." [p 14]

Labour rights:

> "Global average compliance with labour rights stood at 4.83, on a scale from 0 to 10, in 2024, a slight improvement from 4.88 in 2023;" [p 15]

Targets:

> "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress." [p 2]

> "Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2]

What the test showed

I asked Claude, with the ap-style-writing skill, for a wording safety review. Tools allowed: WebFetch and Bash(curl:*). Asked 2026-11-07 21:00 UTC.

The draft did not come through. Claude said so first:

> "The press release draft wasn't attached. Only the report came through. So I reviewed the report's own progress claims, which are the sentences a release is most likely to lift."

Its first table was headed "Fix these first: the report contradicts itself". Some of its safer wordings, quoted word for word:

- Poverty: "Only one in four countries is on course to halve national poverty rates by 2030."
- Energy: "Renewable capacity grew a record 14% in 2024, but new electricity connections slowed and 655 million people still lacked power."
- Unemployment: "Global unemployment held at 4.9% in 2025, near a historic low, and is projected to fall to 4.8% by 2027."
- Labour rights: "Labor rights compliance scored 4.83 out of 10 in 2024, a 6.4% drop since 2015. *(Check with the ILO, the agency that supplies this figure, before citing any year-on-year change.)*"

On the 36% line from page 2, it wrote:

> "Readers will take "36% on track" from this. Only 15% are actually on track, per "on track (15%) or shows moderate progress (21%)" [p 4]."

What the answer did, in order

1. Said what was missing before starting. Here the draft was not attached and the stored copy stops partway through page 21.

2. Put the report's own contradictions first, each with the quotes and a safer wording.
3. Listed each sentence that could overstate progress, with the risk and a safer wording next to it.
4. Gave the year behind each figure, and listed the figures with no year stated.
5. Ended with AP style notes for the release, such as attributing every claim and pairing every gain with its caveat.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please do an external wording safety review of a press release that will draw on the Secretary-General's 2026 SDG progress report, which is attached below. Flag every sentence that could overstate progress and put a safer alternative wording next to each one. Confirm the year behind every figure the release cites. Quote the document word for word with the page marker for every quote you use.
```

Sources

- Progress towards the Sustainable Development Goals
- ap-style-writing skill by a5c-ai/babysitter on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Check SDG report lines before a press release

A copy-paste prompt that flags report lines that could overstate progress. It puts a safer phrasing and the reference year next to each one.

Sources opened 2026-10-21. · https://sdgai.org/sdg-report-press-lines.html

The work moment

You are lifting headline lines from the report into a press release or social post. Some lines read well alone. The same report can say something else on the same page or the next.

> "However, countries have made steady progress in halving national poverty rates over the Goal period." [p 6]

> "By 2030, only one in four countries is likely to have halved national poverty rates." [p 6]

> "Global energy progress has gained momentum, with electricity access reaching 92% in 2024 and renewable energy capacity per capita growing at a record 14% from the previous year." [p 13]

> "Between 2023 and 2024, the pace of electrifications slowed significantly, given that the population without access dropped by only 11.5 million." [p 14]

What the test showed

Claude ran with the fact-checking skill, asked 2026-11-07 21:04 UTC, tools allowed: WebFetch, Bash(curl:*). It put three of these lines under this heading:

> "Tier 1: Contradicted by the report's own data (fix before any release)"

On the poverty line it wrote:

> "The report says otherwise: "By 2030, only one in four countries is likely to have halved national poverty rates." [p 6]"

Its safer phrasing:

> "Some countries are on course to halve national poverty rates, but on current trends only one in four will have done so by 2030."

On the 36% line from page 2 it wrote:

> ""36% on track" will be the headline, but only 15% are on track or met: "progress is on track (15%) or shows moderate progress (21%)" [p 4]."

On the energy line its safer phrasing was:

> "Renewable capacity per person grew a record 14% in 2024, but progress on electricity access slowed: 655 million people still lacked power in 2024, and the energy transition must nearly double its pace to meet 2030 targets."

It also stated its limit:

> "I did not check figures against the custodian agencies' databases or the online SDG Indicators Database, so the verdicts below are about internal consistency and framing, not external accuracy."

The engine counted 8 lines quoted word for word from the document.

The steps

The prompt runs with the fact-checking skill by seb1n/awesome-ai-agent-skills. Attach the report, then paste the prompt. It asks Claude to:

- flag every sentence that could overstate progress or be misread out of context
- put a safer alternative phrasing next to each one
- confirm the reference year behind every figure it checks
- quote the document word for word with its page marker, such as [p 3]

Copy-paste prompt

PASTE INTO CLAUDE

```
Please run an external wording safety review on the Secretary-General's 2026 SDG progress report attached below, as if its key statements were going into a press release or social media post. Flag every sentence that could overstate progress or be misread out of context, and put a safer alternative phrasing next to each one. Confirm the reference year behind every figure you check. Quote the document word for word with its page marker, such as [p 3], for every quote you use.
```

Sources

- Progress towards the Sustainable Development Goals
- fact-checking skill by seb1n/awesome-ai-agent-skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Check the SDG summary lines before your release goes to clearance

The summary pages of Progress towards the Sustainable Development Goals say more than its detailed pages in places. This guide shows where, what Claude found with the fact-check skill, and the prompt to run the same check.

Sources opened 2026-10-21. · https://sdgai.org/sdg-summary-check.html

The work moment

You are drafting a press release or speech on SDG progress. The easy lines sit in the summary on page 2:

> "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress." [p 2]

> "Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2]

> "For example, as of 2024, 134 countries had already met the target on under -5 mortality, with 6 more countries expected to do so by 20 30, and 59 countries had eliminated at least one neglected tropical disease by the end of 2025." [p 2]

What the detailed pages say

> "As shown in figure I, progress is on track (15%) or shows moderate progress (21%) with respect to 36% of the 139 targets for which trend data and additional input are available from custodian agencies." [p 4]

> "By contrast, there has been only marginal progress (32 %) or no progress (17%) on 49% of targets." [p 4]

> "As of December 2025, 59 countries, areas and territories had eliminated at least one neglected tropical disease." [p 9]

What the test showed

Claude with the fact-check skill, asked 2026-11-07 21:05 UTC, with the report as the only source. The release itself was missing, and Claude said so:

> "Your message has the SG report but not the press release, so I have no sentences to flag yet."

It then listed the places where the summary says more than the detailed text. Three of them, word for word:

> "The release may say "36% on track". Only 15% are on track."

> "49% combines marginal progress with stagnation. Calling it all "marginal progress" understates the problem."

> "The summary drops "areas and territories", which inflates the number of countries."

Its safer wordings:

> "15% of targets are on track and a further 21% show moderate progress"

> "About half of targets (49%) show marginal or no progress"

> "59 countries, areas and territories (as of December 2025)"

The steps in this run

1. Name the source, its date and how it was supplied.
2. Put each summary line next to the detailed text on the later page.
3. Say what can go wrong if the summary line is copied.

4. Give a safer wording beside each one.
5. Give the year behind each figure, or mark it unknown when the pages give none.
6. Quote every line word for word with its page marker.
7. State the limits of the source, such as pages that were not supplied.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please run an external wording safety review of a short press release about global SDG progress, using the Secretary-General's 2026 SDG progress report attached below as the only source. Flag every sentence that overstates what the report says, put a safer alternative wording next to each one, and confirm the year behind every figure cited. Quote the document word for word with the page marker for every quote you use.
```

Sources

- Progress towards the Sustainable Development Goals
- fact-check skill by yennanliu/InvestSkill on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Donor renewal brief: report figures with page markers

How I used Claude with the grant-writer skill to quote Progress towards the Sustainable Development Goals with page markers, and keep our programme's results separate.

Sources opened 2026-10-21. · https://sdgai.org/donor-brief-renewal.html

The work moment

I was preparing a donor renewal brief. I needed official figures from Progress towards the Sustainable Development Goals, each with its page marker.

The report gives global figures like these:

> "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress. Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2]

> "Globally, the nowcasted estimate projects that extreme poverty will be 10.0% in 2026, down only 3 percentage points from 2015." [p 6]

> "In 2024, some 2.3 billion people were moderately or severely food insecure, compared with 1.6 billion in 2015." [p 7]

These figures describe global trends. They do not show what my programme achieved.

What the test showed

I asked Claude with the grant-writer skill on 2026-11-07 at 20:46 UTC. Tools allowed: WebFetch, Bash(curl:*). It quoted 8 lines from the report word for word.

Before the brief, it wrote:

> "The Secretary-General's report gives **global context only**. It cannot show what your programme achieved, and presenting its figures as your results would misrepresent your work."

> "Every statement about your own results is a **[bracketed placeholder]**. Fill these only from your own monitoring data before the meeting."

In the section on what our contribution does not cover, it listed:

> "**The global and national trends in sections 2 and 3.** They describe the context we work in, not results we caused."

It also flagged a gap in the stored copy:

> "It cuts off in the middle of Goal 13 (p 21), so Goals 13 to 17 are missing."

Sector figures it offered

It gave these as modules to use where they fit the programme:

SECTOR	OFFICIAL FIGURE
Social protection	"In 2023, 52.4% of the global population was covered by at least one social protection benefit, up from 42.8% in 2015." [p 6]
Child health	"Globally in 2024, 4.9 million children under age 5 died, down from 6.1 million in 2015." [p 8]
Health	"The global maternal mortality ratio was 197 maternal deaths per 100,000 live births in 2023, down from 228 in 2015 but still nearly three times the 2030 target of 70." [p 8]
WASH	"However, in 2024, 2.1 billion people remained without safely managed drinking water, 3.4 billion without safely managed sanitation and 1.7 billion without basic hygiene services." [p 13]
Energy	"This leaves 655 million people (8% of the global population) in the dark." [p 14]

The steps the answer followed

1. Say what is missing. It asked for our programme, geography, grant amount and results.
2. State the purpose of the meeting, with placeholders for our own figures.
3. Give the global context, each line quoted word for word with its page marker.
4. Offer sector figures to use where they fit.
5. Write what our contribution covers and what it does not.

6. Answer the three questions a donor is most likely to ask.
7. Add notes on the source, including gaps in the stored copy.

The skill is grant-writer from bestagentkits/agency-skills.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please help me write a donor brief for an upcoming donor meeting and renewal request, using the Secretary-General's 2026 SDG progress report attached below as the evidence base. Back every result statement with an official figure from the report, and state clearly what our contribution covers and what it does not. Answer the three questions a donor is most likely to ask. Quote the document word for word with its page marker for every quote you use.
```

Sources

- Progress towards the Sustainable Development Goals
- grant-writer skill by bestagentkits/agency-skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Check an SDG report summary before it goes out

Summary lines in Progress towards the Sustainable Development Goals read fine. The detail pages give a split or a year that changes the line.

Sources opened 2026-10-21. · https://sdgai.org/sdg-report-press-check.html

The work moment

On deadline you lift the summary of Progress towards the Sustainable Development Goals into a press release or a social card. The summary reads fine. The detail pages say something more exact.

The share of targets on track:

> "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress." [p 2]

> "As shown in figure I, progress is on track (15%) or shows moderate progress (21%) with respect to 36% of the 139 targets for which trend data and additional input are available from custodian agencies." [p 4]

The share making little progress:

> "Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2]

> "By contrast, there has been only marginal progress (32 %) or no progress (17%) on 49% of targets." [p 4]

Social protection, "now" and the year:

> "Social protection coverage continues to expand significantly, with more than half of the world's population now benefiting from at least one form of protection." [p 2]

> "In 2023, 52.4% of the global population was covered by at least one social protection benefit, up from 42.8% in 2015." [p 6]

Disasters:

> "Sustained investme nt in disaster risk reduction has delivered tangible results: disaster -related mortality has declined by 65% from the previous decade and the number of countries adopting national disaster risk reduction strategies has increased to 141." [p 2]

> "Although disaster -related deaths have declined significantly, the number of people affected has more than doubled over the past decade, averaging 123 million annually." [p 3]

What the test showed

Claude ran with WebFetch and Bash(curl:*) allowed, asked 2026-11-07 20:54 UTC. It first set its limits:

> I worked only from the stored copy you pasted. I did not check it against the PDF at the URL.

On the 36% line it wrote:

> Easily shortened to "36% on track". The breakdown is "progress is on track (15%) or shows moderate progress (21%)" [p 4].

On social protection it wrote:

> "Now" is wrong: the data are from 2023. "More than half" is true only by a small margin.

Its safer wording:

> "In 2023, 52.4% of people had at least one social protection benefit, up from 42.8% in 2015, so nearly half the world still had none."

On disasters its safer wording was:

> "The report finds disaster deaths fell 65% compared with the previous decade, even as the number of people affected more than doubled."

The steps

The skill is fact-check-workflow by jamditis/claude-skills-journalism. The prompt asks Claude to work like this.

- Read the report as if you were drafting a press release and social posts from it.
- List every statement that could be overstated in outreach.
- Put a safer alternative wording next to each one.
- Confirm the year each figure refers to.
- Quote the document word for word with its page marker.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please run an external messaging safety review on the attached document below, the 2026 Secretary-General SDG progress report, as if we were drafting a press release and social posts from it. List every statement that could be overstated in outreach, and give a safer alternative wording next to each one. For every figure, confirm the year it refers to. Quote the document word for word with its page marker for every quote you use.
```

Sources

- Progress towards the Sustainable Development Goals
- fact-check-workflow skill by jamditis/claude-skills-journalism on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

A wording check for SDG report releases

A prompt that flags overstated sentences and checks each figure and its year against the report.

Sources opened 2026-10-21. · https://sdgai.org/sdg-report-wording-check.html

The work moment

You are drafting a press release or social post on Progress towards the Sustainable Development Goals. Some headline figures are easy to overstate or tie to the wrong year. Here is how the report words three of them.

> "As shown in figure I, progress is on track (15%) or shows moderate progress (21%) with respect to 36% of the 139 targets for which trend data and additional input are available from custodian agencies." [p 4]

> "Alarmingly, there has been regression from 2015 baseline levels for 15% of targets." [p 4]

> "In 2023, 52.4% of the global population was covered by at least one social protection benefit, up from 42.8% in 2015." [p 6]

What the test showed

Claude ran with the skill, asked 2026-11-07 20:47 UTC. The drafts were missing, and it said so first:

> "I can't do the line-by-line review yet because your drafts didn't come through."

It also named a limit of the stored copy:

> "the stored copy of the report ends partway through [p 21], at "Accelerati"."

Then it listed figures a release is likely to cite. Some of its notes, word for word:

"Only 15% are on track. 36% includes targets making moderate progress."

"The figure is from 2023, not 2026:"

"[p 2] says "now", but the dated figure is 2024:"

"Don't write "poverty fell to 10%". Write "about 1 in 10 people are estimated to still live in extreme poverty in 2026"."

The figures and their years

"Global energy progress has gained momentum, with electricity access reaching 92% in 2024 and renewable energy capacity per capita growing at a record 14% from the previous year." [p 13]

"Between 2023 and 2024, the pace of electrifications slowed significantly, given that the population without access dropped by only 11.5 million." [p 14]

"Globally, the nowcasted estimate projects that extreme poverty will be 10.0% in 2026, down only 3 percentage points from 2015." [p 6]

The steps of the skill

The review uses the autopunk-media-skills skill by ur-grue/autopunk-media-skills. The prompt asks Claude to do four things.

1. Flag every sentence that may overstate progress or results.
2. Put a more cautious alternative wording next to each one.
3. Check that every figure matches the report and refers to the right year.
4. Quote the document word for word with its page marker, such as [p 5].

In the test, the drafts were missing. Claude asked for them before it marked any sentence.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please run an external wording safety review on our draft press release and social post based on the Secretary-General's 2026 SDG progress report, which is attached below. Flag every sentence that may overstate progress or results, and put a more cautious alternative wording next to each one. Check that every figure we cite matches the report and refers to the right year. Quote the document word for word with its page marker, such as [p 5], for every quote you use.
```

Sources

- Progress towards the Sustainable Development Goals
- autopunk-media-skills skill by ur-grue/autopunk-media-skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Check the overview line against its detail page

The overview of Progress towards the Sustainable Development Goals and its detail pages do not always say the same thing. Here are 8 lines quoted word for word, with their page markers.

Sources opened 2026-10-21. · https://sdgai.org/un-report-wording-check.html

The work moment

You are drafting a press release or LinkedIn post and about to lift a line from the overview. Claude's answer says the overview is "where press releases usually quote from".

Page 2:

> "Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2]

Page 4:

> "By contrast, there has been only marginal progress (32 %) or no progress (17%) on 49% of targets." [p 4]

Two more pairs, quoted word for word

Discrimination

> "Pervasive discrimination affects one in five people and there has been a sharp doubling of the global refugee proportion since 2015." [p 3]

> "Across the world, nearly one in five people globally experiences discrimination." [p 18]

Neglected tropical diseases

> "For example, as of 2024, 134 countries had already met the target on under -5 mortality, with 6 more countries expected to do so by 20 30, and 59 countries had eliminated at least one neglected tropical disease by the end of 2025." [p 2]

> "As of December 2025, 59 countries, areas and territories had eliminated at least one neglected tropical disease." [p 9]

The stored copy has split words such as "under -5" and "20 30". They are copied as they appear.

One more line to check

> "global unemployment rate has seen a steady recovery, dropping to a record low of 4.9% in 2025" [p 5]

Claude's answer set it against a line it quoted from page 15:

> "In 2025, the global unemployment rate held steady at 4.9%, ... and is projected to reach an all -time low of 4.8% by 2027." [p 15]

What the test showed

Claude ran with the tools WebFetch and Bash(curl:*), asked 2026-11-07 20:50 UTC.

On the 49%, its plainer line:

> "Of the 139 targets with trend data, 15% are on track and 21% show moderate progress. Another 49% show marginal progress or none, and 15% have fallen below their 2015 baseline."

On discrimination:

> "Nearly one in five people worldwide experiences discrimination."

On neglected tropical diseases:

> "use the p 9 wording."

It also said what it did not cover:

> "The stored copy is incomplete. It stops mid-word on page 21 ("Accelerati"), partway through Goal 13. I did not review Goals 13 to 17, pages 21 to 28, or the statistical annex."

The steps of the skill

The skill is the ai-copywriter skill by mikiarlo3/ai-copywriter. With it, Claude's answer worked in this order.

1. **Before you use any quote.** It said what the stored copy lacks and where the text has extraction errors.
2. **Internal inconsistencies.** It set an overview line against the detail page and gave a plainer line.
3. **Overstated or promotional wording.** It flagged each sentence and put a plainer alternative next to it.
4. **Years for the overview figures.** It gave the year per the report, or marked it **Not stated**.

Copy-paste prompt

PASTE INTO CLAUDE

```
I need an external wording safety review of the Secretary-General's 2026 SDG progress report, attached below, before we draw on it for a press release and a LinkedIn post. Please flag every sentence that could read as overstated or promotional if quoted publicly, and put a plainer alternative next to each one. For every figure, confirm the year it refers to. Quote the document word for word with its page marker for every quote you use.
```

Sources

- Progress towards the Sustainable Development Goals
- ai-copywriter skill by mikiarlo3/ai-copywriter on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

A BTR review glossary, with every entry quoted

New to BTR review documents? This prompt builds a glossary of acronyms and document types. Each entry quotes the report with a page marker.

Sources opened 2026-10-23. · https://sdgai.org/btr-acronym-glossary.html

The work moment

You join a team on the UNFCCC transparency process. The review documents use acronyms on every page. The report Technical expert review of biennial transparency reports (FCCC/PA/CMA/2026/10) is one example.

> "Following the TER, the TERT prepares the TERR and its addendum, which outlines areas of improvement for the Party concerned." [p 14]

> "The TERR, as the output of the TER process, is considered in a facilitative, multilateral consideration of progress 34 and is made publicly available on the UNFCCC website." [p 14]

> "The LRs ensure consistency and quality in the TER process, facilitate communication between the Parties and the TERT, and provide guidance to the secretariat in compiling and editing the final TERRs." [p 8]

> "FCCC/PA/CMA/2026/10 4 submitted CRTs, 69 submitted CTF tables for NDC information and 54 submitted CTF tables for support information with their BTR1s." [p 4]

The list on page 2 gives some expansions, for example:

> "NIR national inventory report" [p 2]

What the test showed

I asked Claude with the memory-management skill on 2026-11-07 at 20:41 UTC. WebFetch and curl were allowed. It opened with:

> "Below is the glossary with a direct quote for each entry."

It named limits in the source copy:

> "First, the PDF text has broken spacing in places, such as "BTR1 s" or "consultatio ns". I fixed only the spacing and left out footnote numbers that run into words; the words themselves are unchanged."

> "your copy stops partway through page 21"

It flagged an acronym the report uses without spelling out:

> "**The report never spells this out.** In practice it usually means "national inventory document", but that meaning doesn't come from this report."

It kept documents apart from processes, bodies and roles, in a table headed:

> "Processes, bodies and roles (not documents)"

The steps of the skill run

The skill is memory-management, from w95/awesome-claude-corporate-skills: https://github.com/w95/awesome-claude-corporate-skills/tree/main/07-operations/memory-management

In this run, Claude did these steps:

1. Took the expansions from the list on page 2.
2. Gave each acronym its full name, document type and who prepares or uses it.
3. Quoted the report for each entry, with a page marker.
4. Listed acronyms the report uses but does not define.
5. Listed other document types that have no acronym.
6. Tried to save the glossary to memory/glossary.md.

On the last step it said:

> "you didn't grant write permission, so nothing was saved."

Grant write permission if you want the glossary stored.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please identify every acronym and document type in the attached UNFCCC secretariat report on the technical expert review of biennial transparency reports, which is attached below. Build a glossary table that gives each acronym its full name, the document type it refers to, and who prepares or uses that document. Quote the document word for word with the page marker for every quote you use, so each entry has its official source.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- memory-management skill by w95/awesome-claude-corporate-skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

A Korean glossary for the TER report, with every quote page-marked

One prompt and one skill turned FCCC/PA/CMA/2026/10 into a table of acronyms and document types. Each entry has a Korean form, a body or issuer, and a quote with its page marker.

Sources opened 2026-10-23. · https://sdgai.org/btr-glossary.html

The work moment

A new officer gets FCCC/PA/CMA/2026/10 and has to work with it in Korean. The report opens with its own list of terms:

> "FCCC/PA/CMA/2026/10 2 Abbreviations and acronyms Annex I Party Party included in Annex I to the Convention" [p 2]

The acronyms start early in the text:

> "This report covers activities undertaken by the secretariat related to the TER of BTRs for the reporting period 1 November 2025 to 31 August 2026." [p 3]

> "CMA 1 outcomes regarding the TER process included:" [p 3]

What the test showed

Claude ran with the skill, with WebFetch and Bash(curl:*) allowed, on 2026-11-07 at 20:39 UTC. It named the gaps in the source before the table:

> "The document uses NID, UNFCCC, FCCC, PA and CP without spelling them out. The expansions given for these come from general UNFCCC practice and are marked "not in source"."

> "Where the document doesn't say who issues a document type, the entry says so and gives the likely issuer as an inference to check."

> "It stops mid-sentence on page 21 ("see para. 25 ab"). Annex I (REDD+ technical analyses) and Annex II (challenges) are missing, so any terms used only there are not covered."

Quotes kept as the copy has them

The answer kept the copy's spacing errors inside quotes:

> "Words, spelling and the copy's errors are kept as they are. For example, "1 36", "t he" and inline footnote numbers such as "MPGs,2" are left unchanged."

The source lines it refers to:

> "A total of 1 36 Parties had submitted BTR1s as at 31 August 2026." [p 3]

> "In addition, t he first BTR2 was submitted on 8 August 2026, before the deadline of 31 December 2026." [p 4]

What the answer did, in order

1. Set a usage rule. The full Korean term goes first with the English acronym in parentheses, then the acronym alone.
2. Listed the problems with the source copy: the cut-off text and the terms the report does not expand.
3. Built a table of acronyms, each with its expansion, Korean form, body or process, and a quote.
4. Built a table of document symbols and decision notation, kept as they are.
5. Built a table of document types, each with who issues or prepares it, and a quote.
6. Listed three choices for a Korean UNFCCC subject-matter expert to confirm before distribution, starting with the NID expansion.

The skill is the translation-glossary-builder skill by ur-grue/autopunk-media-skills.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please build an English to Korean glossary that identifies every acronym and document type in the UN secretariat report attached below. For each acronym give its full official expansion and say which body or process uses it. For each document type, note who issues it. Quote the document word for word with its page marker for every quote you use.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- translation-glossary-builder skill by ur-grue/autopunk-media-skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Confirm the year behind each figure in your draft

A prompt and a skill that review a draft press release against the Secretary-General's 2026 SDG progress report.

Sources opened 2026-10-21. · https://sdgai.org/sdg-report-figure-check.html

The work moment

The prompt is for a draft press release on the Secretary-General's 2026 SDG progress report. Some figures in the report carry a data year or a qualifier.

- "Globally, the nowcasted estimate projects that extreme poverty will be 10.0% in 2026, down only 3 percentage points from 2015." [p 6]
- "Poverty data for 2025 and 2026 are nowcasting figures." [p 5]
- "As of 2024, 847 million people were estimated to live below the $3 per day poverty line." [p 6]
- "In 2024, 8.2% of the global population was undernourished, down from 8.5% in 2023 and 8.7% in 2022, although still above 2015 levels of 7.7%." [p 7]

Source: Progress towards the Sustainable Development Goals.

What the test showed

The draft was not attached. Claude said so first.

> I can't review the press release yet because the draft wasn't attached.
>
> I won't guess at sentences I haven't seen.

It then listed the report figures most likely to be overstated. Three rows, word for word:

- Extreme poverty. Risk: "Presenting a projection as measured data". Safer wording: "an estimated 1 in 10 people (2026 nowcast)"

- 847 million poor. Risk: "Leaving out "$3 per day" or "estimated"". Safer wording: "Keep both qualifiers."
- Hunger 8.2%. Safer wording: "declined slightly in 2024 but remains above 2015 levels"

Some rows say "no year given" where the report gives none.

It also named limits of the source:

> The stored copy is incomplete.
>
> Check final quotes against the official PDF before release.

In all, it quoted 8 lines word for word from the report.

The steps of the skill

The prompt asks Claude, running the fact-check-pass skill, for four things.

1. Flag every sentence that overstates what the report says.
2. Put a safer alternative wording next to each one.
3. Confirm the year behind every figure the draft cites.
4. Quote the report word for word and give the page marker.

Attach the report below the prompt and include your draft. Without the draft, Claude asks you to paste it.

Skill: fact-check-pass by mohitagw15856/pm-claude-skills.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please do an external wording safety review of my draft press release before it goes out, using the Secretary-General's 2026 SDG progress report attached below as the source. Flag every sentence that overstates what the report says and put a safer alternative wording next to each one. Confirm the year behind every figure the draft cites. For every quote you use from the report, quote it word for word and give its page marker.
```

Sources

- Progress towards the Sustainable Development Goals
- fact-check-pass skill by mohitagw15856/pm-claude-skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Read a technical expert review report with a glossary prompt

Paste one prompt with the report. Claude returns every acronym and document type with quotes and page markers. It flags what the report does not define.

Sources opened 2026-10-23. · https://sdgai.org/ter-report-jargon.html

The work moment

You are new to the transparency process. The report you must read opens with its own list:

> "FCCC/PA/CMA/2026/10 2 Abbreviations and acronyms Annex I Party Party included in Annex I to the Convention" [p 2]

> "ETF enhanced transparency framework under the Paris Agreement" [p 2]

The terms then show up in dense lines like this one:

> "FCCC/PA/CMA/2026/10 4 submitted CRTs, 69 submitted CTF tables for NDC information and 54 submitted CTF tables for support information with their BTR1s." [p 4]

What the test showed

Claude, with the jargon-extractor skill, listed the gaps first:

> "Four acronyms are used but missing from the report's own list: NID, UNFCCC, UN, and CP (in decision numbers like 1/CP.16)."

For NID it wrote:

> "Not defined anywhere in the report. From outside knowledge: national inventory document."

For CTF it wrote:

> "Common tabular format: standard tables for NDC progress and for support information."

It also warned about the stored copy:

> "It stops partway through page 21 ("see para. 25 ab"), so annexes I and II are not covered."

The steps the prompt asks for

- Find every acronym and every document type in the report.
- For each acronym, give its full form and a plain English meaning.
- For each document type, say who produces or uses it.
- Quote the report word for word with the page marker.
- Mark any entry the report does not define.

Before you rely on it

Read the flagged entries first. Where an entry says "outside knowledge", that explanation comes from Claude. The report does not give it.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please identify every acronym and every document type in the UNFCCC secretariat report attached below and build a glossary of them. For each acronym, give its full form and plain English meaning, and for each document type, say who produces or uses it. Quote the document word for word with the page marker for every quote you use, and mark any entry the document itself does not define.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- jargon-extractor skill by gohypergiant/standard-toolkit on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

A classified attachment and AI: the intake card

What to do when a classified file lands in your inbox and you want AI to summarise it. Every step quotes ST/SGB/2007/6.

Sources opened 2026-10-29. · https://sdgai.org/classified-intake.html

The work moment

A classified attachment looks like any other file in an inbox. The quick move is to drop it into an AI tool for a summary. The bulletin asks for a paper step on receipt:

> e. A hard copy of classified information received in an electronic form must be printed when received, and filed and stored as detailed in subparagraph (d) above.

It also limits how the item may be sent:

> f. Electronic transmission of classifi ed information shall be performed only through the use of protected means of communication, in accordance with section 5.4 below.

Systems that handle it must:

> have controls that both prevent access by unauthorized persons, and ensure the integrity of the information.

Without the skill

Claude had the same tools. It said:

> Short answer: don't paste or upload it into an AI tool unless your organisation has approved that tool for confidential material, and the sender would accept it.

> Keep it where it arrived. Don't forward it, download it to personal devices, or share it in team chats.
>
> Check your organisation's AI and data-handling policy.

The advice was careful. It quoted no line from the bulletin, and it did not mention printing on receipt.

With the skill

Claude made an intake card for ST/SGB/2007/6. It said:

> On receipt: print it.
>
> Store it: under lock and key.
>
> Can AI summarise it? No. An AI tool your office hasn't approved is not a protected system.

For the meeting, it said incoming items "must be recorded in a special registry" (s. 5.1(b)), and:

> Check who on your team is listed before you brief anyone on its content.

It also named the gaps:

> the bulletin doesn't set a procedure for summarising a classified item for a team meeting. It also doesn't explain the partner's "Do not forward" note. Ask your head of office about both.

The test found 8 verified differences between the two answers.

The steps of the skill

The skill has 8 steps.

- Read your notes first. If they hold classified content, stop. Work only from the marking and your own notes.
- Open the bulletin PDF. Copy the document symbol and the title from the first page.

- Quote the paragraph on a hard copy of items received in electronic form. This is the receipt step.
- Quote what subparagraph (d) says on filing and storage. If it is not there, write NOT IN SOURCE.
- Quote the paragraph on electronic transmission. This is the sending step.
- Quote the part on controls that prevent access by unauthorized persons.
- Answer the question. If you asked AI to summarise the item, the answer is no. Then list what AI can still help with on the unclassified side.
- Say who decides which systems are protected. Ask your office which systems are approved. Do not name a system.

The skill never summarises, translates, rewrites or analyses the classified content.

Copy-paste prompt

PASTE INTO CLAUDE

```
I have a classified email attachment and I want to know what to do with it. Do not ask me to paste it and do not summarise it. Use only the Secretary-General's bulletin at https://documents.un.org/api/symbol/access?s=ST/SGB/2007/6&l=en&t=pdf and my own notes below. Make me a short intake card. Quote the bulletin's lines on printing classified items received in electronic form, filing and storing them, sending them only through protected means of communication, and controls on automated information systems. Give the paragraph label for each quote. Then list what AI can help me with on the unclassified parts of my work only. If you cannot open the bulletin, say so and do not answer from memory. My notes: <what arrived, how it is marked, what I want to do>.
```

Before you paste

Remove names and personal details first. Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- ST/SGB/2007/6 · Information sensitivity, classification and handling

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Check that every statistic in a progress report states its evidence

Before a draft progress report is cleared, each statistic should state its data year and indicator, and its figures should agree across sections. I asked Claude to run this check on a stored copy of the report, with no web search. Here is what it found and how the skill works.

Sources opened 2026-10-21. · https://sdgai.org/evidence-gap-check.html

The work moment

You are clearing a draft progress report. Every statistic needs a data year and an indicator, and the figures must agree from one section to the next.

The report itself gives its sourcing only in general terms. It was prepared "using input from more than 50 international and regional organizations." [p 1]

It sets one frame for its data years: "The remainder of the present section draws on the most recently available data from 2022 to 2025 to provide an overview of each Goal, with a focus on selected targets for which new data are available." [p 6]

For detail it points elsewhere: "The indicator framework, the statistical annex to the present report and the Global Sustainable Development Goal Indicators Database are available at https://unstats.un.org/sdgs ." [p 6]

What the test showed

Claude ran with the skill and no web search. It said: "I used only the stored copy you provided and did no web search."

On sourcing, it wrote: "None of the 352 claims names the agency or dataset it comes from."

It checked the arithmetic. The report says "In mathematics, proficiency fell from 41% to 36% (down 6 points), with similar declines across income grou ps." [p 10] Claude wrote: "41 – 36 = 5 points, not 6."

It compared sections. The report says "Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2] Later it says "By contrast, there has been only marginal progress (32 %) or no progress (17%) on 49% of targets." [p 4] Claude listed the two together as a place where the report's own wording does not agree.

It did the same for poverty. The report says "Globally, the nowcasted estimate projects that extreme poverty will be 10.0% in 2026, down only 3 percentage points from 2015." [p 6] Claude noted that this "implies about 13.0%", against "falling from nearly 14% in 2015" on [p 4].

It also flagged the copy itself: "The stored copy is cut off." It "ends mid-word at [p 21] "Accelerati"."

The steps of the skill

1. Attach the report and paste the prompt. Ask for no web search.
2. Claude lists each statistic, trend and comparison claim. The skill asks it to pause so you can confirm that list before the check.
3. Each claim is checked for four things:
    - **Year:** a calendar year or a dated period. "Phrases like "past decade", "now", "recent years" or "post-pandemic" don't count."
    - **Measure:** a number, or a clearly defined indicator.
    - **Baseline:** for trend or comparison claims, a starting point with its value, or the size of the change.
    - **Evidence:** for claims that one thing caused another, evidence for the link.
4. Claims that miss a check go on the evidence gap list, each with its quote and page marker.
5. Places where the report's own figures or wording disagree go on a separate list.
6. Gaps that apply to the whole document, such as missing sources or a cut-off copy, are reported once at the top.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please run an evidence gap tracking check on the 2026 Secretary-General SDG progress report attached below, using only this document and no web search. List each statistic, trend, or comparative claim and mark whether the report itself states the evidence behind it, such as the data year, source, or indicator. Quote the document word for word with the page marker for every quote you use, and list every claim marked unsupported as an evidence gap.
```

Sources

- Progress towards the Sustainable Development Goals
- citation-check-skill skill by serenakeyitan/citation-check-skill on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Check a pasted decision before you quote it

I pasted a long Paris Agreement decision document from a PDF and asked Claude to quote it by page. The answer opened by saying the paste had stopped partway through.

Sources opened 2026-10-22. · https://sdgai.org/pasted-decision-check.html

The work moment

The document was FCCC/PA/CMA/2018/3/Add.2. Its title page reads:

> "Report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on the third part of its first session, held in Katowice from 2 to 15 December 2018" [p 1]

It opens with a list of contents:

> "Contents Decisions adopted by the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement" [p 1]

I needed exact quotes with page markers. I also needed to know if any of the text had not come through.

What the test showed

Claude ran with the chat-with-pdf skill. The tools allowed were WebFetch and Bash(curl:*).

The answer began:

> "The text you pasted stops partway through"

It named the last words that came through:

> "Its archiving of all information for the reported time series, including all disaggregated emission factors and activity d"

The stored copy goes on:

> "including all disaggregated emission factors and activity data, all documentation about generating and aggregating data" [p 23]

Then it listed what was missing:

> "Going by the table of contents, these parts are missing:"

The list included the global stocktake decision and "the compliance committee under Article 15".

How it handled the PDF text

The stored copy has stray spaces inside words, such as "abo ve" [p 3]. The answer said so:

> "I took those spaces out of the quotes. I did not change, add or drop any words."

Its own reading went in a separate section that opens:

> "Everything in this section is my own reading or outside knowledge. None of it is stated in the pasted document."

Quotes that match the stored copy

The check found 8 lines quoted word for word from the document. Three of them:

> "will continue to be financed by the activities under Articles 6, 12 and 17 of the Kyoto Protocol" [p 2]

> "Decides to initiate at its third session (November 2020), in accordance with Article 9, paragraph 3, of the Paris Agreement, deliberations on setting a new collective quantified goal from a floor of USD 100 billion per year" [p 3]

> "shall implement the technology framework in close collaboration under the guidance of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement" [p 4]

What the answer did, in order

The skill is chat-with-pdf from claude-office-skills/skills.

1. Said where the pasted text stops, with the last words that came through.
2. Used the table of contents to list the parts that were missing.
3. Said which pages the summary covers and offered to work from the full PDF.
4. Said how it cleaned stray spaces from the PDF text.
5. Quoted the document word for word, each quote with its page marker.
6. Put its own reading in a separate, labelled section.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please give me a long document summary of the Katowice CMA report addendum attached below,
organised by decision and section. Quote the document word for word with the page marker for every
quote you use. Put any interpretation that goes beyond the text in a separate, clearly labelled
section.
```

Sources

- FCCC/PA/CMA/2018/3/Add.2 · Report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on the third part of its first session, held in Katowice from 2 to 15 December 2018
- chat skill by claude-office-skills/skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

A one-pager on FCCC/PA/CMA/2026/10 with every quote paged

I asked Claude, with the writing-for-navigation skill, for a one-page brief on the technical expert review of biennial transparency reports. It put the bottom line first and quoted 5 lines word for word, each with its page marker.

Sources opened 2026-10-23. · https://sdgai.org/ter-one-pager.html

The work moment

You have to brief your team on a long secretariat report before a CMA session. You need the bottom line, the evidence and the ask on one page.

The report is FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports. These are the lines that matter most:

- "a potential future shortage of experts for those thematic areas and could necessitate more nominations of qualified experts to ensure adequate thematic coverage in TERTs." [p 7]
- "the limited availability of LRs, particularly those from developed country Parties, posed an additional challenge in forming TERTs" [p 18]
- "Financial constraints restricted opportunities for development or improvement of IT tools and timely deployment of resources, all of which are essential for sustaining the quality and integrity of the TER process." [p 18]
- "expressed their support for expanding the use of the centralized group review format for the LDCs and SIDS" [p 19]
- "the importance of confirming at an early stage of review planning the request for a voluntary review" [p 13]

What the test showed

Claude with the skill, tools allowed WebFetch and Bash(curl:*), asked 2026-10-30 22:11 UTC.

It opened with the bottom line:

> "The review process is keeping up with submissions. The limit now is the supply of expert reviewers, mainly in agriculture, LULUCF and waste, plus funding."

It then wrote three headed blocks for claim, evidence and ask. It quoted 5 lines from the document word for word, each with its page marker.

It also flagged two things:

> "I didn't quote passages where the extracted text has broken spacing (e.g. "signal s"). I paraphrased those and cited their page instead."

> "The document doesn't name a sender, a recipient or who owns the ask, so add those before you circulate it."

The steps of the skill

1. Put the bottom line first.
2. Write a clearly headed block for the claim.
3. Write a clearly headed block for the evidence, with a source and year next to every figure.
4. Write a clearly headed block for the ask.
5. Quote the document word for word, with its page marker, for every quote you use.
6. Keep it to one page.

The skill is writing-for-navigation by fatihguner/foreman.

Copy-paste prompt

PASTE INTO CLAUDE

```
Using the writing-for-navigation skill, please write an internal one-pager on the current status of the technical expert review of biennial transparency reports, based on the secretariat report attached below. Put the bottom line first and use three clearly headed blocks for claim, evidence and ask, with a source and year next to every figure, and keep it to one page. Quote the document word for word with its page marker for every quote you use.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports

- writing-for-navigation skill by fatihguner/foreman on GitHub

---

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Pre-submission QA on the Technical expert review of biennial transparency reports

I asked Claude, with the red-team-review skill, to run a pre-submission QA on FCCC/PA/CMA/2026/10. Its verdict was not ready to submit.

Sources opened 2026-10-23. · https://sdgai.org/btr-review-report-qa.html

The work moment

I was about to submit FCCC/PA/CMA/2026/10, Technical expert review of biennial transparency reports. I needed to know three things. Is every promised chapter and annex there? Do the percentages match the tables? Do the evaluative claims have evidence?

The summary promises this:

> "Furthermore, the report presents challenges encountered by the secretariat , Parties and technical expert reviewers in conducting the reviews." [p 1]

The structure paragraph promises a chapter:

> "IX below) and budgetary and financial matters (see chap. X below)." [p 3]

The text gives a share:

> "Of the assignments, 280 (50.5 per cent) were allocated to GHG inventories" [p 9]

And a response rate:

> "837 experts (64.0 per cent of those to whom the survey was sent) responded indicating their availability." [p 8]

What the test showed

Claude ran with the red-team-review skill. Tools allowed: WebFetch, Bash(curl:*). Asked 2026-10-30 23:45 UTC.

The verdict:

> The stored copy stops mid-sentence and is missing three parts that the report itself promises.

On chapter X:

> Para 4 promises chapter X and annexes I–II [p 3]. The text ends "(see para. 25 ab" [p 21].

On the GHG share:

> 280/554 = 50.54%, so the text is right and the table is wrong.

On the survey response rate:

> Figure 4's last pair is "1 317" recipients and "837" respondents [p 8], and 837/1,317 = **63.6%**.

On the expert count in Table 4:

> But the text says "A total of 355 experts participated in TERs" [p 9], and 431 is the number of participations.

On evidence:

> The figures also disagree with each other in four places, and about 15 claims have no evidence behind them.

The steps of the skill

These are the steps Claude followed in the test.

1. **Build a checklist.** No checklist was supplied, so Claude built a 16-item checklist from standard UN documentation practice.
2. **Mark each item.** PASS, FAIL or UNVERIFIED, each with a reason and a quote with its page marker.

3. **Check format and length.** Where no limit was supplied, the length is marked UNVERIFIED.
4. **Recompute the figures.** Every percentage and total is checked against the tables.
5. **List findings, most severe first.** Each finding comes with a fix.
6. **List claims lacking supporting evidence.** Each claim is quoted with what is missing.
7. **Say what checked out.** Then give a score, the most serious flaw, the top recommendation and what it is least confident about.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please run a pre-submission QA on the attached secretariat report on the technical expert review of biennial transparency reports, which is attached below. Check it against a submission checklist and mark each item as passed or failed with a reason, confirm the format and length constraints, and list any claim that lacks supporting evidence. Quote the document word for word with its page marker, such as [p 3], for every quote you use.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- red-team-review skill by winstonkoh87/Athena-Public on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Keep a report's own claims out of your facts

A secretariat report mixes figures with its own judgements. In one test, Claude with the not-ai skill kept the two apart and restated 8 quoted lines with more caution.

Sources opened 2026-10-23. · https://sdgai.org/report-claims-apart.html

The work moment

You draft a section from a report by the secretariat. FCCC/PA/CMA/2026/10 describes "the secretariat's activities relating to the technical expert review of biennial transparency reports" [p 1].

Some of its lines are its own judgement. If you copy them into your section, they read as established fact.

> "While the full regional coverage demonstrates a universal commitment to implementing the ETF, the regional distribution, as well as feedback from Parties, suggests that challenges in preparing and submitting BTR1s were encountered by developing countries." [p 4]

> "reflecting the growing commitment of the LDCs and SIDS to engagement in the TER process compared with the previous reporting period, despite capacity constraints" [p 9]

> "The centralized group review demonstrated how innovation can strengthen both the efficiency of review delivery and the effectiveness and coherence of implementation of the ETF, and laid the foundation for review operations that are more scalable, efficient and knowledge-driven." [p 11]

> "The review outcomes show that reporting by Parties is strongest where national adaptation plans and their monitoring and evaluation frameworks are in place, with Parties then better able to report on adaptation progress and results, and the encouragements arising from the review able, in turn, to inform the update of those plans." [p 14]

What the test showed

Claude ran with the not-ai skill. Tools allowed: WebFetch, Bash(curl:*). Asked 2026-10-30 23:35 UTC.

The answer had three labelled parts: facts, interpretation, and assumptions and limitations. It opened Part B with this line:

> "This part is my reading of the facts in Part A. It is not a finding of the document."

It put 8 lines quoted word for word from the document in a table, each with a cautious restatement and a reason. Two of them:

DOCUMENT WORDING	CAUTIOUS RESTATEMENT	REASON FOR SOFTENING
Full regional coverage "demonstrates a universal commitment to implementing the ETF" [p 4]	Every region has submitted at least one BTR1. This is consistent with broad engagement in the ETF, though submission rates vary by region.	Submission shows participation, not commitment. The regional figure on p 4 shows 47.2 per cent of African Parties have submitted.
The Kigali review marked "a milestone in the evolution of the TER process" and "demonstrated how innovation can strengthen both the efficiency of review delivery and the effectiveness and coherence of implementation of the ETF" [p 11]	The first centralized group review was completed in May 2026. It may offer a model for more efficient group reviews, but this rests on one event.	No efficiency or quality measures are reported for this review.

It also listed what it could not check:

> "The attached copy ends partway through page 21."

> "I have reported those comparisons as the document's statements and have not verified them."

It flagged one figure for you to settle:

> "Please confirm which figure to use."

The steps

The answer followed the order the prompt asked for.

1. **Facts.** State what the document reports, with a page marker for each item.

2. **Interpretation.** Label it as your reading. Quote each claim the document makes word for word. Restate it with more caution and give the reason.
3. **Assumptions and limitations.** Say what was missing, what was not verified and which figures need a check.

For every quote, copy the document word for word and give its page marker, such as [p 3].

Copy-paste prompt

PASTE INTO CLAUDE

```
Please draft a report section summarizing the secretariat's activities on the technical expert review of biennial transparency reports, using only the UNFCCC document attached below. Keep facts, interpretation and assumptions in separate, clearly labelled parts, and soften any overstated claims into cautious language. For every quote you use, quote the document word for word and give its page marker, such as [p 3].
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- not-ai skill by udaysharmadev/Not-Ai on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Drafting an expert review section with page markers and labels

I asked Claude, with the official-document-skill, to draft a report section from FCCC/PA/CMA/2026/10 only. Every sentence came back with a page and a label.

Sources opened 2026-10-23. · https://sdgai.org/ter-section-drafting.html

The work moment

You have a long secretariat report on technical expert reviews. You need one section for your own report. Every sentence must trace back to a page.

The source mixes figures with its own reading of them. Some examples:

- "While the full regional coverage demonstrates a universal commitment to implementing the ETF" [p 4]
- "with the new TER format marking a milestone in the evolution of the TER process." [p 11]
- "an improved gender balance compared with the previous reporting period" [p 9]
- "a significant increase compared with the previous reporting period" [p 9]

If you copy these lines as plain statements, the source's reading becomes your finding.

What the test showed

Claude ran with the skill and could use WebFetch and Bash(curl:*). It was asked on 2026-10-30 at 23:37 UTC. It quoted 8 lines word for word from the document.

On regional coverage it wrote:

> Regional submission rates run from 47.2 to 100.0 per cent. This section therefore says only that all regions are represented, and draws no wider conclusion about commitment. [p 4 · I-D]

On new reviewers it wrote:

> The secretariat calls this "a significant increase compared with the previous reporting period". This section notes only that the share went up, because the source does not give the earlier figure. [p 9 · I-S]

On report preparation times it wrote:

> The stored copy does not include the values behind figure 5, so this section does not report preparation times. [p 12 · F]

It also flagged a figure that does not match:

> paragraph 20 gives 64.0 per cent [p 8], but figure 4 shows 837 respondents out of 1,317 recipients, which is 63.6 per cent.

The steps of the skill

The answer with the skill worked in these steps.

1. Use only the attached secretariat report. Say where the stored copy breaks off.
2. Quote word for word, with a page marker for each quote.
3. End every sentence with a tag in the form `[page · label]`.
4. Label each statement as fact, secretariat interpretation, drafter interpretation or assumption.
5. Replace upbeat wording with plain wording. Keep the source wording in quotes where it is cited.
6. List the wording that was toned down, in a table.
7. List figures in the source that do not match.
8. List the information you still need to supply.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please draft a report section on the technical expert review of biennial transparency reports for our reporting cycle, using only the secretariat report attached below. Quote the document word for word with its page marker for every quote you use, and attach a page marker to each sentence of the draft. Label each statement as fact, interpretation or assumption, and replace any inflated wording with cautious, safe language.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- official-document-skill skill by Liuxiangjian-ai/official-document-skill on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

A pre-submission QA review for UN reports, with Claude

I tested one prompt on one JIU report. Claude marked each issue as passed, failed or needing a recorded exception, and quoted the report word for word with page markers.

Sources opened 2026-10-29. · https://sdgai.org/un-report-qa-review.html

The work moment

A report is about to go out. Its citations, abbreviations and repeated passages need to hold up, and no claim should go out without evidence.

The test document was JIU/REP/2017/6 · RESULTS-BASED MANAGEMENT IN THE UNITED NATIONS DEVELOPMENT SYSTEM. These are some of the lines the review quoted.

The same passage, twice:

> [p 5] "The purpose of the review is to help the United Nations system to further enhance the relevance and value of its results-based management system in support of the 2030 Agenda"

> [p 6] "the review helps the United Nations system to further enhance the relevance and value of its results-based management system in support of the 2030 Agenda."

A claim the review listed as having no evidence:

> [p 10] "as well as the preferences of and poli tical interference by members of the Executive Board."

Where the copy stopped:

> [p 23] "It also provides a number of soft recommendations not included"

What the test showed

Claude ran with the skill, with WebFetch and Bash(curl:*) allowed, on 2026-10-30 at 23:41 UTC.

It named the gap first:

> "So I reviewed [p 1] to [p 23] only. Chapters II and III and Annexes I to IV were not checked."

Then the count:

> "I found 19 issues: 15 failed and 4 need a recorded exception. 10 checks passed, and 19 claims lack supporting evidence."

One of the high-priority items:

> "**FAILED: a serious allegation has no evidence.**"

One of the medium items:

> "**FAILED: a passage is repeated within the Executive Summary.**"

It also said what it did not check:

> "No check against an outside plagiarism database."

> "No URLs were opened."

Some source credits in its answer came from its own knowledge. It marked them under "From my own knowledge, not checked against the source documents". Treat those as leads to confirm.

What the prompt asked for

The test used the academic-norm-review skill by aipoch/medical-research-skills. The prompt asks Claude to do these things.

1. Check citations against references.
2. Check abbreviation definitions and consistency.
3. Check repeated passages.
4. Give a prioritized issue list. Mark each item as passed, failed, or needing a recorded exception.
5. List any claims that are missing supporting evidence.
6. Copy every quote word for word and give its page marker.

In the test, Claude also said where the copy stopped and which pages it could not review.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please run a pre-submission QA review on the UN report attached below, checking citations against references, abbreviation definitions and consistency, and repeated passages. Give me a prioritized issue list where each item is marked as passed, failed, or needing a recorded exception, plus a list of any claims that are missing supporting evidence. For every quote you use, copy the document word for word and give its page marker.
```

Sources

- JIU/REP/2017/6 · RESULTS-BASED MANAGEMENT IN THE UNITED NATIONS DEVELOPMENT SYSTEM
- academic-norm-review skill by aipoch/medical-research-skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Check a CMA report the way a reviewer would

One prompt and the self-review skill. Claude lists Major and Minor issues with a fix for each, and the claims that lack evidence. Every quote carries its page marker.

Sources opened 2026-10-23. · https://sdgai.org/cma-report-precheck.html

The work moment

You are finalising a secretariat activity report for the CMA. Before it is issued, you need to know which numbers, definitions and claims will be questioned.

The report was FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports. Two lines in it define eligibility differently.

> "1,485 had successfully completed relevant examinations and are thus eligible to participate in TERs." [p 6]

> "In addition, the number of experts listed in this table does not represent the number of experts eligible to participate in TERs, as experts need to pass examinations following their completion of courses and sub-courses to earn their eligibility, in addition to having experience in past reviews." [p 7]

A later page counts participations by experts with no review experience.

> "The experts with no previous review experience" [p 9]

What the test showed

Claude ran with the self-review skill. WebFetch and curl were allowed. It was asked on 2026-10-30.

It stated its limits first:

> "I didn't run the skill's checking scripts. They are built for journal manuscripts, and running commands wasn't approved. I recomputed every percentage by hand instead."

On eligibility it wrote:

> "So the table's own note says these experts still need to pass exams, and it adds a review-experience requirement."

Its suggested fix:

> "State one definition of eligibility (which exams, and whether experience is required)."

On the survey-based conclusions it wrote:

> "Neither paragraph gives the number of respondents, the response rate, the questions asked or the response distribution."

It also listed what still holds:

> "Tables 4 and 5 report both reporting-period and cumulative figures, which makes trends auditable."

The steps of the skill

The skill is the self-review skill by Aperivue/medsci-skills. In the stored run, the answer came in this order.

1. **Limits.** Say what was not reviewed and what was not run.
2. **Major comments.** Quote the page, give a severity, give a specific fix.
3. **Minor comments.** Smaller issues, each with a fix.
4. **Claims lacking supporting evidence.** A table of the quote and what is missing.

Read the Major items first. Check each quote against the source PDF before you change the text.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please run a pre-submission QA check on the secretariat report on the technical expert review of biennial transparency reports, which is attached below. List each issue a reviewer would raise as Major or Minor, with a specific fix, and include a list of claims that lack supporting evidence. Quote the document word for word with the page marker, such as [p 3], for every quote you use.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- self-review skill by Aperivue/medsci-skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

An SDG one-pager with a page marker on every quote

One prompt, one report, one page. Claude with the investor-materials skill wrote a claim, the evidence and the ask, and quoted the report word for word with page markers.

Sources opened 2026-10-21. · https://sdgai.org/sdg-one-pager.html

The work moment

Your director wants a one-page SDG brief before a planning meeting. Every figure needs a source and a year beside it.

The source is Progress towards the Sustainable Development Goals. These are the lines a brief like this leans on.

> "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress." [p 2]

> "Alarmingly, there has been regression from 2015 baseline levels for 15% of targets." [p 4]

> "Globally, the nowcasted estimate projects that extreme poverty will be 10.0% in 2026, down only 3 percentage points from 2015." [p 6]

> "Successive declines in official development assistance (ODA) – down 6.1% in 2024 and a further 23.1% in 2025, the largest annual contraction on record – have strained the funding that underpins core sustainable development investment in some developing countries." [p 3]

> "Closing the annual $4 trillion Goal financing gap in developing countries requires a bold global investment push, fundamental reform of the international financial architecture, a tripling of multilateral development bank lending capacity and full alignme nt of all domestic and international public and private financing with sustainable development objectives." [p 3]

> "Partnerships across governments, civil society, the private sector and the United Nations system must move from aspiration to accountability, with clearer metrics, less duplication, better evidence of what is

> working and faster pathways from commitment to implementation." [p 4]

Note the broken spacing in "alignme nt" on page 3. That is how the line reads in the stored copy.

What the test showed

Claude ran with the investor-materials skill, asked 2026-10-30 22:12 UTC. Tools allowed: WebFetch and Bash(curl:*).

The brief opened its claim block like this:

> "With under five years left, most SDG targets are off track, and the biggest constraint is now money. Funding is shrinking while needs grow, and that puts at risk the gains already made."

It then quoted the report with page markers:

> "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress." [p 2]

> "Alarmingly, there has been regression from 2015 baseline levels for 15% of targets." [p 4]

The engine counted 6 lines quoted word for word from the document.

Before sending, Claude listed what to check. In its own words:

> "**The Ask is mine, not the report's.** The report doesn't know what your organisation does, so I wrote placeholder decisions. Replace everything in [brackets] with your own programmes, budget lines and dates."

> "**All quotes are copied exactly.** The extracted text has broken spacing in places (e.g. "investme nt"), so I only quoted passages that came through cleanly. The other figures are paraphrased with their page cited."

The steps

1. Attach the report below the prompt.
2. Ask for three blocks: a claim, the evidence and the ask.
3. Ask for a source and year next to every figure.

4. Ask for every quote word for word, with its page marker.
5. Read the notes Claude adds at the end. Replace every placeholder in [brackets] with your own programmes, budget lines and dates.

The skill used in the test is investor-materials by hashgraph-online/awesome-codex-plugins.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please write an internal one-pager on SDG progress for my director, using the Secretary-General's 2026 SDG progress report attached below. Give it three blocks, a claim, the evidence and the ask, and keep it to one page with a source and year next to every figure. Quote the document word for word with the page marker for every quote you use.
```

Sources

- Progress towards the Sustainable Development Goals
- investor-materials skill by hashgraph-online/awesome-codex-plugins on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Quote the SDG report word for word, with pages

One prompt asks Claude to quote the Secretary-General's SDG progress report word for word, with a page marker, and to keep facts apart from interpretation. Here is what it returned.

Sources opened 2026-10-21. · https://sdgai.org/sdg-report-quotes.html

The work moment

You are drafting a progress section from the report *Progress towards the Sustainable Development Goals*. Each figure must be quoted with its page before clearance.

The headline line sits on page 2:

> "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress. Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2]

Page 4 gives the same 36% with its parts:

> "As shown in figure I, progress is on track (15%) or shows moderate progress (21%) with respect to 36% of the 139 targets for which trend data and additional input are available from custodian agencies." [p 4]

Some stored text carries copy errors. Page 1 reads:

> "The data contained herein are derived from indicators in the global indicator framework developed by the Inter -Agency and Expert Group on Sustainable Development Goal Indicators, which was adopted by the Assembly on 6 July 2017 (see Assembly resolution 71/313)." [p 1]

What the test showed

Claude ran with the deep-research skill. Tools allowed were WebFetch and Bash(curl:*). It was asked on 2026-10-30 at 23:34 UTC.

It explained how to read the draft:

> "Text in quotation marks is copied word for word from the stored copy. The page marker `[p N]` matches the `[p N]` headers in that copy."

It kept the reading apart from the facts:

> "Each part is divided into **Facts** (what the document states), **Interpretation** (my reading of it) and **Assumptions / caveats** (what the document does not establish)."

It named the copy error:

> "(The stray space in "Inter -Agency" is in the stored copy.)"

It told the reader what to do next:

> "Before publishing, check every quote against the original PDF."

It also said what it did not do:

> "I didn't run the skill's full pipeline: the outline, data and chapter sub-agents, `dr_tools.py` assembly and QA."

The steps

1. **Source.** Attach the report. Ask Claude to use it only, with no web search.
2. **Quote.** Every quote word for word, with its page marker.
3. **Split.** Keep facts, interpretations and assumptions clearly apart.
4. **Hedge.** Use cautious wording where the document does not fully support a claim.

In the test, Claude marked passages with PDF extraction errors as *(paraphrase)*. It also listed what the stored copy did not cover.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please draft a report section on global progress toward the Sustainable Development Goals, using only the Secretary-General's 2026 SDG progress report attached below and no web search. Quote the document word for word with its page marker for every quote you use. Keep facts, interpretations and assumptions clearly apart, and use cautious wording wherever the document does not fully support a claim.
```

Sources

- Progress towards the Sustainable Development Goals
- deep-research skill by hoolulu/deep-research on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

A one-page TER status brief with Claude

How I asked Claude for a claim, evidence and ask one-pager on FCCC/PA/CMA/2026/10, and what it wrote.

Sources opened 2026-10-23. · https://sdgai.org/ter-status-brief.html

The work moment

I had to brief my supervisor on the technical expert review of biennial transparency reports before CMA 8. The source is FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports. It is long, and my copy has broken spacing in places.

What the report says about expert supply:

> "The continued limited availability of qualified experts and the high rate of rejection from experts, particularly those not eligible for funding by the secretariat to participate in TERs, combined with the competing priorities of invited experts, placed growing pressure on the timely organization and delivery of TERs." [p 18]

> "a potential future shortage of experts for those thematic areas and could necessitate more nominations of qualified experts to ensure adequate thematic coverage in TERTs." [p 7]

And what the garbled text looks like. The page header runs into the sentence:

> "FCCC/PA/CMA/2026/10 9 were changes in work commitments since responding to the availability survey (50.6 per cent) and lack of financial support (27.2 per cent)." [p 9]

What the test showed

I ran the prompt with the brief skill on 2026-10-30 at 22:13 UTC. Tools allowed: WebFetch, Bash(curl:*). The answer quoted 8 lines from the report word for word, each with its page marker.

The claim block:

> Reviews are being completed at a record pace, but the supply of reviewers is now the limit. Status: **At risk**.

The ask quoted the lead reviewers:

> do we support the lead reviewers' call for "expanding the use of the centralized group review format for the LDCs and SIDS" [p 19]?

It named a gap:

> *Gap:* there are no budget figures here because the copy provided stops at p 21, before chapter X (budget).

It kept the garbled text out of its quotes:

> **Quotes avoid the garbled text.** The copy has broken spacing in places (for example "1 36 Parties" on p 3 and "12 4 Parties" on p 5). I only quoted clean passages and cited those numbers without quoting them. Check them against the official PDF before circulating.

And it said which part was its own:

> **The ask is my framing.** The report doesn't say what your team decides, so I assumed you need a position for CMA 8.

The steps

These are the steps the test answer followed.

1. Put the brief skill in your Project. Paste the prompt and attach the report below it.
2. **Claim.** One line with a status word: On track, At risk or Blocked.
3. **Evidence.** Every figure gets its source and year. Every quote is word for word with its page marker.
4. **Ask.** One decision with options and a recommended one.
5. **Checks.** Read the list at the end before you send. Fill in the placeholders. Check any garbled numbers against the official PDF.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please write an internal one-pager on the status of the technical expert review of biennial transparency reports for my supervisor, using the secretariat report attached below. Organize it into three blocks labeled claim, evidence and ask, give every figure its source and year, and keep it to one page. Quote the document word for word with the page marker for every quote you use.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- brief skill by clawic/skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

An SDG one-pager where every quote has its page

I asked Claude for a one-pager on SDG progress with claim, evidence and ask. It quoted 5 lines word for word, each with its page marker.

Sources opened 2026-10-21. · https://sdgai.org/sdg-brief-page-markers.html

The work moment

The request is one page for a senior manager. It has three blocks called claim, evidence and ask. Every figure needs its source and year.

The source is *Progress towards the Sustainable Development Goals*. Two lines set the tone:

> "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress. Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2]

> "Violent conflicts have reached their highest levels in decades, reversing years of development progress in months." [p 3]

What the test showed

Claude quoted 5 lines word for word. The claim block opened with this:

> "With under five years to 2030, the SDGs are mostly off track. Progress is real but uneven, and the main constraint has shifted to financing and conflict."

The ask block used the report's own calls to action, with page markers:

> "Partnerships across governments, civil society, the private sector and the United Nations system must move from aspiration to accountability, with clearer metrics, less duplication, better evidence of what is working and faster pathways from commitment to implementation." [p 4, ¶18]

> "Strengthening national statistical systems and harnessing the potential of digital technologies and artificial intelligence remain essential enablers of acceleration, particularly for developing countries." [p 4, ¶18]

The evidence block also quoted the drop in aid:

> "Successive declines in official development assistance (ODA) – down 6.1% in 2024 and a further 23.1% in 2025, the largest annual contraction on record – have strained the funding that underpins core sustainable development investment in some developing countries." [p 3, ¶12]

On what the report does not say, the answer was plain:

> "Who owns them, the dates and the budget aren't in the report, so they're left as [placeholders] for you to fill in."

> "Coverage note: the stored copy ends partway through p 21 (Goal 13). Detail for Goals 13–17 comes only from the summary on pp 2–4."

The steps

The skill is create-an-asset from anthropics/knowledge-work-plugins. The prompt asks for these steps:

- **Claim.** Open with the overall status and back it with a quote.
- **Evidence.** Give every figure its source and year.
- **Ask.** Frame the asks from the report. Leave owners, dates and budget as placeholders.
- **Quote.** Copy the document word for word with its page marker. Skip any passage where the PDF text broke a word.
- **Length.** Keep it to a single page.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please write an internal one-pager on the current status of SDG progress for a senior manager,
using the Secretary-General's 2026 SDG progress report attached below. Organize it into three
blocks called claim, evidence and ask, give every figure its source and year, and keep it to a
single page. Quote the document word for word with its page marker for every quote you use.
```

Sources

- Progress towards the Sustainable Development Goals
- create-an-asset skill by anthropics/knowledge-work-plugins on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

An SDG one-pager for your director

I tested one prompt with one skill on Progress towards the Sustainable Development Goals. The answer quoted 5 lines word for word, each with its page marker.

Sources opened 2026-10-21. · https://sdgai.org/sdg-director-brief.html

The work moment

I needed a one-pager for my director on SDG progress. The source was Progress towards the Sustainable Development Goals. I asked for a claim, the evidence and a clear ask, on a single page. Every figure needed its source and year. Every quote needed its page marker.

The brief had to rest on lines like these:

> "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress. Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2]

> "down 6.1% in 2024 and a further 23.1% in 2025, the largest annual contraction on record" [p 3]

The five quoted lines

These are the parts of the report the answer quoted, each with its page marker.

1. "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress. Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2]
2. "progress is not only possible, but also already happening." [p 2]
3. "down 6.1% in 2024 and a further 23.1% in 2025, the largest annual contraction on record" [p 3]
4. "Closing the annual $4 trillion Goal financing gap in developing countries requires a bold global investment push, fundamental reform of the international financial architecture, a tripling of multilateral development bank lending capacity" [p 3]
5. "must move from aspiration to accountability" [p 4]

What the test showed

Claude ran with the skill. Tools allowed: WebFetch, Bash(curl:*). Asked 2026-10-30 22:07 UTC.

The claim opened like this:

> Real gains are happening, but most SDG targets will be missed by 2030.

The answer ended with a list of things to check. Three of them, word for word:

> **The report's own numbers don't fully match.** Page 2 calls the full 49% "marginal progress." Page 4 splits it into 32% marginal progress and 17% stagnation (no progress).

> I picked quotes that avoid those spots, so every quote matches the document exactly. That's why the $4 trillion quote stops at "lending capacity."

> The $4 trillion gap is described as "annual," with no data year given, so I cited it by page only.

The ask was left open:

> **The ask is a placeholder.** You didn't say what decision you need, so I wrote three neutral options with bracketed gaps.

The steps of the skill

In the test, the answer was laid out in these parts.

1. **Claim.** A few lines, backed by a quote with its page marker.
2. **Evidence.** Each figure carries the report and its page. A year is given where the report gives one.
3. **Ask.** Options for the director, with blanks to fill when the decision is not stated.
4. **Checks.** A list of things to check before you send it.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please write an internal one-pager for my director on the current status of SDG progress, using the Secretary-General's 2026 SDG progress report attached below. Structure it as a claim, the evidence, and a clear ask, and keep it to a single page. Every figure must carry its source and year, and for every quote you use, quote the document word for word with its page marker.
```

Sources

- Progress towards the Sustainable Development Goals
- management-briefing-writer skill by ur-grue/autopunk-media-skills on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

An SDG one-pager with every quote paged

One prompt for a director's one-pager on global SDG progress. A claim, the evidence and one ask, with each quote word for word and its page marker.

Sources opened 2026-10-21. · https://sdgai.org/sdg-onepager-quotes.html

The work moment

Your director wants a short internal brief on global SDG progress. The figures come from the 2026 report, *Progress towards the Sustainable Development Goals*. These are the lines the brief rests on.

> "Of the 139 targets of the Goals with available trend data, 36% are on track or making moderate progress. Nearly half (49%) are making only marginal progress, while 15% have regressed below the 2015 baseline." [p 2]

> "Unmet financing targets risk putting many targets beyond reach." [p 2]

> "By 2026, 1 in 10 people worldwide still live in extreme poverty, showing limited improvement." [p 6]

What the test showed

Claude was asked on 2026-10-30 at 22:09 UTC, with WebFetch and curl allowed. It wrote the one-pager with three blocks and a table of ten figures. Each figure had a data year and a page.

It opened by saying what it could not do:

> "I've written the one-pager, but I couldn't produce the PDF. Running commands needed approvals that weren't granted in this session, so the build script has not been run."

It marked its own ask as a guess:

> "**The ask is my guess.** I don't know your organisation's role, so "lead priority through 2027" and the 30 November deadline are placeholders. Change them to fit."

It said how it checked the quotes:

> "**Quotes:** I checked each one by eye against the copy you pasted. I only used passages where that copy had no broken spacing, which rules out the debt and "rapid operationalization" sentences. Those figures are cited by page instead."

It explained one combined figure:

> "**The 49%:** this is the report's own combination of "marginal progress" (32%) and "stagnation" (17%), from p 4."

The steps of the skill

The answer used the professional-document skill by GoogleCloudPlatform/generative-ai. It followed these steps.

1. **Claim.** One line, backed by a quote with its page.
2. **Evidence.** A table with each figure, its data year and its page.
3. **Ask.** One clear request, marked as a placeholder where the role is unknown.
4. **Check.** Each quote compared with the pasted copy. Anything not checked is listed before you send.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please write an internal one-pager for my director on global SDG progress, using the Secretary-General's 2026 SDG progress report attached below. Keep it to a single page with three blocks: a claim, the evidence behind it, and one clear ask, and give every number its source and year. Quote the document word for word with the page marker for every quote you use.
```

Sources

- Progress towards the Sustainable Development Goals
- professional-document skill by GoogleCloudPlatform/generative-ai on GitHub

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

A one-pager on TER status, every quote with its page

One prompt and one skill turn the secretariat report into a one-page brief. 6 lines are quoted word for word from the document.

Sources opened 2026-10-23. · https://sdgai.org/ter-director-one-pager.html

The work moment

You need an internal one-pager for your director on the status of the technical expert review of biennial transparency reports. Every number needs its source and year. The source is FCCC/PA/CMA/2026/10, Technical expert review of biennial transparency reports.

On experts, the report says:

> "The continued limited availability of qualified experts and the high rate of rejection from experts, particularly those not eligible for funding by the secretariat to participate in TERs, combined with the competing priorities of invited experts, placed growing pressure on the timely organization and delivery of TERs." [p 18]

On thematic areas:

> "a potential future shortage of experts for those thematic areas and could necessitate more nominations of qualified experts to ensure adequate thematic coverage in TERTs." [p 7]

On adaptation:

> "The growing number of requests increases the demand for technical expert reviewers with expertise in adaptation." [p 13]

On funding:

> "Financial constraints restricted opportunities for development or improvement of IT tools and timely deployment of resources, all of which are essential for sustaining the quality and integrity of the TER process." [p 18]

What the test showed

Claude ran with the one-pager-designer skill. Tools allowed: WebFetch and Bash(curl:*). Asked 2026-10-30 22:10 UTC.

The page came back in five parts: PROBLEM, RECOMMENDATION, EVIDENCE, IMPACT and ASK. 6 lines are quoted word for word from the document.

In the problem part it wrote:

> The secretariat reports "the high rate of rejection from experts, particularly those not eligible for funding by the secretariat to participate in TERs" [p 18]

It added notes before you send. On the ask:

> **The ask is a placeholder.** You didn't say what you want the director to approve, so I drafted a plausible one about nominations and funding.

On the stored copy:

> **Some numbers in the stored copy had stray spaces.**
>
> I chose quotes with no such spacing glitches, and each one matches the stored text exactly.

The steps

The skill is one-pager-designer by SkillMedev/skills. The prompt asks for these parts:

- Keep it to one page.
- Put one clear claim at the top.
- Give the evidence. Every number gets its source and year.
- End with the ask.
- Quote the document word for word, with the page marker for every quote.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please write an internal one-pager for my director on the status of the technical expert review of biennial transparency reports, using the secretariat report attached below. Keep it to one page with a clear claim, evidence and ask, and give every number its source and year. Quote the document word for word with the page marker for every quote you use.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- one-pager-designer skill by SkillMedev/skills on GitHub

CLAUDE CHEAT KEYS FOR UN WORK

Turn a CMA report into a follow-up note

I asked Claude, with the ingest skill, to sort the Katowice CMA report into decisions, open items and action items. Every quote carries its page marker.

Sources opened 2026-10-22. · https://sdgai.org/cma-follow-up-note.html

The work moment

A long CMA session report has to become a short note for the team. The note must say what was decided, what is still open, and who owes what by when.

The report mixes all three in the same kind of sentence. A decision with a condition:

> "Decides that the Adaptation Fund shall serve the Paris Agreement under the guidance of, and be accountable to, the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement with respect to all matters relating to the Paris Agreement , effective 1 January 2019, subject to the decision on this matter made by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol" [p 2]

A date for talks to start:

> "Decides to initiate at its third session (November 2020), in accordance with Article 9, paragraph 3, of the Paris Agreement, deliberations on setting a new collective quantified goal from a floor of USD 100 billion per year" [p 3]

An owner for the work:

> "Decides that the Technology Executive Committee and the Climate Technology Centre and Network, consistent ly with their respective functions, mandates and modalities of work, shall implement the technology framework in close collaboration under the guidance of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement" [p 4]

All three come from FCCC/PA/CMA/2018/3/Add.2, the report of the session held in Katowice from 2 to 15 December 2018.

What the test showed

The first thing Claude said was that the input was incomplete:

> "**The document you pasted is cut off.** It stops mid-sentence on p 23 ("...all disaggregated emission factors and activity d")."

> "This summary covers only the text that arrived: Decisions 13–17 in full, and the decision paragraphs of 18."

It kept decisions and open items in separate tables. One open item, word for word:

> "Whether Kyoto mechanisms keep funding the Adaptation Fund, and when it serves the Paris Agreement exclusively"

Its "Waiting on" column reads: "A CMP decision (these are only recommendations)".

Where the report names an owner but no date, it said so. For the technology framework guidance, the owner is "TEC and CTCN" and the deadline is "**Not specified**".

It also kept the spacing errors of the stored copy inside quotes:

> "Quotes are copied exactly from the stored copy you pasted. That includes its PDF spacing errors (e.g. "fifty - first", "7 th"), and "..." marks where I left words out."

The quotes were matched to a stored copy of the report. 8 lines are quoted word for word from the document.

What did not apply

The ingest skill is a general workflow. Some of its steps did not fit a UN report, and Claude said so:

> "No GitHub issues were filed, because nothing in the document is a bug or a feature request. No reply was drafted, because there's no one to reply to."

The test ran with WebFetch and curl allowed. Saving to a vault needed file access that was not approved, so nothing was saved.

The steps

1. Add the ingest skill to your Claude Project.
2. Paste the full report text, or give the full PDF.
3. Paste the prompt below with it.
4. Read the first lines of the answer. If Claude says the text is cut off, send the rest before you use the note.
5. Check the tables. Decisions, open items and action items are kept apart.
6. Look for Not specified. Those are the owners or dates the report does not give.
7. Check each quote against its page marker before the note goes to your team.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please do a meeting follow-up summary for the CMA session report attached below. List the decisions made separately from the items still left open, and give every action item an owner and a deadline as stated in the text. Quote the document word for word with its page marker for every quote you use, and mark any owner or deadline that the document does not state as not specified.
```

Sources

- FCCC/PA/CMA/2018/3/Add.2 · Report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on the third part of its first session, held in Katowice from 2 to 15 December 2018
- ingest skill by coreyhaines31/makerskills on GitHub

CLAUDE CHEAT KEYS FOR UN WORK

From a COP decision text to a follow-up list

How I asked Claude for who does what by when, with each quote tied to its page.

Sources opened 2026-10-21. · https://sdgai.org/decision-follow-up.html

The work moment

A formal decision has to become a follow-up list before it goes to the team. The owners and the timing sit inside long sentences. Examples from FCCC/CP/2015/10/Add.1:

> "Also decides that the Ad Hoc Working Group on the Paris Agreement shall prepare for the entry into force of the Agreement" [p 3]

> "Requests the Secretary -General of the Unite d Nations to be the Depositary of the Agreement and to have it open for signature in New York, United States of America, from 22 April 2016 to 21 April 2017" [p 3]

> "Decides that Parties shal l submit to the secretariat their nationally determined contributions referred to in Article 4 of the Agreement at least 9 to 12 months in advance of the relevant session" [p 5]

What the test showed

Claude with the skill (tools allowed: WebFetch, Bash(curl:*)), asked 2026-10-30 22:03 UTC. The engine counted 8 lines quoted word for word from the document.

It gave each task an owner and a deadline. One row read:

> "Act as Depositary and open the Agreement for signature | UN Secretary-General | 22 Apr 2016 – 21 Apr 2017"

It flagged the gaps:

> "Paras 9, 20, 47, 69 and 113 have no named owner."

> "Paras 43, 44, 46, 64, 66, 86 and 105 have no deadline."

It named the dates the document does not give:

> "Many deadlines are tied to CMA1, and the document gives no calendar date for it."

It warned about the source copy:

> "Your stored copy stops partway through paragraph 127(d) on page 19"

Decisions kept apart from open matters

Under final decisions it listed the adoption of the Agreement with its quote:

> "Decides to adopt the Paris Agreement under the United Nations Framework Convention on Climate Change (hereinafter referred to as “the Agreement”) as contained in the annex" [p 3]

Under matters left open it placed items still waiting on a later decision:

> "Recognizes that the Adaptation Fund may serve the Agreement, subject to relevant decisions" [p 9]

The steps of the skill

- List each action item with its owner and deadline.
- Flag any action with no clear owner or date.
- Keep final decisions separate from matters left open for later sessions.
- Quote the document word for word with the page marker for every quote you use.

The skill is meeting-intelligence by OneWave-AI/claude-skills.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please prepare a meeting follow-up summary from the COP21 decisions report attached below. List each action item with its owner and deadline, flag any action with no clear owner or date, and keep final decisions separate from matters left open for later sessions. Quote the document word for word with the page marker for every quote you use.
```

Sources

- FCCC/CP/2015/10/Add.1 · Report of the Conference of the Parties on its twenty-first session, held in Paris from 30 November to 13 December 2015
- meeting-intelligence skill by OneWave-AI/claude-skills on GitHub

CLAUDE CHEAT KEYS FOR UN WORK

Brief a decisions report: decided, deferred, and who owes what

A long intergovernmental report mixes final decisions with conditions and later steps. This guide shows one prompt and the ops-meeting-minutes skill used on the Katowice report of the CMA, with every quote and its page marker.

Sources opened 2026-10-22. · https://sdgai.org/decisions-report-brief.html

The work moment

You have to brief your team on what the report committed to. You need what was settled, what was pushed to later, and who owes what by when.

The report is FCCC/PA/CMA/2018/3/Add.2, the Report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on the third part of its first session, held in Katowice from 2 to 15 December 2018.

Some lines settle a matter outright:

> "Adopts the technology framework under Article 10 , paragraph 4 , of the Paris Agreement as elaborated in the annex" [p 4]

> "Decides that the Technology Executive Committee and the Climate Technology Centre and Network, consistent ly with their respective functions, mandates and modalities of work, shall implement the technology framework in close collaboration under the guidance of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement" [p 4]

Others carry a condition inside the same sentence:

> "effective 1 January 2019, subject to the decision on this matter made by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol" [p 2]

> "Decides that, when the Adaptation Fund serves the Paris Agreement , it shall be financed from the share of proceeds from the mechanism esta blished by Article 6, paragraph 4, of the Paris Agreement and from a

> variety of voluntary public and private sources" [p 2]

A brief that drops the condition reads the decision as final.

What the test showed

Claude ran with the ops-meeting-minutes skill, with WebFetch and Bash(curl) allowed. The answer quoted 8 lines word for word from the document.

It put the Adaptation Fund condition in its list of open items:

> "subject to the decision on this matter made by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol" [p 2]

It said how to read the deadlines:

> Deadlines in **bold** are stated in the document. "Not stated" means the document gives none.

It said where the copy stopped and what it left out:

> Their text isn't in the copy, so they aren't summarised here.
>
> **Still open for a complete record:** please send the rest of the document from [p 23] onward.

The steps of the skill

- **Decided.** List what the report decides. Quote it word for word with its page marker.
- **Deferred or open.** List what is pushed to a later session or depends on another body. Keep the condition in the quote.
- **Action items.** Give each item an owner and a deadline. Write 'not stated' where the document gives none.
- **Quote.** Every quote is word for word, with its page marker.
- **Coverage.** Say where your copy stops and which parts are not summarised.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please prepare a meeting follow-up summary for the Katowice session of the CMA from the report attached below. Separate what was decided from what was deferred or left open, and list every action item with its owner and deadline, writing 'not stated' where the document gives none. Quote the document word for word with its page marker for every quote you use.
```

Sources

- FCCC/PA/CMA/2018/3/Add.2 · Report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on the third part of its first session, held in Katowice from 2 to 15 December 2018
- ops-meeting-minutes skill by asgard-ai-platform/skills on GitHub

CLAUDE CHEAT KEYS FOR UN WORK

Debrief a session report with Claude

Ask for every action with its owner and deadline, with page quotes. Claude also tells you if your copy is cut off.

Sources opened 2026-10-22. · https://sdgai.org/session-report-debrief.html

The work moment

I had to brief colleagues on the Katowice CMA session report before the next session. I needed every action with its owner and deadline.

The report, FCCC/PA/CMA/2018/3/Add.2, writes owners and dates inside long sentences.

- [p 2] "Invites the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol to request the Adaptation Fund Board to consider the rules of procedure of the Board"
- [p 2] "for consideration at its second session (December 2019)."
- [p 3] "Decides to initiate at its third session (November 2020), in accordance with Article 9, paragraph 3, of the Paris Agreement, deliberations on setting a new collective quantified goal from a floor of USD 100 billion per year"
- [p 4] "Requests the Technology Executive Committee and the Climate Tech nology Centre and Network to report on the progress of their work and challenges and lessons learned in implementing the technology framework in their joint annual reports"

What the test showed

Claude ran with the meeting-prep skill, with WebFetch and Bash(curl:*) allowed. It was asked on 2026-10-30 at 22:05 UTC.

It opened with the copy check, word for word:

> **Your copy is cut off.** The stored text ends in the middle of a sentence on page 23 ("...emission factors and activity d").

> I had none of their text, so this debrief covers **13/CMA.1 to 18/CMA.1 only**, and the 18/CMA.1 annex only up to page 23.

It then warned about dates:

> Every dated deadline below has passed except SBSTA's "no later than 2028" review. The table records what the document assigned, not whether it was done. Check later CMA reports before telling colleagues what is still open.

The table lists 25 actions. Each has an owner and a page quote. Where the document set no deadline, the table says "None set".

In its flags it said:

> Add them before anyone treats this list as complete.

The steps of the skill

In the test, the debrief ran in this order.

1. Check the copy. Say what is missing before anything else.
2. Write a short summary.
3. List the actions with owner, deadline and a page quote.
4. List the decisions taken.
5. List the matters left open for later sessions.
6. Flag the gaps and the risks.
7. Draft a short follow-up email for colleagues.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please run a meeting follow-up debrief on the Katowice CMA session report attached below. List every action with its owner and deadline, and keep decisions taken separate from matters left open for later sessions. Quote the document word for word with the page marker for every quote you use. Then draft a short follow-up email I can share with colleagues before the next session.
```

Sources

- FCCC/PA/CMA/2018/3/Add.2 · Report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on the third part of its first session, held in Katowice from 2 to 15 December 2018
- meeting-prep skill by TheCraigHewitt/skills on GitHub

CLAUDE CHEAT KEYS FOR UN INDICATORS & DASHBOARDS

Climate dashboard KPIs from the SDG indicator 13.2.2 metadata

How I used Claude with a KPI skill to set refresh cycles, owners and caveats from the indicator card before promising any figures.

Sources opened 2026-10-21. · https://sdgai.org/climate-kpi-desk.html

The work moment

You are choosing KPIs for a new climate dashboard on SDG indicator 13.2.2. Refresh cycles, data owners and caveats need to be settled first.

The series on the card:

> "EN_ATM_GHGT_WLU - Total greenhouse gas emissions with LULUCF (Mt CO_2 equivalent) [13.2.2]" [p 1]

> "EN_ATM_GHGT_WOLU - Total greenhouse gas emissions without LULUCF (Mt CO_2 equivalent) [13.2.2]" [p 1]

How often it refreshes:

> "The BTRs, and associated CRTs, are submitted every two years." [p 2]

Who compiles and monitors it:

> "Data compilers (COMPILING_ORG) United Nations Framework Convention on Climate Change (UNFCCC secretariat)" [p 2]

> "International organisations(s) responsible for global monitoring (SDG_CUSTODIAN_AGENCIES) United Nations Framework Convention on Climate Change (UNFCCC Secretariat)" [p 1]

The caveats:

> "Availability of data depends only on what is received from Parties." [p 3]

> "Data is limited to Parties that submit their BTRs and CRTs." [p 3]

> "As the MPGs accord flexibility provisions to developing country Parties in terms of scope and level of detail of reporting, information for these Parties may not be as comprehensive as for developed country Parties." [p 3]

What the test showed

Claude ran with the skill, tools allowed: WebFetch, Bash(curl:*). It was asked on 2026-10-30 21:11 UTC. The engine counted 8 lines quoted word for word from the document.

It opened with a warning:

> "the metadata gives no targets, thresholds or internal owners."

It proposed five KPIs. For the headline KPI it gave the cycle with its quote:

> "**Update frequency:** every two years. "The BTRs, and associated CRTs, are submitted every two years." [p 2]"

On refresh speed it said:

> "The collection calendar only says "See above" [p 2], so this source can't support monthly or yearly refreshes."

On units it said:

> "Check the unit of the downloaded series before you set any thresholds."

It closed by handing the internal work back:

> "The skill expects one internal owner per KPI, plus a target and a decision rule, and you'll need to assign all of those yourself."

The steps of the skill

The test used the product-analytics skill by LeoYeAI/openclaw-master-skills. In the answer, each KPI followed the same steps.

1. **Decision it changes.** One line on what the KPI would change.
2. **Update frequency.** The cycle, with the quote that gives it.
3. **Owner per metadata.** Who provides the data and who compiles it.
4. **Source quote.** The document word for word, with its page marker.

Then the answer listed what the metadata does not support, such as global or regional totals, a breakdown by gas and a faster update rhythm.

Last, you set the internal owner, the target and the decision rule for each KPI yourself.

Copy-paste prompt

PASTE INTO CLAUDE

```
I need to select KPIs for a new climate dashboard, and the official metadata for SDG indicator 13.2.2 is attached below as the indicator card. For each KPI you propose, give one line on which decision it would change, plus its update frequency and the responsible owner, based only on what the metadata says. Quote the document word for word with its page marker for every quote you use.
```

Sources

- SDG indicator metadata
- product-analytics skill by LeoYeAI/openclaw-master-skills on GitHub

CLAUDE CHEAT KEYS FOR UN INDICATORS & DASHBOARDS

Turn a CMA session report into a follow-up note

One prompt sorts a CMA report into decisions, actions and open matters. Every quote carries its page marker.

Sources opened 2026-10-22. · https://sdgai.org/cma-follow-up-notes.html

The work moment

After a session you write a follow-up note for colleagues. They need to see what was settled, who must act, and by when. They need wording they can cite.

The source here is FCCC/PA/CMA/2018/3/Add.2, the Report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on the third part of its first session, held in Katowice from 2 to 15 December 2018.

Some lines it settles:

- "Decides that the Adaptation Fund shall serve the Paris Agreement" and "effective 1 January 2019" [p 2]
- "Adopts the technology framework under Article 10 , paragraph 4 , of the Paris Agreement as elaborated in the annex" [p 4]
- "the Technology Executive Committee and the Climate Technology Centre and Network" are the bodies that "shall implement the technology framework in close collaboration" [p 4]
- "should serve as an input to the global stocktake referr ed to in Article 14 of the Paris Agreement" [p 11]
- "Decides that efforts related to the implementation of Article 12 of the Paris Agreement will also be referred to as Action for Climate Empowerment" [p 15]

The broken spacing, such as "referr ed", is in the stored copy. Keep it if you quote word for word.

What the test showed

Claude ran with the ondb skill. WebFetch and curl were allowed. It was asked on 2026-10-30 at 21:57 UTC.

It opened with: "I've sorted the follow-up actions into three groups below. Each action gives the responsible body and deadline, with quotes copied exactly from the stored copy."

It named a gap in the pasted copy: "The copy you gave me stops partway through page 23, and those decisions start on pages 53 and 59. Nothing from them is included."

It said the tool did not run: "The `x ondb` tool isn't installed, and permission to run Python was declined." And: "Everything below was checked by hand against the document."

One action with a deadline. Body: Secretariat. Deadline: 2019. Quote: "To organize the 7 th Dialogue on Action for Climate Empowerment in 2019" [p 16]

One matter left open. Body: CMA. Comes back at CMA 3 (November 2020). Quote: "Decides to initiate at its third session (November 2020), in accordance with Article 9, paragraph 3, of the Paris Agreement, deliberations on setting a new collective quantified goal from a floor of USD 100 billion per year" [p 3]

Where the text sets no date, the answer says "None stated".

The steps

1. Paste the full session report. Check the last page you pasted. In the test the copy stopped at page 23, so later decisions were left out.
2. Ask for each follow-up action with its responsible body and deadline.
3. Ask to keep decisions taken separate from matters left open for later sessions.
4. Ask for every quote word for word with its page marker.

The skill used is ondb by x-cmd/x-cmd: https://github.com/x-cmd/x-cmd/tree/X/mod/ondb

Copy-paste prompt

PASTE INTO CLAUDE

```
Please organise the meeting follow-up actions from the CMA Katowice session report attached below, listing each action with its responsible body and deadline. Keep the decisions that were taken separate from the matters left open for later sessions. Quote the document word for word with the page marker for every quote you use.
```

Sources

- FCCC/PA/CMA/2018/3/Add.2 · Report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on the third part of its first session, held in Katowice from 2 to 15 December 2018

- ondb skill by x-cmd/x-cmd on GitHub

CLAUDE CHEAT KEYS FOR UN INDICATORS & DASHBOARDS

Page-cited KPIs from the SDG progress report

A prompt that proposes headline KPIs for a climate and SDG dashboard. Each KPI comes with a quote and its page marker. KPIs the document does not support get flagged.

Sources opened 2026-10-21. · https://sdgai.org/sdg-kpi-quotes.html

The work moment

I was drafting headline KPIs for a climate and SDG dashboard. Each one had to be backed by a quote with its page marker before sign-off. These are the kinds of lines a KPI rests on in Progress towards the Sustainable Development Goals.

> [p 4] "As shown in figure I, progress is on track (15%) or shows moderate progress (21%) with respect to 36% of the 139 targets for which trend data and additional input are available from custodian agencies."

> [p 4] "Alarmingly, there has been regression from 2015 baseline levels for 15% of targets."

> [p 17] "In 2024, global CO2 emissions from fuel combustion and industrial processes reached a record 37.6 gigatons, a 0.8% increase from 2023."

> [p 14] "In 2023, renewable energy reached 18% of total final energy consumption, up from 15.6% in 2015, with modern renewables rising from 10.2% to 13.4%."

What the test showed

Claude ran with the skill, with WebFetch and curl allowed, on 2026-10-30 21:12 UTC. It proposed six KPIs and flagged five.

On climate finance it wrote:

> "No number is given. The only mention is qualitative."

On the share of targets it caught a definition gap:

> "p 2 says "Nearly half (49%) are making only marginal progress", but p 4 splits that 49% into "marginal progress (32 %) or no progress (17%)". Show all five categories and write the definition next to the chart."

On update frequency it wrote:

> "None of these KPIs supports a real-time or daily refresh, so there is no operational-level KPI here."

One page marker needs a check before sign-off. The answer cites the CO2 line as [p 16]. The stored copy has the same sentence at [p 17].

The steps

The prompt asks for four things for every KPI.

- **KPI.** Propose four to six headline KPIs from the attached report.
- **Decision.** Give a single line on which decision the KPI changes.
- **Cadence.** Suggest an update frequency and the audience level.
- **Quote.** Quote the document word for word with its page marker for every quote used.

Then flag any KPI the document does not support.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please help me with dashboard KPI selection for a new climate and SDG progress dashboard, using the Secretary-General's 2026 SDG progress report attached below. Propose four to six headline KPIs, and for each one give a single line on which decision it changes, a suggested update frequency, and the audience level. Quote the document word for word with its page marker for every quote you use to justify a KPI, and flag any KPI the document does not support.
```

Sources

- Progress towards the Sustainable Development Goals

- kpi-dashboard-design-v2 skill by diegosouzapw/awesome-omni-skills on GitHub

CLAUDE CHEAT KEYS FOR UN INDICATORS & DASHBOARDS

Brief your team on a decision text with Claude

One prompt and the meeting-notes skill. You get what was decided, what was left open or deferred, and an action table with owners, deadlines and flags on the gaps.

Sources opened 2026-10-21. · https://sdgai.org/un-decision-follow-up.html

The work moment

You have a long negotiated decision text and a team to brief. Some lines settle things now. Others push work to later sessions.

The COP21 decision text, FCCC/CP/2015/10/Add.1, does both.

- Decided: "Decides to adopt the Paris Agreement under the United Nations Framework Convention on Climate Change (hereinafter referred to as “the Agreement”) as contained in the annex" [p 3]
- Dated: "open for signature in New York, United States of America, from 22 April 2016 to 21 April 2017" [p 3]
- Pushed to a later session: "to complete its work by the first session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement" [p 3]
- Pushed to a later year: "prior to 2025 the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement shall set a n ew collective quantified goal from a floor of USD 100 billion per year" [p 8]

What the test showed

Claude ran with the meeting-notes skill, with WebFetch and Bash(curl:*) allowed, on 2026-10-30 at 21:55 UTC.

The answer quoted 8 lines from the document word for word, each with its page marker.

It split the text into "Decided at COP21" and "Left open or deferred to later sessions".

It flagged gaps in the action table. One flag reads: "no deadline given."

On the deferred work it said: "The document gives no calendar date for CMA1."

It also warned about the stored copy: "The stored copy stops partway through ¶127(d) on p. 19."

And before sending: "Check current status against later UNFCCC records before sending this round."

The steps

The prompt works with the meeting-notes skill by claude-office-skills/skills. It asks Claude to:

- Prepare a meeting follow-up summary from the attached document.
- Build an action item table that gives each task an owner and a deadline.
- Keep what was decided separate from what was left open or deferred to later sessions.
- Flag any action that has no clear owner or date.
- Quote the document word for word and add the page marker for every quote.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please prepare a meeting follow-up summary of the COP21 outcome from the document attached below, with an action item table that gives each task an owner and a deadline. Keep what was decided separate from what was left open or deferred to later sessions, and flag any action that has no clear owner or date. For every quote you use, quote the document word for word and add its page marker.
```

Sources

- FCCC/CP/2015/10/Add.1 · Report of the Conference of the Parties on its twenty-first session, held in Paris from 30 November to 13 December 2015
- meeting-notes skill by claude-office-skills/skills on GitHub

CLAUDE CHEAT KEYS FOR UN INDICATORS & DASHBOARDS

A KPI card from the SDG 13.1.2 metadata, quoted with pages

How I pinned each KPI's definition, data source, update frequency and owner to the source text.

Sources opened 2026-10-21. · https://sdgai.org/climate-kpi-card.html

The work moment

I was drafting the KPI list for a new climate resilience dashboard. Each KPI needed a definition, a data source, an update frequency and an owner, tied to the indicator metadata card.

The card has these lines.

> "Data collection method (COLL_METHOD) Data are reported by national Sendai Framework focal points in the Sendai Framework Monitor (SFM)." [p 2]

> "Data collection calendar (FREQ_COLL) Data are reported in Sendai Framework Monitor (SFM) on an ongoing basis, and snapshotted once every year." [p 2]

> "International organisations(s) responsible for global monitoring (SDG_CUSTODIAN_AGENCIES) United Nations Office for Disaster Reduction (UNDRR) 1." [p 1]

> "The national DRR strategy progress score E1 would be calculated as the arithmetic average across ten national DRR strategy key elements (KEj)." [p 4]

What the test showed

Claude with the kpi skill, tools allowed: WebFetch, Bash(curl:*), asked 2026-10-30 21:10 UTC.

It opened with a limit of the card:

> "this card only measures governance, meaning whether countries have DRR strategies and laws and how far they've implemented them. It doesn't measure outcomes like losses avoided."

It split the owner field:

> ""Owner" has two parts. The **data owner** comes from the document. The **KPI owner** is the person on your team who acts on the number. The document doesn't name that person, so those entries are my suggestions."

For update frequency it quoted the card:

> "Annual. "Data are reported in Sendai Framework Monitor (SFM) on an ongoing basis, and snapshotted once every year." [p 2]"

It flagged a gap in the dates:

> "The card says "Data availability: 2005-2023" [p 6] but also "Member States report through the system since March 2018." [p 4]"

8 lines were quoted word for word from the document.

The steps

The prompt asks for these, for each proposed KPI:

- The definition
- The data source
- The update frequency
- The owner
- One line on which decision it would change

It also asks Claude to quote the document word for word with the page marker for every quote it uses.

The skill is kpi by eddiebelaval/squire, licence MIT (repo).

Copy-paste prompt

PASTE INTO CLAUDE

```
I need to select KPIs for a new climate resilience dashboard, using the SDG indicator 13.1.2 metadata attached below as the indicator card. For each proposed KPI, give the definition, data source, update frequency, owner, and one line on which decision it would change. Quote the document word for word with the page marker for every quote you use.
```

Sources

- SDG indicator metadata
- kpi skill by eddiebelaval/squire on GitHub

CLAUDE CHEAT KEYS FOR UN INDICATORS & DASHBOARDS

Electricity access in five countries, traced to the UN SDG source

I asked Claude, with the minimax-xlsx skill, for one Excel table. It returned the table and a script, and it said plainly that the file was not saved.

Sources opened 2026-10-30. · https://sdgai.org/electricity-access-table.html

The work moment

You are drafting a progress note or donor brief. It compares electricity access across five programme countries. Every figure has to trace back to the UN SDG Global Database.

The stored source gives each value with its Nature flag. Two examples for Kenya:

> Kenya, 2015: 41.6 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank.

> Kenya, 2024: 77.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank.

What the test showed

Claude ran with the skill and two tools allowed: WebFetch and Bash(curl:*). It was asked on 2026-10-30 at 18:26 UTC. It opened with this:

> I couldn't create the Excel file. Running Python and `zip` both need your approval in this session, and neither was approved. I did download the data from the UN SDG Global Database and wrote the script that builds the workbook.

Then it gave the table. These rows are quoted word for word:

COUNTRY	2015 VALUE (%)	LATEST YEAR	LATEST VALUE (%)	CHANGE (PP)
Kenya	41.6	2024	77.0	+35.4
Ethiopia	29.0	2024	56.6	+27.6
Bangladesh	74.0	2024	99.5	+25.5
Nepal	82.0	2024	97.9	+15.9
Rwanda	22.8	2024	72.0	+49.2

> 2024 is the latest year with data for all five countries. The database lists the World Bank as the underlying source for every value.

Every 2015 and 2024 value in the table matches the stored source.

Where the answer stops

The Excel file was not created. Claude also said it could not run its usual checks:

> Usually I'd also recalculate the formulas and run structural checks, but those tools (`recalc.py` and `MiniMaxXlsx`) aren't in this directory, so the file won't get those checks either way.

So approve Python, or run the script yourself, before the workbook goes anywhere.

Add the Nature flag yourself

The table has no Nature column. The stored source has one for every value.

- Kenya: Country data in 2015, Modeled data in 2024
- Ethiopia: Country data in 2015, Modeled data in 2024
- Bangladesh: Modeled data in both years
- Nepal: Modeled data in both years
- Rwanda: Country data in both years

If your brief compares the two years, say which values are modeled.

What Claude did with the skill

1. Downloaded series EG_ACS_ELEC from the UN SDG Global Database, with Location = ALLAREA for the national total.
2. Wrote a script that builds the workbook from the downloaded response.
3. Planned a **Cover** sheet with the indicator, the source, the retrieval date and a colour key.
4. Planned an **Electricity Access** sheet with the table. The change column is a live formula, latest value minus 2015 value.
5. Kept the Provider and Reference Link columns.
6. Offered to run the script once you approve Python, then reopen the file to confirm it worked.

The skill is minimax-xlsx by LeoYeAI/openclaw-master-skills, MIT licence.

Copy-paste prompt

PASTE INTO CLAUDE

```
Using the UN SDG Global Database, build one table in an Excel workbook showing the proportion of the total population with access to electricity (series EG_ACS_ELEC, national total) for Kenya, Ethiopia, Bangladesh, Nepal and Rwanda. For each country, give the 2015 value, the latest year with data, the value for that latest year, and the change in percentage points. Add Provider and Reference Link columns for the source.
```

Sources

- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)

CLAUDE CHEAT KEYS FOR UN INDICATORS & DASHBOARDS

Choosing climate KPIs from Progress towards the Sustainable Development Goals

One prompt asks Claude for a North Star, L1 KPIs and a flag on every KPI without recent data.

Sources opened 2026-10-21. · https://sdgai.org/sdg-climate-kpis.html

The work moment

You are an M&E or Results Officer. Senior management wants a climate dashboard. You have the report and need to know which indicators have recent data and which decisions each one would change.

The report says climate is behind:

> "However , areas such as gender equality (Goal 5), sustainable cities (Goal 11), climate action (Goal 13) and peace and justice (Goal 16) continue to lag." [p 5]

> "However, current efforts remain entirely insufficient to curb emissions or fully address escalating risks. Accelerating progress will require stronger mitigation, scaled -up adaptation and effective implementation of climate finance commitments to support vulnerable countries." [p 21]

What the report gives

These are the climate lines the KPIs were built from. Note the data year at the start of each one.

> "In 2024, global CO2 emissions from fuel combustion and industrial processes reached a record 37.6 gigatons, a 0.8% increase from 2023." [p 17]

> "In 2024, global renewable energy capacity reached a record 544 watts per person, a 14% increase driven largely by 18% growth in developing countries" [p 14]

> "In 2023, renewable energy reached 18% of total final energy consumption, up from 15.6% in 2015, with modern renewables rising from 10.2% to 13.4%." [p 14]

> "In 2024, compared with 2023, global fossil fuel subsidies fell 10.2%, to $921 billion, continuing a downward trend from the 2022 peak of $1.66 trillion, although levels remain more than double the 2020 low of $402 billion." [p 21]

> "In 2024, international public financial flows for clean energy in developing countries reached $24.6 billion, a slight increase from 2023. However, flows to least developed countries dropped 11%, to $3.7 billion, raising concerns about bridging structural financing gaps as overall development assistance is expected to tighten." [p 14]

What the test showed

I asked the question on 2026-10-30 21:10 UTC. Tools allowed: WebFetch and Bash(curl:*).

First, Claude checked the file I gave it:

> "Your stored copy is incomplete."

> "Please get the full PDF before you finalise this list."

It put each North Star decision in one line:

> "If emissions are still rising, mitigation stays our top priority. Once they peak and fall, we can move effort and budget toward adaptation."

It explained why it chose capacity over the share of energy use:

> "That is why I used capacity, which has 2024 data, as the headline."

It kept the office's own measures separate:

> "These are global measures."

> "Your own programme measures should sit at L2, under each L1."

On the disaster KPI it flagged a limit:

> "It can't show this year's change."

And on refresh:

> "every figure here is updated once a year. A weekly or daily dashboard would just show the same numbers."

The skill steps

The skill is the data-dashboard-design skill by asgard-ai-platform/skills. The prompt asks Claude to work in this order.

1. Propose one North Star.
2. Propose three to five L1 KPIs.
3. For each one, give a single line on which decision it would change.
4. Suggest a refresh cycle and an owner.
5. Quote the document word for word with the page marker for every quote.
6. Flag any KPI where the report gives no recent data.

In the test, Claude also listed the data year for each KPI in one table and suggested owners by role. It asked for the team setup to put in real names.

Copy-paste prompt

PASTE INTO CLAUDE

```
I need to select the KPIs for a new climate action dashboard for my office's senior management, using the Secretary-General's 2026 SDG progress report attached below. Please propose one North Star and three to five L1 KPIs, and for each one give a single line on which decision it would change, plus a suggested refresh cycle and owner. Quote the document word for word with the page marker for every quote you use, and flag any KPI where the report gives no recent data.
```

Sources

- Progress towards the Sustainable Development Goals
- data-dashboard-design skill by asgard-ai-platform/skills on GitHub

CLAUDE CHEAT KEYS FOR UN INDICATORS & DASHBOARDS

TER dashboard KPIs, each quote with its page

One prompt and one secretariat report gave 7 KPIs. Each quote comes with a page marker. The engine counted 8 lines quoted word for word.

Sources opened 2026-10-23. · https://sdgai.org/ter-kpi-baselines.html

The work moment

The numbers are in FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports.

On page 5:

> [p 5] "As at the same date, TERs had been scheduled for 12 4 Parties (91 per cent of submitting Parties) (112 in 2024 –2026 and 12 in the first half of 2027), consultations were ongoing with 4 Parties and responses had not been received from 8 Parties."

The report also says why non-response matters:

> [p 18] "did not respond to communications to initiate the TER planning process, resulting in uncertainties in the overall TER schedule"

Expert invitations, two baselines

The report gives a rate for the reporting period and one since 2024.

> [p 8] "In the reporting period, of the 592 invitations issued to experts to participate in the 62 TERs completed or scheduled to be conducted in 2026, 431 were accepted and 161 were declined (a 27.2 per cent rejection rate)."

> [p 9] "Since the inception of TERs in 2024, 1,104 invitations have been issued to experts to participate in the 112 TERs completed or scheduled to be conducted by 31 December 2026, of which 796 were accepted and 308 were declined (a 27.9 per cent rejection rate)."

On the thin sectors:

> [p 7] "the relatively small number of experts passing the examinations for the agriculture, LULUCF and waste sub- courses of the training programme signal s a potential future shortage of experts for those thematic areas"

What the test showed

I asked Claude with the skill, tools allowed WebFetch and Bash(curl:*), on 2026-10-30 at 21:13 UTC. It returned 7 KPIs, each with a baseline, a proposed owner, an update rhythm and one decision.

On owners, it said:

> "The document doesn't name an owner for any metric. It only refers to "the secretariat", so every owner below is my suggestion."

On the broken numbers in the stored copy:

> "The stored copy has some broken numbers and words, such as "12 4", "3 6" and "signal s". I kept them as they appear rather than fixing them."

On targets:

> "**Targets:** the document sets none, so none are invented here. They should be set with the owners."

The engine counted 8 lines quoted word for word from the document.

The steps in the answer

The answer, written with the management-okr-kpi skill by j4flmao/agent-skills, came in four parts.

1. **KPI sheet.** One row per KPI: type, baseline, proposed owner, update rhythm and the one decision it changes.
2. **Evidence.** Quotes as they appear in the stored copy, each with its page marker.
3. **Left off the dashboard.** Metrics it dropped to keep to 5 to 7 KPIs, with the reason for each.
4. **Gaps.** What the text does not give. For example, days per Party for KPI 4 sit in a figure, and the stored copy stops partway through p 21.

Copy-paste prompt

PASTE INTO CLAUDE

```
Please help me select KPIs for a new dashboard on the technical expert review of biennial transparency reports, using the secretariat report attached below. For each KPI, give its baseline, owner, update frequency and the one decision it would change. Quote the document word for word with the page marker for every quote you use.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports
- management-okr-kpi skill by j4flmao/agent-skills on GitHub

CLAUDE CHEAT KEYS FOR UN WORK

Electricity access in five countries, against 2015

I asked Claude with the world-bank-data skill for a five-country table. The values matched the stored records. The notes under the table told me what to check before I used them.

Sources opened 2026-10-28. · https://sdgai.org/electricity-access-baseline.html

The work moment

I was drafting a progress report on electricity access for Kenya, Ethiopia, Uganda, Tanzania and Rwanda, compared with 2015. Every figure had to be sourced. These are the stored records, quoted word for word.

- "Kenya, 2015: 41.6 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."
- "Kenya, 2024: 77.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."
- "Ethiopia, 2015: 29.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."
- "Ethiopia, 2024: 56.6 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."
- "Uganda, 2015: 18.5 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."
- "Uganda, 2024: 55.3 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."
- "Tanzania, 2015: 26.2 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."
- "Tanzania, 2024: 52.4 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."
- "Rwanda, 2015: 22.8 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."
- "Rwanda, 2024: 72.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."

What the test showed

Claude ran with the world-bank-data skill and these tools allowed: WebFetch, Bash(curl:*), Bash(python3:*), Bash(pdftotext:*), Bash(grep:*), Bash(sed:*), Bash(head:*). Asked 2026-10-30 13:22 UTC. Its answer, word for word:

> For all five countries the latest year with data is 2024. Rwanda gained the most since 2015, followed by Uganda and Kenya.
>
> **Access to electricity (% of population)**
>
COUNTRY	2015	LATEST YEAR	LATEST VALUE	CHANGE (PTS)
Kenya	41.6	2024	77.0	+35.4
Ethiopia	29.0	2024	56.6	+27.6
Uganda	18.5	2024	55.3	+36.8
Tanzania	26.2	2024	52.4	+26.2
Rwanda	22.8	2024	72.0	+49.2

> **Before you use these numbers:** - **Where the data comes from:** World Bank WDI, indicator `EG.ELC.ACCS.ZS`, last updated 8 October 2026. This indicator comes from the SDG 7.1.1 tracking data, which is modelled from household surveys and censuses. The 2025 values are still blank for all five countries. - **The 2015 baseline jumps:** Ethiopia goes from 29.0 in 2015 to 42.9 in 2016, and Kenya from 41.6 to 53.1. Uganda and Rwanda also rise sharply that year. A rise that size in one year probably reflects new survey data being added rather than new connections. So if you compare against 2015, the gains look larger than if you used 2016 as the baseline. - **Rwanda's recent rise:** Rwanda went from 50.6 in 2022 to 63.9 in 2023, then 72.0 in 2024. That is real progress, and off-grid solar has driven a lot of it, but new survey or census data may also have caused part of the jump. - **Kenya:** Progress has been flat since 2021, around 76–77%. - **Urban and rural split:** If your team needs the gap between urban and rural areas, it is available as `EG.ELC.ACCS.UR.ZS` (urban) and `EG.ELC.ACCS.RU.ZS` (rural).

Every 2015 and 2024 value in the table matches the stored record for that country and year.

One more check from the records

The Nature line is not the same in every record. For Kenya, Ethiopia and Uganda, 2015 says "Nature: Country data." and 2024 says "Nature: Modeled data." Tanzania is Modeled data in both years. Rwanda is Country data in both years. Read the Nature line for both years before you quote a change in points.

The steps, as the answer shows them

The skill is world-bank-data by beita6969/ScienceClaw, MIT licence. With it, Claude's answer did these things in order.

1. Gave the latest year with data for each country. It was 2024 for all five.
2. Built one table with the 2015 value, the latest value and the change in points.

3. Named the source: World Bank WDI, indicator `EG.ELC.ACCS.ZS`, with its last update date.
4. Flagged the sharp rise from 2015 to 2016 and what it means for a 2015 baseline.
5. Flagged Rwanda's recent rise and Kenya's flat years since 2021.
6. Named the urban and rural series for a split.

Copy-paste prompt

PASTE INTO CLAUDE

```
I work on energy access for a UN country team. Compare access to electricity (% of population) for Kenya, Ethiopia, Uganda, Tanzania and Rwanda: the latest year with data for each country, and 2015 for comparison. Give me one table with country, 2015 value, latest year, latest value and change in points.
```

Sources

- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)

CLAUDE CHEAT KEYS FOR UN WORK

Electricity access: a 2015 baseline and the latest value, in one table

One question, five countries, one table. Every value in the answer matches a stored World Bank record.

Sources opened 2026-10-30. · https://sdgai.org/electricity-access-change.html

The work moment

You are updating a results framework or a donor report. You need a 2015 baseline and the latest value for electricity access in several countries, with the change in percentage points.

These are the ten stored records for the five countries, quoted word for word.

- "Kenya, 2015: 41.6 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."
- "Kenya, 2024: 77.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."
- "Ethiopia, 2015: 29.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."
- "Ethiopia, 2024: 56.6 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."
- "Nigeria, 2015: 52.5 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."
- "Nigeria, 2024: 62.5 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."
- "Bangladesh, 2015: 74.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."
- "Bangladesh, 2024: 99.5 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."
- "Uganda, 2015: 18.5 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."
- "Uganda, 2024: 55.3 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

All ten records carry the series code EG_ACS_ELEC.

What the test showed

Claude ran with the skill. Tools allowed: WebFetch, Bash(curl:*). Asked 2026-10-30 17:23 UTC. This is its answer, word for word.

Latest year with data is **2024** for all five countries. The 2025 values exist in the API but are empty.

COUNTRY	2015 (% OF POP.)	LATEST YEAR	LATEST VALUE (% OF POP.)	CHANGE (PP)
Kenya	41.6	2024	77.0	+35.4
Ethiopia	29.0	2024	56.6	+27.6
Nigeria	52.5	2024	62.5	+10.0
Bangladesh	74.0	2024	99.5	+25.5
Uganda	18.5	2024	55.3	+36.8

Source: World Bank indicator `EG.ELC.ACCS.ZS`, "Access to electricity (% of population)", last updated 2026-10-08.

- **Biggest gains:** Uganda (+36.8) and Kenya (+35.4) rose the most. Uganda went from about 1 in 5 people with electricity to more than half.
- **Bangladesh** has almost full access now. It reached 99% in 2021 and has stayed there.
- **Nigeria** rose the least, and its series goes up and down rather than climbing steadily (for example, 59.3 in 2016, then 54.4 in 2017). Because of that, the +10.0 depends a lot on which start year you pick.
- **Ethiopia** went from 29.0 in 2015 to 42.9 in 2016. A rise that size in one year usually reflects a change in the underlying survey rather than real growth, so treat the 2015 starting point with caution.

Every 2015 value and every 2024 value in this table matches the stored records above.

What to check before you paste

Read the Nature line on each record. Four of the five 2015 values are country data. Bangladesh 2015 is modeled data. All five 2024 values are modeled data. So each change in the table starts from one kind of value and ends on another for four countries.

The engine checked 6 indicator codes today. 1 code was archived or not found. Check the code you cite before it goes in your report.

The skill and what it did

The skill is world-bank-data-guide by wentorai/research-plugins, under the MIT licence.

In the test, the answer worked in this order.

1. It found the latest year with data for each country, and said the 2025 values were empty.
2. It put the 2015 value, the latest year, the latest value and the change in one table.
3. It named the indicator code, the title and the last updated date.
4. It flagged the series to read with care: Nigeria goes up and down, and Ethiopia jumps from 2015 to 2016.

Copy-paste prompt

PASTE INTO CLAUDE

```
Using World Bank data, what share of the total population had access to electricity in Kenya, Ethiopia, Nigeria, Bangladesh and Uganda? For each country, give the 2015 value and the value for the latest year with data. Put the results in one table with the country, the 2015 value, the latest year, the latest value and the change in percentage points.
```

Sources

- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)

CLAUDE CHEAT KEYS FOR UN WORK

National electricity gains in a results report

Claude pulled electricity access figures for five countries. It said they belong in a report as national context only.

Sources opened 2026-10-30. · https://sdgai.org/electricity-access-context.html

The work moment

You are drafting an annual results report. You want to cite national electricity access gains as evidence for your program. The stored figures for Uganda read:

> Uganda, 2015: 18.5 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank.

> Uganda, 2024: 55.3 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank.

The start is country data. The end is modeled data.

What the test showed

I asked Claude with the skill, with WebFetch and curl allowed. On Uganda, the quality note said:

> The 2024 value is modeled. It rises 3.8 pp from the modeled 2023 value (51.5). The size of the change depends on the model until a new survey confirms it.

On the main question, it said:

> Report these figures **only as national context**, not as an outcome of a program.

On attribution, it said:

> Without a counterfactual, a single program can't claim any defined share of the change.

On what to use instead, it said:

> To report an outcome, use the program's own data: verified connections or systems installed, how many are still working after 12 or more months, the service tier reached (Multi-Tier Framework), and survey results from beneficiaries compared against a baseline or comparison group.

The steps

The skill is analyzing-social-impact by CaseMark/skills, licence Apache-2.0. The question asks Claude to work through these parts:

- Name the series: EG_ACS_ELEC, total.
- Give the 2015 value and the latest year with data and its value for each country.
- Put everything in one table with the change in percentage points and a data quality note.
- Say what the indicator counts and what it does not count.
- Say whether the change can be reported as an outcome of a program or only as national context.

Copy-paste prompt

PASTE INTO CLAUDE

```
Using the SDG Global Database series EG_ACS_ELEC (Proportion of population with access to electricity, total), give me the 2015 value and the latest year with data and its value for Kenya, Rwanda, Ethiopia, Uganda and Bangladesh. Put everything in one table with columns for country, 2015 value, latest year, latest value, change in percentage points and a data quality note. Under the table, say what this indicator counts and what it does not count. Also say whether the change can be reported as an outcome of a program or only as national context.
```

Sources

- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)

- Proportion of population with access to electricity, by urban/rural (%)

CLAUDE CHEAT KEYS FOR UN WORK

Electricity access against a 2015 baseline

I asked Claude for one table on five countries. It gave the table and flagged a jump right after the 2015 baseline.

Sources opened 2026-10-28. · https://sdgai.org/electricity-baseline.html

The work moment

A progress report compares electricity access across five countries against 2015. Each figure needs a source. These are the stored records for Kenya.

> "Kenya, 2015: 41.6 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."

> "Kenya, 2024: 77.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

The 2015 value is marked country data. The 2024 value is marked modeled data.

The other four countries

> "Ethiopia, 2015: 29.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."

> "Ethiopia, 2024: 56.6 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

> "Uganda, 2015: 18.5 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."

> "Uganda, 2024: 55.3 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

> "Tanzania, 2015: 26.2 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

> "Tanzania, 2024: 52.4 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

> "Rwanda, 2015: 22.8 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."

> "Rwanda, 2024: 72.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."

What the test showed: the table

Claude with the skill, asked 2026-10-30 13:22 UTC. Tools allowed: WebFetch, Bash(curl:*), Bash(python3:*), Bash(pdftotext:*), Bash(grep:*), Bash(sed:*), Bash(head:*).

> For all five countries the latest year with data is 2024. Rwanda gained the most since 2015, followed by Uganda and Kenya.

COUNTRY	2015	LATEST YEAR	LATEST VALUE	CHANGE (PTS)
Kenya	41.6	2024	77.0	+35.4
Ethiopia	29.0	2024	56.6	+27.6
Uganda	18.5	2024	55.3	+36.8
Tanzania	26.2	2024	52.4	+26.2
Rwanda	22.8	2024	72.0	+49.2

The 2015 and 2024 values match the stored records.

What the test showed: the notes

Claude added these notes under the table, word for word.

The 2015 baseline jumps: Ethiopia goes from 29.0 in 2015 to 42.9 in 2016, and Kenya from 41.6 to 53.1. Uganda and Rwanda also rise sharply that year. A rise that size in one year probably reflects new survey data being added rather than new connections. So if you compare against 2015, the gains look larger than if you used 2016 as the baseline.

Rwanda's recent rise: Rwanda went from 50.6 in 2022 to 63.9 in 2023, then 72.0 in 2024. That is real progress, and off-grid solar has driven a lot of it, but new survey or census data may also have caused part of the jump.

Kenya: Progress has been flat since 2021, around 76–77%.

Urban and rural split: If your team needs the gap between urban and rural areas, it is available as `EG.ELC.ACCS.UR.ZS` (urban) and `EG.ELC.ACCS.RU.ZS` (rural).

The steps of the skill, as seen in this run

The skill is world-bank-data by beita6969/ScienceClaw, licence MIT.

1. Name the source and indicator code, with the last update date.
2. Find the latest year with data for each country.
3. Put every country in one table with the change in points.
4. Check the years right after the baseline for jumps, and say what may explain them.
5. Name related codes, such as the urban and rural split.

In this run the engine checked 6 indicator codes. 1 was archived or not found.

Copy-paste prompt

PASTE INTO CLAUDE

```
I work on energy access for a UN country team. Compare access to electricity (% of population) for Kenya, Ethiopia, Uganda, Tanzania and Rwanda: the latest year with data for each country, and 2015 for comparison. Give me one table with country, 2015 value, latest year, latest value and change in points.
```

Sources

- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)

CLAUDE CHEAT KEYS FOR UN WORK

Electricity access: read the Nature line first

Five countries, a 2015 value and a 2024 value each. Some are marked Country data. Some are marked Modeled data.

Sources opened 2026-10-30. · https://sdgai.org/electricity-nature-flags.html

The work moment

You are setting a 2015 baseline and a latest value for electricity access in a results framework. Before you compare them, you need to know which figures are modelled.

These are the stored records for Proportion of population with access to electricity, by urban/rural (%), EG_ACS_ELEC.

> "Kenya, 2015: 41.6 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."

> "Kenya, 2024: 77.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

> "Ethiopia, 2015: 29.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."

> "Ethiopia, 2024: 56.6 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

> "Bangladesh, 2015: 74.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

> "Bangladesh, 2024: 99.5 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

> "Nepal, 2015: 82.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

> "Nepal, 2024: 97.9 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Modeled data. Source: World Bank."

> "Rwanda, 2015: 22.8 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."

> "Rwanda, 2024: 72.0 percent. Proportion of population with access to electricity, by urban/rural (%). Nature: Country data. Source: World Bank."

What the test showed

Claude was asked on 2026-10-30 at 17:24 UTC, with the tools WebFetch and Bash(curl:*).

It opened with this line:

> "The latest year with data is 2024 for all five countries. The 2025 values are still empty."

It returned this table:

COUNTRY	2015	LATEST YEAR	LATEST VALUE	CHANGE (PP)
Kenya	41.6%	2024	77.0%	+35.4
Ethiopia	29.0%	2024	56.6%	+27.6
Bangladesh	74.0%	2024	99.5%	+25.5
Nepal	82.0%	2024	97.9%	+15.9
Rwanda	22.8%	2024	72.0%	+49.2

The values match the stored records. Then it added a caution:

> "These numbers are estimates modelled from household surveys, so compare single years with care."

The stored records do not mark every value that way. Rwanda is marked Country data in 2015 and in 2024. Kenya and Ethiopia are marked Country data in 2015. Their 2024 values are marked Modeled data. Bangladesh and Nepal are marked Modeled data in both years.

Claude also said how it got the data:

> "The `data-worldbank-org` skill's `run.py` script wasn't in this workspace, so I called that same World Bank Open Data API URL directly."

The steps

The skill is data-worldbank-org by antins-labs/SearchOS, licence MIT (repo).

1. Paste the question below into Claude.
2. Read the latest year it gives for each country.
3. For each value, open the record and read the Nature line.
4. Write Country data or Modeled data next to each value in your results framework.
5. Before you compare a 2015 value with a 2024 value, check whether the two lines match.

Copy-paste prompt

PASTE INTO CLAUDE

```
Using World Bank Open Data, what share of the population had access to electricity in Kenya, Ethiopia, Bangladesh, Nepal and Rwanda in 2015, and what is the value for the latest year with data for each country? Please show the results in one table with the country, the 2015 value, the latest year and the latest value.
```

Sources

- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)
- Proportion of population with access to electricity, by urban/rural (%)

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Review classified files before they go to the Archives

I tested one skill on one question. Can the boxes go to the Archives before declassification review? The bulletin says review comes first.

Sources opened 2026-10-29. · https://sdgai.org/declassification-before-transfer.html

The work moment

A project closes. The office packs the boxes and sends them to the Archives. Often nobody thinks of declassification review until the boxes have gone.

ST/SGB/2007/6, *Information sensitivity, classification and handling*, sets the order. Section 4, paragraph 4.3 [p 3]:

> "Review for possible declassification shall take place before records are transferred to the custody of the Archives and Records Management Section"

Paragraph 4.1 [p 2] covers marking the files:

> "establish and mark on the document in question a date or an event which will trigger declassification."

What the test showed

I gave Claude made-up working notes. Pack the files, send the boxes to the Archives, then review the classified folders. I asked if this was the right order. Both runs had the same tools.

Without the skill, Claude said the order was backwards and gave a corrected sequence. It also said:

> "**The originating office reviews classification.**"

It ended with:

> "I've given this from my general knowledge of these bulletins and haven't checked the current texts."

With the skill, Claude read the bulletin and opened with:

> "Your notes send the boxes to the Archives first and review the classified folders afterwards. Paragraph 4.3 of the bulletin says review comes before the transfer."

It flagged a missing step:

> "None of your steps marks a declassification date or event on the classified files."

It quoted the rule for strictly confidential files:

> "Records that are classified as “strictly confidential” shall be reviewed on an item-by-item basis by the Secretary-General, or by such officials as the Secretary-General so authorizes, for possible declassification when 20 years old."

On who does the review before transfer, it said:

> "paragraph 4.3 doesn't say."

> "The bulletin says nothing more on this, and I won't guess who in your office should do it."

On boxes already sent:

> "the bulletin doesn't cover this. The Archives and Records Management Section holds transferred records, so ask them."

The steps of the skill

The skill has 8 steps. You give it one transfer plan. It gives back one sequence card, with each step tied to a quoted line of the bulletin.

1. Open the bulletin. Copy its symbol and title from the first page.
2. Find the declassification section. Copy the paragraph that begins "4.1 The originator of the information".

3. Copy the paragraph that begins "4.3 Review for possible declassification shall take place before records are transferred".
4. If your plan mentions strictly confidential files, copy sub-paragraph (a).
5. Read your plan. List each step in the order it appears, in your words.
6. Put each step into a stage. Set a declassification date or event. Review the records. Transfer them to the Archives and Records Management Section. Anything else goes under Other.
7. Compare your order with the bulletin's order. Flag any transfer that comes before review. Flag any classified file with no date or event marked, and keep the words "where appropriate" next to that flag.
8. Write the sequence card.

If the bulletin does not open, the skill says so in the first line and marks every bulletin line UNVERIFIED. It does not name who in your office may do the review. It does not work out when a record is old enough for review.

Copy-paste prompt

PASTE INTO CLAUDE

```
Check the order of steps in my office's plan for sending closed project files to the UN Archives. My plan is pasted below. Use only the Secretary-General's bulletin on information sensitivity, classification and handling at https://documents.un.org/api/symbol/access?s=ST/SGB/2007/6&l=en&t=pdf and my own plan. Quote the declassification paragraph on marking a date or event, the paragraph on review before transfer to the Archives and Records Management Section, and, if my plan mentions strictly confidential files, the sub-paragraph on item-by-item review. List my steps in my order, say which stage each one belongs to, and flag any transfer that comes before review. If you cannot open the bulletin, say so and mark every quote UNVERIFIED. Do not answer from memory.
```

Before you paste

Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- ST/SGB/2007/6 · Information sensitivity, classification and handling

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Reusing text from a partner document marked Confidential

A check for one draft against two clauses of ST/SGB/2007/6, with the answers Claude gave with and without the skill.

Sources opened 2026-10-29. · https://sdgai.org/partner-marking-check.html

The work moment

A partner sends a proposal stamped Confidential. The team wants to reuse its text in a public donor update. Two clauses of ST/SGB/2007/6, Information sensitivity, classification and handling, cover this.

The marking clause, [p 2] Section 3:

> "3.2 Where information from an external source contains prior sensitivity markings, it shall retain those markings or shall be assigned a classification that provides a degree of protectio n greater than or equal to that of the entity that furnished the information."

The declassification clause, [p 3] Section 4:

> "4.4 When declassifying information received from an outside source, the Organization shall give due regard to expect ations of confidentiality of that outside source and, if appropriate, shall seek the prior consent of the outside source."

What the test showed

The same question went to Claude twice on 2026-10-30, with the same tools. The draft line came almost word for word from the partner's proposal, and the update was for a public audience.

Without the skill, Claude said:

> "This is from my memory of the policy, so check the current text before you rely on it."

On who can lift the marking, it said:

> "**Only the originator can lift it.** Declassification is done by, or with the agreement of, whoever originated the information. Here that's the partner NGO."

With the skill, Claude opened the bulletin and quoted it:

> "Where information from an external source contains prior sensitivity markings, it shall retain those markings or shall be assigned a classification that provides a degree of protection greater than or equal to that of the entity that furnished the information."

> "When declassifying information received from an outside source, the Organization shall give due regard to expectations of confidentiality of that outside source and, if appropriate, shall seek the prior consent of the outside source."

It named the step the team was about to take:

> "Putting it in a public update releases the partner's text without its marking. Under the bulletin, that is declassification."

It gave a recommendation and left the decision with the team:

> "You haven't supplied any consent reply. Deciding whether asking is "appropriate" is your team's call, but here the recommendation is to ask: you're taking their wording almost word for word to a public audience."

It marked the gaps:

> "Who in your office may sign off on the declassification, and how long the partner's marking lasts: NOT IN SOURCE (outside clauses 3.2 and 4.4)."

About the partner agreement, the answer without the skill said:

> "your **partnership or grant agreement** with this NGO may add requirements. Agreements often include a confidentiality clause covering proposals."

The answer with the skill tied it to the bulletin:

> "Clause 6.1 says the bulletin does not apply where a "legal undertaking[s] made by the Organization to third parties" covers the records. If you have a signed agreement with this partner that has its own confidentiality terms, check it as well."

About who the rule binds, the answer with the skill said:

> "This bulletin governs the UN Secretariat. If your organization isn't part of the Secretariat, it's a guide to good practice rather than a binding rule."

The steps of the skill

The skill is called external-marking-check. It takes one draft and gives back one check. It runs these steps in order.

- **Open the bulletin.** Find both clauses and check that the wording matches the quotes. If it does not open, say so and stop before any ruling.
- **Read the draft.** List every labelled partner passage. If it is unclear whether a passage comes from the partner, ask the user.
- **Note the markings.** For each passage, note the partner's marking and the marking the draft carries.
- **Apply the marking clause.** A passage passes only if the draft keeps the partner's marking or carries a classification that protects at least as much. A public draft carries no protection. Partner text marked confidential in a public draft fails.
- **Apply the declassification clause.** If the team wants to lower the marking or publish, say what the partner is likely to expect, based only on its marking and any reply supplied. Say whether consent should be sought first. Quote any consent reply.
- **Give a fix.** For each failed passage, remove it, hold it until the partner agrees, or replace it with text the team owns that holds nothing from the partner's document.

If the bulletin does not open, the check writes `SOURCE NOT OPENED`. If the question goes beyond the two clauses, it writes `NOT IN SOURCE`.

Copy-paste prompt

PASTE INTO CLAUDE

```
Check my draft below for text taken from a partner document marked <marking as printed>. The draft is for <internal, donors only, or public>. Use only the UN Secretary-General's bulletin at https://documents.un.org/api/symbol/access?s=ST/SGB/2007/6&l=en&t=pdf and my draft. Quote the clause on external information with prior sensitivity markings and the clause on declassifying information from an outside source. For each labelled partner passage, say whether my draft keeps the partner's marking or one that protects at least as much, and whether I should seek the
```

```
partner's consent before this goes out. Suggest a fix for any passage that fails. If you cannot
open the bulletin, say so and do not answer from memory. I have left out the partner's
confidential text and put a label where each passage sits.
```

Before you paste

Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- ST/SGB/2007/6 · Information sensitivity, classification and handling

---

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Check a REDD+ annex before it leaves the ministry

Some technical annexes reach the secretariat shortly before review week, and LULUCF experts have limited time to prepare. This skill checks your draft annex for gaps before you send it.

Sources opened 2026-10-23. · https://sdgai.org/redd-annex-check.html

The work moment

A national team sends its REDD+ technical annex close to review week. The report FCCC/PA/CMA/2026/10 covers this.

> "In some cases, technical annexes were submitted shortly before the corresponding review weeks, leaving limited time for the secretariat and LULUCF experts to prepare for the technical analysis."

FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports, p. 24

The same report says more of these annexes are likely.

> "The number of technical annexes submitted is likely to increase in the second cycle of BTRs"

FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports, p. 23

What the test showed

I gave Claude a made-up annex with a missing Table X, a results section that said TBD and a methods section that pointed to an unnamed report. I asked the same question twice, with the same tools.

Without the skill, Claude said the annex was not ready and listed fixes. It did not open the UN document. It said:

> "Reviewers will flag an empty results section straight away."

> "Add the forest area table with its source, years and units, or change the reference to the table that's actually there."

With the skill, Claude also said the annex was not ready. It opened the source and quoted it with its page:

> "Source opened: yes. I read FCCC/PA/CMA/2026/10 from the PDF."

> "You plan to send soon, and review week follows shortly after."

> "UN document, page 24 (Annex I, para. 13)."

It also said what it could not check:

> "Not checked: you gave no BTR text, so I could not compare values."

> "The source does not list what an annex must contain, so required sections are `NOT IN SOURCE`."

> "The source sets no deadline."

The steps of the skill

- Open the UN document. Copy the line on annexes submitted shortly before review weeks, with its page.
- Copy the line on more annexes in the second cycle of BTRs, with its page.
- Read the whole annex before writing anything.
- List every section heading. If there is a table of contents, check that each listed section is there.
- Find every placeholder: TBD, to be added, XX, empty tables, highlighted notes and comments left in the text.
- Find every cross-reference. Check that each table, figure, annex or section it points to exists.
- Flag any passage that sends the reader to another document without naming it.
- If BTR text is given, compare each shared value and term. List each mismatch with both locations.
- If a send plan is given and it puts the annex close to review week, flag the timing risk and quote the line. Do not state a deadline.
- Sort the flags. Blockers first, then fixes, then notes.

If the UN document does not open, the answer says so and marks the timing line `SOURCE NOT OPENED`. It never fills the quote from memory.

Copy-paste prompt

PASTE INTO CLAUDE

```
Check my draft REDD+ technical annex before we send it with our Biennial Transparency Report. Use only my annex, the BTR text I give you and the UNFCCC document at https://documents.un.org/api/symbol/access?s=FCCC/PA/CMA/2026/10&l=en&t=pdf. List every placeholder, every cross-reference that points to something missing, every passage that sends the reader to an unnamed document and every value that differs from my BTR text. Quote my text for each problem and say where it is. Sort the list into blockers, fixes and notes. If my send plan puts the annex close to review week, quote the UN document's line about annexes that arrived shortly before review weeks, with its page. If you cannot open the UN document, say so and do not quote it from memory. Do not invent deadlines or required sections.
```

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Before you forward a sitrep, check the bulletin

A short audit that checks one distribution list or copy log against ST/SGB/2007/6.
Each finding quotes the line of the bulletin it rests on.

Sources opened 2026-10-29. · https://sdgai.org/sitrep-copy-log.html

The work moment

A colleague in another office asks for the weekly situation report. The analyst forwards it. The colleague is not on the standard list. Nobody authorized the copy and nobody logged it.

ST/SGB/2007/6, Information sensitivity, classification and handling, has three lines that apply.

Section 5, 5.2 [p 4]:

> With regard to classified information of a recurrent nature (such as situation reports, operational updates and periodic political assessments), departments or offices shall establish standard distribution lists to provide an auditable system for the distribution and control of such information.

Section 5, 5.1 (b) [p 3]:

> All outgoing and incoming classified information must be recorded in a special registry that lists the staff members who are authorized to handle such information

Section 5, 5.1 (c) [p 3]:

> Classified materials may be duplicated only with the authorization of either their originator or the head of th e receiving or originating department or office, and such copies must be entered in the special registry

What the test showed

The same question went to Claude twice, with the same tools. Once without the skill and once with it. The test found 9 verified differences.

Without the skill, Claude said:

> Probably not, though your organisation's rules decide it. I can't see your handling policy or how SITREP-EXAMPLE is marked.
>
> In most offices that use a fixed distribution list, these three things are true:
>
> Anyone not on it needs approval first, usually from the originator, the report owner or the section chief.
>
> If the report has no marking and your office has no dissemination rule, the forward may have been allowed.

With the skill, Claude named its source:

> Source: ST/SGB/2007/6, Secretary-General's bulletin, "Information sensitivity, classification and handling", 12 February 2007

It did not guess the classification:

> **Classification of SITREP-EXAMPLE:** NOT IN DOCUMENT. All the findings below assume it is classified.

It flagged the colleague's copy:

> Copy made without authorization and not in the registry (5.1(c)).

It marked what the bulletin does not cover:

> How to fix an unauthorized copy after the fact, whether authorization can be given retroactively, and how to report a breach: **NOT IN SOURCE**

It sent the rest back to the office:

> Heads of office may also set stricter controls (5.3), so check your office's own rules. Take any fix beyond the quoted rules to the originator or the head of office.

The steps of the skill

The skill is called distribution-list-audit. It has 7 steps.

- Open the bulletin. Copy its symbol and title from the first page.
- Find and quote exactly the lines this skill rests on. These are the line on standard distribution lists for recurrent products, the line on the special registry, and the line on duplication.
- Read the user's document. List each recipient role and each document ID. Do not repeat any report content.
- Mark each recipient as on the standard list or off it.
- For each copy, check whether the document records who authorized it. Only the originator or the head of the receiving or originating department or office can authorize a copy.
- For each copy, check whether the document shows a registry entry.
- Build the clean template with a standard list, a copy log and the open gaps.

The rules that keep it honest:

- A finding with no quoted line behind it is `UNVERIFIED`.
- A request from the recipient is no authorization.
- If the user's document does not state the classification, write `NOT IN DOCUMENT`.
- If the question asks about a form, a system or a sanction the bulletin does not describe, write `NOT IN SOURCE`.
- If the bulletin does not open, say so plainly. Do not fill the rules from memory.

Copy-paste prompt

PASTE INTO CLAUDE

```
Check my distribution list and copy log for <product> against the UN Secretary-General's bulletin "ST/SGB/2007/6" on information sensitivity, classification and handling, at https://documents.un.org/api/symbol/access?s=ST/SGB/2007/6&l=en&t=pdf. Use only that bulletin and my document below. Quote the lines on standard distribution lists, the special registry and duplication. For each recipient, say whether they are on the standard list, who authorized the copy, and whether it is in the registry. Then give me a clean list and copy log with roles and document IDs only. If the bulletin does not open, say so and do not answer from memory. Do not repeat any report content. <paste list with names replaced by roles>
```

Before you paste

Remove names and personal details first. Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- ST/SGB/2007/6 · Information sensitivity, classification and handling

CLAUDE AUTOMATION BUILDS FOR UN WORK

Map your results to each donor template

Write your results once. Map them to each funder's fields, with every gap marked.

Sources opened 2026-10-29. · https://sdgai.org/donor-template.html

The work moment

Partnerships officers rewrite the same results for each funder. Every donor has its own format and its own assessment.

JIU/REP/2017/6 · RESULTS-BASED MANAGEMENT IN THE UNITED NATIONS DEVELOPMENT SYSTEM, [p 11]:

> "The assessments overlap to a large degree in terms of the content covered. While valued, such approaches, including assessment of organizations done by JIU on identical variables, have huge transaction costs for organizations."

The same report, [p 49]:

> "The engagement with multiple actors for funding subjects the United Nations system to various forms of external governance frameworks with various reporting requirements, limiting to some extent the integrity of its existing governances and thus its leadership role."

What the test showed

I asked Claude: "Can you map my results to this donor's fields and tell me what is missing?" The results and the fields were made up. Both runs had the same tools.

Both answers saw that the results describe activities and outputs only.

Without the skill, Claude summed up each field in its own words.

- Outcome achieved: "Activities only: training done, desks set up, sessions run"
- Lessons learned: "Add 1–2 points: what worked, what didn't, and what you changed. For example, markets reached more people than clinics."

- Sustainability: "Partial. Clinic-based desks and local volunteers suggest ownership"

With the skill, Claude copied my wording and showed its source.

- Outcome achieved: "Trained district health workers on safe vaccine storage." / "Set up a referral desk in each partner clinic." / "Community volunteers ran awareness sessions in local markets." From: "Results, statements 1–3"
- Lessons learned: "GAP: what worked, what did not, and what you would change."
- Sustainability: "GAP: how the results will continue after funding ends (for example who runs the referral desks, or whether training continues)."
- "**Not used by this template:** none. All three statements went to "Outcome achieved"."
- "The template you shared doesn't give word limits or formats. Check the donor's guidance."

The 7 steps of the skill

- Read your results. Split them into single statements. Label each one with the heading or row it sits under.
- Read the donor template. List each field in the donor's own words and order. Note any word limit or format it states.
- For each field, find the statements that answer it. Copy your wording. Shorten only by cutting.
- If no statement answers a field, write GAP and say in a few words what the field asks for.
- If a statement fits more than one field, use it in each one and mark it as reused.
- List the statements that no field used. This shows what this donor does not ask for.
- Open the Joint Inspection Unit report only if you ask why one master sheet helps. Quote it exactly.

The skill never adds a result, figure, partner or place that your document does not state.

Copy-paste prompt

PASTE INTO CLAUDE

```
I will paste my master results sheet and a donor's reporting template. Map my results to each donor field. Use the donor's own field names and keep them in the same order. Take results only from my document and copy my wording, shortening only by cutting. For each field, show the heading or row in my document it came from. If nothing in my document answers a field, write GAP and say what the field asks for. Do not invent results, figures or partners. At the end, list the results this template did not use. Leave out anything marked confidential. If you cannot read my document, say so and do not fill it from memory.
```

Before you paste

Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- JIU/REP/2017/6 · RESULTS-BASED MANAGEMENT IN THE UNITED NATIONS DEVELOPMENT SYSTEM

CLAUDE AUTOMATION BUILDS FOR UN WORK

Check your outcome lines before the progress report

A skill that tests each line labelled as an outcome with one control question. It quotes JIU/REP/2017/6 for the background.

Sources opened 2026-10-29. · https://sdgai.org/logframe-outcome-check.html

The work moment

A progress report is due. The results framework calls some lines outcomes, but the team can deliver some of them alone. A workshop held is in the team's control. What participants do afterwards is not.

JIU/REP/2017/6 names this pattern ([p 12], Summary of challenges):

> b. Focusing on outputs that are within one 's control and achievable and , at times , identifying those as outcomes, given the nature of the accountability system, as well as fear of being found to be unsuccessful when outcomes are not achieved;

The same report names the pressure to report on outcomes ([p 33], para 47(c)):

> c. Disconnect between the longer-term outcome requirements of results-based management and the reporting cycle, with pressure to report on outcomes no matter the situation;

An output with an outcome label makes a report claim a change that nobody has shown.

What the test showed

I asked Claude about a made-up extract from a youth employment project with three outcome lines. Both runs had the same tools and were asked on 2026-10-30. Both called A and B outputs and C a real outcome. The differences are below.

Targets. Without the skill:

> You could make it measurable, e.g. *"% of graduates in paid work for at least 6 months, within 12 months of finishing training."*

With the skill:

> I haven't added targets, baselines or dates because the extract has none.

Actors. Without the skill:

> or, one level up, *"Students in partner schools make better-informed career choices."*

With the skill:

> Both use only actors your extract already names: young people, schools and partner districts.

Why it happens. Without the skill, the answer gave no source. With the skill:

> **Why it happens** (JIU/REP/2017/6, page xii, "Summary of challenges", item (b)): "Focusing on outputs that are within one's control and achievable and, at times, identifying those as outcomes, given the nature of the accountability system, as well as fear of being found to be unsuccessful when outcomes are not achieved;"

Reporting pressure. Without the skill:

> Calling outcomes achieved without evidence is a risk that a donor review or evaluation is likely to catch.

With the skill:

> **On reporting every outcome as achieved this cycle,** the same report names that pressure (paragraph 47, page 17, item (c)): "Disconnect between the longer-term outcome requirements of results-based management and the reporting cycle, with pressure to report on outcomes no matter the situation;"

Evidence for C. Without the skill:

> C usually can't be shown within one cycle because retention takes time to observe.

With the skill:

> **Not covered:** the extract doesn't show what evidence you have for C this cycle, so I can't say whether it has been achieved.

Test used. Only the answer with the skill said which test it used:

> Test used: the control question (the extract does not define output or outcome)

The steps of the skill

The skill is called logframe-qa. It has 7 steps.

- **Open the report.** Copy its title and document symbol from the cover. Find both passages and check they read as quoted. If the PDF does not open, record `REPORT NOT OPENED` and go on.
- **Read your document.** If it defines output and outcome, use those definitions in place of the control question, and say so.
- **List the outcome lines.** Keep the exact words. If the document has no labels, ask which lines are meant as outcomes.
- **Ask the control question.** Could the team finish all of its own work and this line still not be true? If yes, it reads as an outcome. If no, it reads as an output.
- **Mark what is unclear.** If the document does not say who has to change, or what the team delivers, mark the line `UNCLEAR` and name the missing piece.
- **Rewrite.** For each output labelled as an outcome, name the change it should lead to. Use an actor the document already names, or write `ACTOR NOT IN DOCUMENT`. Keep the original line as an output.
- **Add the background.** If the report opened, add the first passage. Add the second only when the user mentions pressure to report outcomes every cycle.

The skill never adds a target, baseline, indicator value or date that the document does not contain. It does not judge the project or the team. The check is about labels only.

Copy-paste prompt

PASTE INTO CLAUDE

```
Check the results framework I paste below. For every line labelled as an outcome, tell me if it reads as an outcome or as an output. Use this question. Could my team finish all of its own work and this line still not be true? If yes, it is an outcome. If no, my team controls it and it is an output. If my document defines output and outcome, use those definitions instead. Quote each line as I wrote it and give your verdict with a short reason. Write UNCLEAR where my document does not say enough. For each output labelled as an outcome, suggest a rewrite that names who should
```

```
change, using only actors named in my document. For background, use only the Joint Inspection Unit
report at https://www.unjiu.org/sites/www.unjiu.org/files/jiu_rep_2017_6_english__0.pdf and quote
it word for word. If you cannot open it, say so and do not fill from memory. Do not add targets or
dates that are not in my document.
```

Before you paste

Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- JIU/REP/2017/6 · RESULTS-BASED MANAGEMENT IN THE UNITED NATIONS DEVELOPMENT SYSTEM

CLAUDE AUTOMATION BUILDS FOR UN WORK

Meeting minutes to drafts an intern can hand over

An intern can write the minutes and draft the follow-up. A staff member has to send and sign it. This skill puts the sign-off next to every message.

Sources opened 2026-10-29. · https://sdgai.org/meeting-actions.html

The work moment

An intern takes the Result Group minutes and drafts the follow-up. The document Intern - Monitoring & Evaluation, Rwanda lists this work at [p 3]:

> Assist in Secretariat works of Result group 1 (Socio-economic transformation) of ONE UN Rwanda, writing minutes and following up with communication, etc.

The same document sets a limit at [p 5]:

> Interns are not staff members and may not represent UNDP in any official capacity.

What the test showed

I asked Claude the same question twice, with the same tools. The minutes were made up for the test. Part of the question was: "Can I send the one to the government myself?"

Without the skill, Claude wrote:

> Check with your supervisor before you send it. Whether you can depends on your organization's rules, and I don't know them.

It also wrote:

> Emails 1 and 2 are usually fine for the person taking the minutes to send, but check that too the first time.

With the skill, Claude wrote:

> **Can you send the email to the government yourself?** No. Your internship description says interns "are not staff members and may not represent UNDP in any official capacity."

Each draft ended with "[Signature: staff member]". Each row had "ASK SUPERVISOR" in the Signs off column. It also listed open questions, such as:

> Is the revised meeting schedule final, or does it need approval before it's circulated?

The test found 9 verified differences between the two answers.

The steps of the skill

The skill is called meeting-actions. It has 7 steps.

- Open the internship PDF. Copy the two quoted lines word for word. If the file does not open, write `SOURCE NOT OPENED`.
- Read the minutes. If you see a name or other personal detail, stop and ask for a role instead.
- List each action the meeting agreed, in the minutes' own words.
- Write the owner as a role. Copy a due date only if the minutes state it. If not, write `NOT IN MINUTES`.
- Draft a short follow-up for each action. Start it with DRAFT. Leave the signature for a staff member.
- Fill the sign-off column with the staff role who approves and sends. If nothing says who, write `ASK SUPERVISOR`.
- Put anything unclear under Open questions.

If you ask it to send or sign a message, it declines and points to the sign-off column.

Copy-paste prompt

PASTE INTO CLAUDE

```
I am an intern and I wrote these meeting minutes. I removed names and personal details. Turn them
into a table of actions in the minutes' own words. For each action give the owner as a role, the
due date only if the minutes state it, a short follow-up message marked DRAFT, and the staff role
who signs it off. I may not send or sign anything in UNDP's name. Open
https://www.undp.org/sites/g/files/zskgke326/files/migration/rw/Internship_ME.pdf and quote the
line "Interns are not staff members and may not represent UNDP in any official". If you cannot
```

```
open that file, say so and do not quote it from memory. Use no other source. If something in the
minutes is unclear, list it as an open question.
```

Before you paste

Remove names and personal details first. Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- Intern - Monitoring & Evaluation, Rwanda

CLAUDE AUTOMATION BUILDS FOR UN WORK

Track each batch of reviewer questions

A plain tracker kept outside the platform shows who owes which answer and by when. Here is the skill, and what it changed in a test.

Sources opened 2026-10-23. · https://sdgai.org/review-question-tracker.html

The work moment

Another batch of reviewer questions arrives, and the chase across agencies starts again. FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports records both problems in Table II.1 [p 26]:

> "Multiple batches of questions requiring repeated internal coordination and limited time for inter-agency consultation and preparation of responses"

> "Technical issues with online question and answer platforms (e.g. character limits and attachment size restrictions, limited functionality for notifications, follow-up exchanges and tracking responses)"

What the test showed

I gave Claude the same made-up batch twice, with the same tools, on 2026-10-30 UTC. Once without the skill and once with it. The engine found 6 verified differences.

The source. With the skill, Claude started with: "I opened the UNFCCC PDF and found both lines, so the tracker below is built from your example."

The wording. Without the skill: "Q-C-a: road transport method". With the skill: "Explain the method used for road transport emissions."

The missing text. Without the skill: "Q-B-d: waste data". With the skill: "your note only says "waste data". Paste the reviewers' wording"

The due date. Without the skill: "Q-C-a is the only one with a due date." With the skill: "Q-C-a's due date depends on when the next call is. Once you know that date, put it in the tracker."

The status. With the skill: "I set Q-C-a to "Not started" because your input names an owner but doesn't say the question has been passed to them. If the Transport Ministry already has it, change it to "With owner"."

The platform. With the skill: "Once you see the Q-C-c draft, check its length. If Q-C-b's answer turns out to be a file, check it against the limits the platform shows."

The steps of the skill

The skill has 9 steps:

- Open the UNFCCC PDF and find the two lines. If it does not open, write `SOURCE NOT OPENED` in the header and work from your document only.
- Read your document. Copy each question in the reviewers' own words. Shorten only by cutting.
- Keep any question ID the reviewers gave. If there is none, use the batch name and a letter.
- Take the owner from the document. If there is none, write `OPEN: no owner`.
- Copy a due date only if the document states one. If there is none, write `OPEN: no due date`.
- Set the status to Not started, With owner, Draft in, Cleared or Sent. If the document is unclear, use Not started.
- If the document holds an earlier tracker, keep the earlier batches and add the new batch below them. Flag any older question that is still not sent.
- If a draft answer is long or needs an attachment, flag it `CHECK PLATFORM LIMITS`. Use the limits the platform itself shows.
- End with a chase list. Give one line per owner with the question IDs they still owe.

Copy-paste prompt

PASTE INTO CLAUDE

```
I am a focal point and I just received another batch of reviewer questions. From the document I paste below, build a tracker table with one row per question. Give the reviewers' own wording, the owner, the due date, the status (Not started, With owner, Draft in, Cleared or Sent) and a flag. Take owners and due dates only from my document. Where one is missing, write OPEN and do not guess. Keep any earlier batches I include and flag questions that are still not sent. Mark answers that are long or need attachments with CHECK PLATFORM LIMITS. End with a chase list for each owner. If you cite the UNFCCC document at https://documents.un.org/api/symbol/access?s=FCCC/PA/CMA/2026/10&l=en&t=pdf, quote it word for word. If you cannot open it, say so. Do not answer from memory.
```

Before you paste

Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports

CLAUDE AUTOMATION BUILDS FOR UN WORK

Check your expert roster before you lock the review team

Experts who said yes in the availability survey may not be free later. This skill turns your roster into one checked sheet, and it quotes the report for every timing rule.

Sources opened 2026-10-23. · https://sdgai.org/expert-roster-check.html

The work moment

You are building a review team.

On p. 9, the report Technical expert review of biennial transparency reports gives these figures:

> "were changes in work commitments since responding to the availability survey (50.6 per cent) and lack of financial support (27.2 per cent)."

On p. 7 it sets the lead time:

> "The secretariat forms the TERT for each TER at least 10 weeks prior to the review"

On p. 18 it names the pressure on the secretariat:

> "The continued limited availability of qualified experts and the high rate of rejection from experts, particularly those not eligible for funding by the secretariat to participate in TERs, combined with the competing priorities of invited experts, placed growing pressure on the timely organization and delivery of TERs."

What the test showed

The same question went to Claude with the same tools, once without the skill and once with it. The roster was an example only.

Without the skill, on the deadline:

> "Your roster doesn't say, and I don't want to guess a deadline. It depends on your review procedure (the guidelines, terms of reference or secretariat timeline you work under) and on when the review starts."

With the skill, it opened the report first:

> "**Roster check · report opened: yes** (FCCC/PA/CMA/2026/10, dated 21 October 2026)"

Then it quoted the rule:

> "**Team deadline:** "The secretariat forms the TERT for each TER at least 10 weeks prior to the review week." (para. 16)"

Without the skill, the reason to reconfirm came from the roster alone:

> "Two people have already pulled out since then because their work changed, so treat survey answers as out of date."

With the skill, it quoted the report:

> ""The most common reasons cited for experts declining were changes in work commitments since responding to the availability survey (50.6 per cent) and lack of financial support (27.2 per cent)." (para. 21)"

On the agriculture gap, it added:

> "The report says few experts are passing the agriculture course, which "signals a potential future shortage of experts for those thematic areas" (para. 15). It names waste as well."

Where the report was silent, it said so:

> "It does not say who is eligible for funding, so that is NOT IN SOURCE."

The steps in the skill

The skill has 7 steps.

- Open the report. Copy the line on when the team is formed and the line on changes in work commitments, word for word.
- Read your roster. Keep each expert's label exactly as you wrote it.
- Give each expert one status: `Reconfirmed`, `Survey only` or `No record`.
- Mark every `Survey only` and `No record` expert as needing a fresh check before the team is formed.
- Name the backup from the roster. If there is none, write `NO BACKUP`.
- If you gave a review week, it states the latest day to form the team. If not, it quotes the rule and asks for the review week.
- List any expert who is the backup for more than one person.

If the report does not open, it says so in the first line and marks each timing line `SOURCE NOT OPENED`.

Copy-paste prompt

PASTE INTO CLAUDE

```
Here is my expert roster for a technical expert review team. Remove any names and personal details before you read it. For each expert, tell me when they last confirmed availability, whether that was only the availability survey, who their backup is, and what I should do next. Flag anyone with no backup and any backup listed for more than one person. Use only my roster and the secretariat report at https://documents.un.org/api/symbol/access?s=FCCC/PA/CMA/2026/10&l=en&t=pdf. Quote the report's line on when the team must be formed and its line on why experts decline. If you cannot open the report, say so and do not answer those points from memory.
```

Before you paste

Remove names and personal details first. Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports

CLAUDE AUTOMATION BUILDS FOR UN WORK

Check a partner report against your programme document

A partner report says the target was met. This guide shows how to check that claim against the baseline and end line, one indicator at a time.

Sources opened 2026-10-29. · https://sdgai.org/partner-report-check.html

The work moment

The Intern - Monitoring & Evaluation, Rwanda document lists this task [p 3]:

> • Review the programme documents and annual work plans, ensuring the indicators and deliverables of narrative reports from the implementing partners are in line with the baseline/end line information defined in the documents.

It also lists:

> • With the guidance of the supervisor, participate in the design of the methodology, the construction of data collection tools, and the analysis of the collected data and the final reporting against project indicators.

What the test showed: without the skill

I asked Claude about a made-up indicator. The programme document wanted all target villages to have a trained water committee. The partner report said: "Water committees were set up in the villages and the target was met. Community members are very engaged." Without the skill, Claude answered (excerpts):

> **Short answer: the report doesn't confirm the target yet. The claim "target met" isn't backed by evidence that matches the end line.**

2. **"The villages" is not "all target villages".** The report gives no count and no list, so we can't check coverage against the target list.

> Until you have those, record the target as **"reported met, not verified"**.

What the test showed: with the skill

Same tools. With the skill, Claude answered (excerpts):

> No, it doesn't match. The partner says the target was met but gives no number of villages, so you can't compare the claim with the end line.

> Indicator check · programme name not given · partner name not given

> UNDP terms of reference: opened (it lists the task of checking partner reports "are in line with the baseline/end line information defined in the documents")

The table row read:

- Indicator: Target villages with a trained water committee
- Baseline: "Few target villages have a water committee"
- End line: "All target villages have a trained water committee"
- Partner report says: "Water committees were set up in the villages and the target was met."
- Source named: no
- Status: NO VALUE GIVEN
- Where: "programme document: section not given" and "report: section not given"

> Questions for the partner: - How many target villages now have a trained water committee, out of how many target villages in total? - Were the committees trained, or only set up? - Please send the training attendance sheets for each village.

> Not covered: "community members are very engaged" doesn't match any indicator in the programme document.

What changed

- With the skill, the answer said whether the terms of reference opened.
- It gave a place for each piece of evidence, or said the section was not given.
- It named the programme and the partner, or said each name was not given.
- It put the claim into a table row next to the baseline and end line, with the status NO VALUE GIVEN.

The 8 steps of the skill

- **Read the programme document.** List each indicator with its exact wording, baseline, end line, unit and source of verification. Note the page or section.
- **Read the partner report.** For each indicator, find the passage that reports on it. Copy the words and note the page or section.
- **Match the indicator.** It must measure the same thing, in the same unit, for the same group of people or places. If the wording differs, quote both versions.
- **Compare the value.** Put the reported value next to the baseline and the end line. Compare them only when both use the same unit. If the report gives no value, write `NO VALUE GIVEN`.
- **Check the source.** Say whether the report names the source of verification that the programme document asks for.
- **Check deliverables.** If the programme document or annual work plan lists deliverables, check each one the same way.
- **Give a status** for each line. Use only these labels: `MATCHES`, `DIFFERS`, `NO VALUE GIVEN`, `NOT REPORTED`, `NOT IN PROGRAMME DOCUMENT`.
- **List questions for the partner.** Write one line per gap, in plain words the officer can send.

The rules that matter most

- "Target met" is a claim. It counts only when the report gives a value in the same unit as the end line. If there is no such value, the status is `NO VALUE GIVEN`.
- Never fill a missing baseline, end line or value from memory, from a similar project or from a guess.
- Do not judge the partner. Report what the documents say and what is missing. The supervisor decides.
- If a source cannot be opened, say so. Do not fill it from memory or a search summary.
- Remove names and personal details first. Use the AI tool your organization allows.

Copy-paste prompt

PASTE INTO CLAUDE

```
I will paste two texts. The first is the results framework from my programme document. The second is an implementing partner's narrative report. For each indicator in the programme document, quote its wording, baseline, end line and source of verification. Then quote what the partner report says about it, and say where in the report it appears. Mark each line MATCHES, DIFFERS, NO VALUE GIVEN, NOT REPORTED or NOT IN PROGRAMME DOCUMENT. A statement that a target was met counts only if the report gives a value in the same unit as the end line. Do not fill any gap from memory and do not guess. End with a short list of questions I can send to the partner. If you cannot read one of the texts, tell me and stop.
```

Before you paste

Remove names and personal details first. Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- Intern - Monitoring & Evaluation, Rwanda

CLAUDE AUTOMATION BUILDS FOR UN WORK

Check a draft before it goes into an AI tool

Under ST/SGB/2007/6, the person who wrote or received the information decides whether it is sensitive and marks it. This guide shows a skill that quotes the bulletin and leaves that decision with you.

Sources opened 2026-10-29. · https://sdgai.org/sensitivity-precheck.html

The work moment

In their first week, someone is about to paste a draft note into an AI tool to tighten the wording. They want to know whether it is sensitive.

The bulletin, ST/SGB/2007/6 · Information sensitivity, classification and handling, says who makes that call:

> "The originator of the information concer ned, or its recipient if the information is received from an outside source, under the overall supervision and guidance of the head of department or office, shall decide whether the information is sensitive and mark it with the appropriate classifi cation as detailed in section 4 below." [p 2]

It also says how classified information may travel:

> "(f) Electronic transmission of classifi ed information shall be performed only through the use of protected means of communication, in accordance with section 5.4 below." [p 3]

What the test showed

I asked Claude the same question twice, with the same tools allowed. The draft was made up.

Without the skill, the answer opened:

> "Yes, treat this as sensitive."

On whether a tool counts as inside, it said:

> "Whether an AI tool counts as inside depends on which tool it is and how your organisation has set it up."

With the skill, the answer closed:

> "I can't tell you whether the draft is sensitive or safe to paste. That decision is yours under the bulletin."

It flagged a mistake in the skill itself:

> "One thing does not match the skill: the "who decides" line says the levels are "detailed in section 4 below". In the bulletin, Section 4 covers declassification. The levels are actually in Section 2, so I quote them from there."

On AI tools, it said:

> "Whether any AI tool counts as a "protected means of communication": NOT IN SOURCE. Para 5.4 leaves the procedures to heads of departments and offices, working "in cooperation with the Information Technology Services Division"."

It added three points the first answer did not have:

> "If only part of the note is sensitive, para 3.3 says you "shall, whenever practicable, indicate on the document in question when classified information constitutes a small portion of an otherwise unclassified document.""

> "Para 1.3 says "Classifications should be used judiciously". Marking it is not automatically the right answer either."

> "5.1(b): "All outgoing and incoming classified information must be recorded in a special registry""

The steps of the skill

The skill is called sensitivity-precheck. You give it one draft and it gives you one check to do before you paste. Remove names and personal details first.

1. Open the bulletin. Copy its symbol and date from the first page.

2. Find the passage on identification and markings and check that it matches the quote word for word.
3. Find the line on electronic transmission and check it the same way.
4. Open the section that lists the classification levels. Quote each level in the bulletin's own words. If it does not open, write NOT OPENED.
5. Read the draft. If it already carries a classification marking, or you say it is classified, stop and quote the transmission line.
6. Otherwise, quote each passage that may make it sensitive. Give a short reason tied to the bulletin's wording and mark it YOUR CALL.
7. Close with the marking step. You decide the level and mark the draft before sharing it. Your head of department or office can guide you.

The skill never decides the classification for you and never tells you a draft is safe to paste. If you ask which AI tools count as protected means of communication, it writes NOT IN SOURCE.

Copy-paste prompt

PASTE INTO CLAUDE

```
Before I share my draft anywhere, help me check it for sensitivity. I have removed names and personal details. Use only the Secretary-General's bulletin at https://documents.un.org/api/symbol/access?s=ST/SGB/2007/6&l=en&t=pdf and my draft below. Quote the bulletin's lines on who decides and marks sensitivity, on electronic transmission of classified information, and its list of classification levels. Then quote each passage in my draft that may be sensitive, say why in a few words, and mark it as my call. Do not decide the level for me and do not tell me the draft is safe to paste. If you cannot open the bulletin, say so and do not answer from memory. My draft: <paste here>
```

Before you paste

Remove names and personal details first. Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- ST/SGB/2007/6 · Information sensitivity, classification and handling

CLAUDE AUTOMATION BUILDS FOR UN WORK

Draft one review issue three ways from your own notes

A first-time technical expert reviewer can turn one note into a question, a recommendation and an encouragement. Then they check the wording with the lead reviewer.

Sources opened 2026-10-23. · https://sdgai.org/ter-first-draft.html

The work moment

The UNFCCC report FCCC/PA/CMA/2026/10, Technical expert review of biennial transparency reports, lists this challenge in Table II.1 [p 26]:

> Limited practical examples and guidance for drafting questions, areas of improvement, recommendations, encouragements and capacity-building needs, particularly for first-time technical expert reviewers

The same report gives lead reviewers this role [p 8]:

> The LRs ensure consistency and quality in the TER process, facilitate communication between the Parties and the TERT, and provide guidance to the secretariat in compiling and editing the final TERRs.

What the test showed

I asked Claude the same question twice on 2026-10-30, with the same tools. My note:

> The Party's report describes a new estimate for methane from rice fields. It does not say which method was used or why the approach changed from the earlier report.

Without the skill, the draft question read:

> The ERT noted the new estimate of CH4 from rice cultivation (3.C) but found no description of the method used or why it differs from the previous submission. Could the Party explain which method and tier were applied, and why the approach changed?

It also gave a rule for the labels:

> Use a recommendation only when a "shall" provision is not met. Use an encouragement when the provision says "should."

With the skill, Claude first said:

> I opened the UNFCCC report and found both passages word for word, so the card below follows the drafting skill's layout.

Its question kept to my note:

> Please say which method was used for the new estimate of methane from rice fields, and why the approach changed from the earlier report.

It listed what my notes left out:

> Gaps in your notes: the method's name, the earlier approach, the years affected and whether the change moved the figures. The drafts don't fill these in.

On the labels it said:

> The "Why" lines are drafting help, not UNFCCC definitions. The report names these drafting types but doesn't define them.

And it pointed me to the lead reviewer:

> Check with your lead reviewer: "The LRs ensure consistency and quality in the TER process, facilitate communication between the Parties and the TERT, and provide guidance to the secretariat in compiling and editing the final TERRs."

The steps of the skill

The skill file, review-finding-drafter, has seven steps:

- Open the UNFCCC file. Find the two passages and copy them word for word. If a passage is not in the opened file, write `NOT FOUND` next to it.
- Read your document. Pick the issue. List only the facts the document states about it. Write any missing fact as a gap.
- Draft the question. It asks the Party for the missing information. Keep it short and specific.
- Draft the recommendation. It states what the Party should do to fix the gap in its next report. Use only facts from the document.
- Draft the encouragement. It invites the Party to make an improvement it may choose to make. Keep it softer than the recommendation.
- Under each draft, write a short line on why that label fits. Mark these lines as drafting guidance, since the quoted passages do not define the labels.
- End with a line telling the reviewer to check the wording with the lead reviewer, and quote the lead reviewer passage.

The main rule: use only facts in your document. Never add a method, gas, sector, figure or name the document does not state.

Copy-paste prompt

PASTE INTO CLAUDE

```
I am a first-time technical expert reviewer. Using only my notes below, draft the same issue three ways, side by side: as a question to the Party, as a recommendation and as an encouragement. Under each draft, add a short line on why that label fits, and say that this is drafting help and not an official definition. Do not add any fact my notes do not state. List any gaps in my notes. If you can open the UNFCCC report at https://documents.un.org/api/symbol/access?s=FCCC/PA/CMA/2026/10&l=en&t=pdf, quote its passage on lead reviewers word for word and remind me to check my wording with my lead reviewer. If you cannot open it, say so and do not fill it from memory. My notes: <paste your notes>
```

Before you paste

Use your own working notes, leave out anything marked confidential, and use the AI tool your organization allows.

Sources

- FCCC/PA/CMA/2026/10 · Technical expert review of biennial transparency reports

THE CLIMATE PRACTICE WIKI FOR UN WORK

The review clock

Six windows, every one of them counted back from the technical expert review week. Everything the four carousels promised, with the Project instructions in full.

Sources opened 2026-10-23. Both documents are linked at the end of the page. · https://sdgai.org/review-clock.html

1. The six windows

Decision 18/CMA.1, annex, paragraph 162 sets the procedure for in-country, centralized and desk reviews. Every window in it is measured from the technical expert review week. None of them is measured from the day you submit.

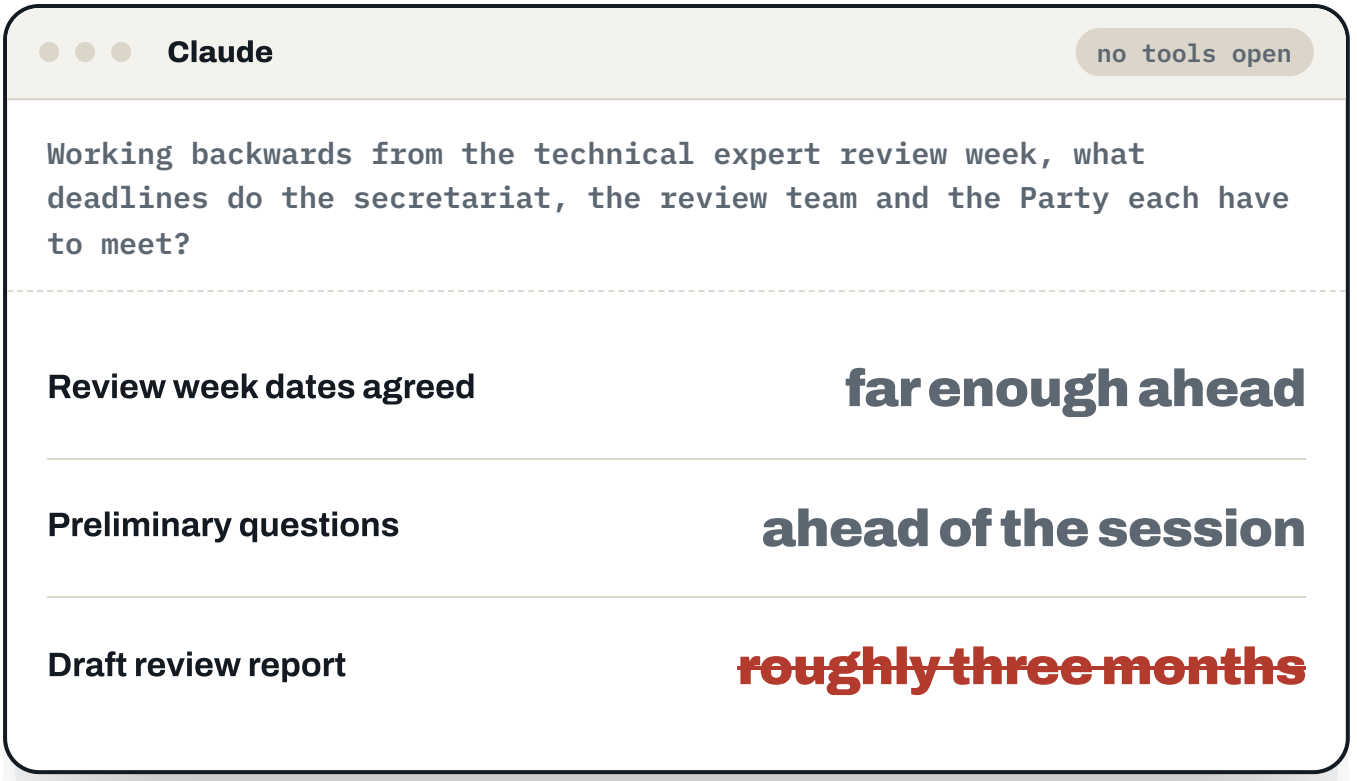
WHEN	WHAT HAPPENS	WHOSE JOB	PARAGRAPH
14 weeks before	Review week dates agreed	para. 162(a)	
10 weeks before	Review team composed	para. 162(b)	
4 weeks before	Preliminary questions arrive	para. 162(c)	
The review week	Draft areas of improvement	para. 162(d)	
2 months after	Draft review report for comment	para. 162(e)	
1 month after that	Your comments due	para. 162(f)	

The words matter as much as the counts.

- 162(a) The secretariat shall "agree with the Party the dates of the technical expert review week at least 14 weeks prior to the technical expert review week". You are in that conversation. If you are not ready for it, you agree to dates anyway.
- 162(b) The secretariat "shall compose a technical expert review team at least 10 weeks prior to the technical expert review week".
- 162(c) The team "should communicate any preliminary questions to the Party at least four weeks prior". Your answer is due "within two weeks of the request", and developing country Parties that need flexibility "are instead encouraged to provide the information within three weeks of the request".
- 162(e) The draft review report comes to you "within two months of the technical expert review week".
- 162(f) You are "given up to one month from its receipt to provide comments", with three months available to Parties that need flexibility.
- 162(h) The whole report is to be complete "no later than 12 months from the start" of the review.

2. The same question, with and without the source

I asked for this clock with no source open, then with the stored decision text in front of me. The run is recorded.



Open the stored source

Asked with no tools open, 2026-10-23. The shape is right and not one window has a number.

The run itself says to treat its day counts as orders of magnitude. That is the honest part. The part that costs you is the shape that is almost right, because a shape that is almost right does not get checked.

3. Why counting from December goes wrong

The deadline and the clock are two different things.

31 December 2026 is when the report is due. Paragraph 162 starts running at the review week, which is scheduled after you submit. A desk that counts from December sees one date. A desk that counts from the review week sees six.

The cycle is not pending. FCCC/PA/CMA/2026/10, paragraph 5, says "the first BTR2 was submitted on 8 August 2026, before the deadline of 31 December 2026". The same paragraph says a total of 136 Parties had submitted BTR1s as at 31 August 2026, and that 88 of them had submitted by the 31 December 2024 deadline.

4. Project instructions

Paste this into a Claude Project, not into a chat. It answers in one order and it quotes the paragraph it used.

PASTE INTO CLAUDE

```
I run transparency reporting for one Party. Work backwards
from the review week, never forward from the submission date.

For every task I give you, answer in this order.
1 Window    which para. 162 window it falls in
2 Owner     secretariat, review team or us
3 Trigger   what has to exist before the window opens
4 Provision the MPG paragraph, quoted

Rules.
Quote the MPGs from the file I paste. Never from memory.
No paragraph number? Write NOT IN THE MPGS.
Deadlines change each cycle. Ask me for the cycle dates.
Last line: what I have to confirm with the secretariat.
```

The Project cannot know your cycle dates. It asks for them. That is deliberate, because the dates move every cycle and the rules do not.

5. What this page does not do

It does not tell you whether your evidence is good enough. It sorts the clock, not the content. It also does not cover the simplified review of a national inventory report in a year when no biennial transparency report is due. That is paragraph 161, and it is a different page.

Sources

- Decision 18/CMA.1, annex, paragraph 162. FCCC/PA/CMA/2018/3/Add.2, 19 March 2019
- FCCC/PA/CMA/2026/10, 21 October 2026, paragraph 5

CLAUDE CHEAT KEYS FOR UN REPORTING & BRIEFING

Safe Language

Five checks, five quiet overclaims, one edition trap and four owner tags for climate sentences. Everything the carousels promised, with the prompts in full.

Sources opened 2026-10-21. Report symbols, dates and paragraph numbers are named at each quote. · https://sdgai.org/safe-language.html

1. Five checks before a section goes out

What sends a report section back is rarely the writing. It is the sentence that outran its evidence. Each check below compares one word of your sentence with one word of the source.

#	CHECK	COMPARE	EXAMPLE FROM THE SECRETARY-GENERAL'S 2026 PROGRESS REPORT
1	Category	The label on the figure	Para 20: on track (15%) or moderate progress (21%), together 36%. "On track" alone is 15%
2	Base	The denominator	The 139 targets for which trend data and additional input are available. Write it out
3	Edition	Report symbol and date	A/81/93-E/2026/73, 8 June 2026. Last year's figure comes from a different count
4	Qualifier	Slightly, estimated, expected	Para 8: the global hunger rate declined slightly in 2024, to 8.2%
5	Owner	Who measured, reported, agreed or assessed it	Para 135: 141 countries reported the adoption and implementation of national DRR strategies

The recorded run

Asked on 2026-10-21 at 02:46 UTC, with no tools and no skill: *"What share of the SDG targets are on track, according to the latest UN Secretary-General's SDG progress report?"*

The answer began: "According to the 2025 report, which is the latest one I know of, only about 18% of the assessable SDG targets are on track to be met by 2030." It added that a 2026 edition may have been published and that its figures could differ.

The 2026 report, dated 8 June 2026, gives 15% on track (para 20). The 2025 report it named gave 20 per cent on track (A/80/81, para 17). In that edition 18 per cent was the share of targets with no progress, and also the share that had regressed from the 2015 baseline. The answer was fair about its doubt. A draft would still have kept the 18.

Two editions, two counts

EDITION	TARGETS WITH TREND DATA	ON TRACK	MODERATE	TOGETHER
General Assembly A/80/81, 29 April 2025, para 17	137 targets	20 per cent	15 per cent	35 per cent
General Assembly A/81/93, 8 June 2026, para 20	139 targets	15%	21%	36%

"Progress improved from 35% to 36%" outruns both reports. The denominator moved, and the on-track share fell. The edition dated 2 May 2024 (General Assembly A/79/79) wrote that the world is on track to achieve only 17 per cent of the targets. Quote the edition you mean and leave the trend to the custodian.

Project instructions

PASTE INTO CLAUDE

```
Check every sentence of my draft against the source it cites.
Five checks per sentence.

1 Category   the same label as the source. On track is not moderate
2 Base       the denominator, written out
3 Edition    report symbol and date. Two editions are not a trend
4 Qualifier  keep slightly, estimated, expected, reported
5 Owner      who measured, reported, agreed or assessed it

One row per sentence: the source line word for word,
the check it fails, and a safe rewrite that keeps the claim.
Never check from memory. Source not open? NOT IN SOURCE.
Do not soften a sentence the source supports.
```

The last line matters. A checker told to look for overclaims will start trimming sentences that were fine.

2. Five quiet overclaims, ten sentence pairs

None of these feel like exaggeration while you write them. Each one removes or adds one word. Every safe sentence below keeps the wording of the Secretary-General's 2026 report, A/81/93-E/2026/73.

PATTERN	WORD IT CHANGES	RISKY	SAFE
Drop the qualifier	slightly	Global hunger is falling again.	Para 8: The global hunger rate declined slightly in 2024, to 8.2% of the world population. Undernourishment and food insecurity remain well above 2015 levels.
Drop the qualifier	estimated	56% of household wastewater is safely treated.	Para 77: In 2024, an estimated 56% of global household wastewater flows were safely treated, remaining at the same level since 2020.

PATTERN	WORD IT CHANGES	RISKY	SAFE
Lose the year	now	Electricity is now accessible to 92% of the world.	Para 81: Electricity access reached 92% in 2024.
Lose the year	a year	Disasters affect 123 million people a year.	Para 134: The number of people affected by disasters averaged 123 million annually in the past decade, 2015–2024.
Swap the subject	water supply	Donors stepped up support for water supply.	Para 80: ODA commitments to the water sector rose from $10.3 billion in 2023 to $11.0 billion in 2024. Commitments for water supply and sanitation declined by 6.7%.
Swap the subject	safe	Three quarters of the world has safe drinking water.	Para 76: The population using safely managed drinking water increased from 68% to 74% from 2015 to 2024.
Upgrade certainty	will	Six more countries will meet the under-5 mortality target by 2030.	Para 7: As of 2024, 134 countries had already met the target on under-5 mortality, with 6 more countries expected to do so by 2030.
Upgrade certainty	can	The world can still meet the maternal mortality target.	Para 41: An annual reduction rate of 14.8%, far above historical rates, is required between 2024 and 2030 to meet the global target.
Add a cause	cut	National DRR strategies cut disaster deaths by 65%.	Para 134: From 2.11 per 100,000 population in 2005–2014 to 0.75 in 2015–2024, disaster-related deaths and missing persons dropped 65%.
Add a cause	thanks to	Disaster deaths fell thanks to our programme.	Para 3: The report links the decline to sustained investment in disaster risk reduction (para 3). Your programme is not in that sentence.

Two of these source lines break inside a year when the PDF text is extracted. Copy from the PDF view, never from extracted text.

The claim-check run

The claim-check skill was given a five-sentence draft built from the risky column, with the page and paragraph cited for each. It had read tools and was asked on 2026-10-21 at 02:47 UTC.

#	DRAFT SENTENCE	VERDICT
1	More than a third of the SDG targets are on track	NOT IN SOURCES
2	Global hunger is falling again, to 8.2%	SUPPORTED
3	Electricity is now accessible to 92%	SUPPORTED
4	Donors stepped up support for water supply	NOT IN SOURCES
5	National DRR strategies cut disaster deaths by 65%	NOT IN SOURCES

It caught the category, the subject and the cause. On sentence 5 it wrote: "Para 134 does not say the strategies caused the drop." It passed the two quiet ones. Sentence 2 drops "slightly". Sentence 3 is a word-for-word copy of the report's own summary, which says "now" where the Goal 7 section says "in 2024". A checker that matches the figure, the page and the subject cannot see a missing qualifier. That part stays with you.

The rewrite run

Asked on 2026-10-21 at 02:46 UTC, with no tools, to make three supported sentences "read stronger for the opening of a donor report":

SOURCE SENTENCE	WHAT CAME BACK
... with 6 more countries expected to do so by 2030	"six more are on track to join them by 2030, proof that child survival goals are within reach."
By 2025, 141 countries reported the adoption and implementation ...	"In 2025, 141 countries had adopted and put into action national disaster risk reduction strategies"
... declined slightly in 2024, to 8.2%	"Global hunger edged down in 2024 to 8.2% of the world's people"

It flagged two of its own additions: "protecting millions of lives" and "proof...within reach". It did not flag "expected" becoming "on track", or "reported" disappearing. The hunger line kept its qualifier.

Project instructions

PASTE INTO CLAUDE

```
Rewrite each sentence I flag so it is safe to send.
Keep the claim. Change only the words that outran the source.

QUALIFIER  keep slightly, estimated, about, remains
YEAR       replace now, currently and latest with the year
SUBJECT    the same sector, group and place as the source
CERTAINTY  expected stays expected. A projection is not a result
CAUSE      no drove, led to or thanks to unless the source says so

For each one: the pattern, the source line word for word,
then the safe sentence. If the source cannot carry the claim,
write CUT and say why.
```

3. The edition trap: Ghana's Human Development Index

Asked on 2026-10-20 at 23:10 UTC, with no tools and no skill, for Ghana's latest HDI value and rank, Claude said the latest report it was confident about was the 2025 Human Development Report and gave "an HDI of about 0.602". It also said it was quoting from memory and asked me to check the UNDP website. The value it gave is the one in the 2023/24 edition's file. The Human Development Report 2025 puts Ghana at 0.628.

With the latest-edition skill and read tools, asked at 23:34 UTC, the same question came back as "Ghana's HDI in the latest edition, the UNDP Human Development Report 2025, is 0.628, which puts it at rank 143". It named the file it read, the composite indices CSV, row GHA, and gave the UNDP downloads page as its source.

For Kenya, asked at 23:26 UTC, it recalled Kenya's HDI value as 0.601 in the 2023/2024 Human Development Report, which matches that edition, then guessed "about 0.613" for the newer report. The 2025 report gives Kenya 0.628, the same value as Ghana.

The figures are right for one edition and wrong for the label on them. This is check 3 in section 1. Editions recompute past years, so a time series takes every year from one file.

HDI is a UNDP index and sits outside the SDG indicator list. I tested it because most of us have quoted it.

Paste before you ask

PASTE INTO CLAUDE

```
Before you give any figure from a UN report, tell me which edition
it comes from and when that edition was published. Read the
publisher's own page and the current data file first. If you can't
open them now, say "I can't check the current edition" and give me
the link instead of a number. Do not answer from memory.
```

In Claude the same rule runs as the /latest-edition skill.

4. Climate sentences: who said it

A flagged climate sentence is usually a sentence that lost its owner. The wording can be calm and the sentence still wrong, because a country's report became a fact, or a decision became a pledge.

TAG	OWNER	WHERE IT IS WRITTEN	SAFE VERB
REPORTED	A country	Biennial transparency reports and common reporting tables. The Sendai Framework Monitor	reported
AGREED	The Parties	A COP or CMA decision	agreed, calling for
COMPILED	The custodian	Metadata §0.g and §3.f. UNFCCC secretariat for 13.2.2, UNDRR for 13.1.2	compiled
ASSESSED	The report author	The Secretary-General's progress report, in its own voice	finds, assesses

Where the owner is written

13.1.2, national disaster risk reduction strategies, metadata Last updated 2024-12-20: - §3.b: "Data are reported by national Sendai Framework focal points in the Sendai Framework Monitor (SFM)." - §4.c: "Member States will assess the level of implementation for ten key elements of the national DRR strategy, and enter key elements scores in the Sendai Framework Monitor."

13.2.2, total greenhouse gas emissions per year, metadata Last updated 2025-12-12: - §3.e: data providers are the Parties to the UNFCCC. - §4.b: "Data is limited to Parties that submit their BTRs and CRTs." - §4.f: "Availability of data depends only on what is received from Parties."

The 13.2.2 file also names the rulebook: information in the BTR on the national inventory follows the modalities, procedures and guidelines in decision 18/CMA.1.

The recorded run

Asked to make one DRR sentence stronger (the rewrite run in section 2), Claude returned "In 2025, 141 countries had adopted and put into action national disaster risk reduction strategies". The source says 141 countries reported the adoption and implementation (A/81/93, para 135). The rewrite flagged the clause it added at the end of that sentence. It did not flag the word it removed.

Asked with no tools how many countries have national DRR strategies, it said "about 125 countries had national disaster risk reduction strategies in place by 2023" and asked for a check against the Sendai Framework Monitor. The 2026 report gives 141 countries reported by 2025, up from 56 in 2015.

Climate sentence pairs

TAG	RISKY	SAFE
REPORTED	141 countries have implemented DRR strategies.	Para 135: By 2025, 141 countries reported the adoption and implementation of national DRR strategies, up from 56 in 2015.
AGREED	Developed countries pledged $1.3 trillion a year.	Para 137: At the twenty-ninth session of the COP, in 2024, countries agreed on a new collective quantified goal on climate finance, calling for at least $1.3 trillion annually by 2035 for developing countries, with developed countries leading by mobilizing at least $300 billion per year.
ASSESSED	Climate action is failing.	Para 133: The Secretary-General's report finds current efforts entirely insufficient to curb emissions or fully address escalating risks.
ASSESSED	Global warming has reached 1.43°C.	Para 136: Global temperatures in 2025 were 1.43°C above pre-industrial levels. A single year, as the report gives it.
Timing	The finance goal is off track.	Para 137: The first progress report on the goal will be issued in 2028. Until then there is no progress figure to cite.

The no-tools answer on the climate finance goal kept both owners apart: developed countries taking the lead on at least US$300 billion a year, within a wider call to reach US$1.3 trillion from all sources.

Project instructions

PASTE INTO CLAUDE

```
Before you check wording, tag who owns each claim.

REPORTED   a country said it (BTR, CRT, Sendai Framework Monitor)
AGREED     Parties decided it (a COP or CMA decision)
COMPILED   the custodian put country data together (metadata 0.g)
ASSESSED   the report author's own judgement

Write the owner into the sentence: reported, agreed, finds.
A REPORTED figure never becomes has done.
```

```
No owner in the source? Write OWNER MISSING. Do not guess.
Then check the wording.
```

What I have not solved: a BTR figure after technical expert review is still the Party's figure. I do not yet have a safe verb that says "reviewed" without implying "confirmed".

Sources

- Progress towards the Sustainable Development Goals, Report of the Secretary-General, A/81/93-E/2026/73, 8 June 2026: https://unstats.un.org/sdgs/files/report/2026/secretary-general-sdg-report-2026--EN.pdf
- The same report, General Assembly A/80/81, 29 April 2025: https://unstats.un.org/sdgs/files/report/2025/secretary-general-sdg-report-2025--EN.pdf
- The same report, General Assembly A/79/79, 2 May 2024: https://unstats.un.org/sdgs/files/report/2024/secretary-general-sdg-report-2024--EN.pdf
- SDG reports by year: https://unstats.un.org/sdgs/report/2026/
- SDG metadata 13.1.2, 2024-12-20: https://unstats.un.org/sdgs/metadata/files/Metadata-13-01-02.pdf
- SDG metadata 13.2.2, 2025-12-12: https://unstats.un.org/sdgs/metadata/files/Metadata-13-02-02.pdf
- UNDP Human Development Report, documentation and downloads: https://hdr.undp.org/data-center/documentation-and-downloads

CLAUDE CHEAT KEYS FOR UN INDICATORS & DASHBOARDS

Indicator Desk

Four tabs, two bases, one dashboard spec, four climate layers. Everything the carousels promised, with the prompts in full.

Sources opened 2026-10-21. Metadata editions are named at each quote. · https://sdgai.org/indicator-desk.html

1. Four tabs for every indicator question

TAB	PAGE	WHAT IT ANSWERS	WHAT I COPY FROM IT
1	SDG Indicators Metadata Repository	What the number counts and where it stops	§2.a definition, §2.b unit, §4.b limits, §0.g custodian, the Last updated date
2	SDG Global Database	The value	Series code, country, year, value, the Nature flag, the source field
3	SDG API	The same rows, for a script or for Claude	The same fields, by series code and area code
4	SDG Data Contacts	Who to ask when the metadata stops	The focal point and agency for the indicator

The repository page says the metadata set was downloadable "as of 1 October 2026" when I opened it. Data Contacts says it was last updated 22 September 2026. Custodian agencies nominated a focal point for each indicator "concerning questions on definitions, methods of computation, data or other issues".

Worked example: 7.1.1, access to electricity

Metadata 7.1.1, 2026-03-27 edition. Custodian: World Bank Group (§0.g).

SECTION	WHAT IT SAYS
§2.a	"Proportion of population with access to electricity is the percentage of population with access to electricity."
§3.a	"Also, for the sake of consistency in methodology across countries, government and utility data are not considered."
§4.b	The World Bank estimates demand side access rates. "This is different from the supply side access rates usually provided by governments, ministries, etc."
§4.c	Survey values are reported in their original form. The model fills only the missing years

So a ministry connection rate and the 7.1.1 figure can both be right and still differ. The metadata says which one the SDG series holds.

Tab 2, series EG_ACS_ELEC, all areas, 2024. The source field on every row is World Bank.

COUNTRY	2024	NATURE
Ethiopia	56.6 percent	M, modelled
Ghana	91.9 percent	M, modelled
Kenya	77.0 percent	M, modelled
Nigeria	62.5 percent	M, modelled
Rwanda	72.0 percent	C, country data
Senegal	82.9 percent	C, country data

One column, two kinds of number. A dashboard that drops the Nature flag merges them.

The recorded runs: Rwanda, with and without the skill

Same question both times, asked on 2026-10-21: *"What is the latest SDG indicator 7.1.1 (proportion of population with access to electricity) value for Rwanda, for the total, urban and rural population? Give the year and say whether each figure is country data or a model estimate. Answer in at most three sentences."*

	NO SKILL, NO TOOLS (02:44 UTC)	INDICATOR-CARD SKILL AND WEB TOOLS (02:45 UTC)
Year	"about 2022–2023"	2024
Total	"roughly 55–60%"	72.0 percent, country data
Urban	"above 80%"	88.0 percent, country data
Rural	"roughly 45–50%"	65.2 percent, model estimate
Nature	"These are model estimates"	C, C and M

The run without tools said it could not give exact figures from memory and asked me to check the database. The run with the skill matched the database on every value and flagged the urban series: "the 2024 total and urban rows look like a series break rather than a real fall in urban access." It also said it did not open the metadata PDF to confirm the Nature codes. That is the line I check myself.

Project instructions

PASTE INTO CLAUDE

```
Build an indicator card before you give me any value.
Open the four tabs in this order.

1 Metadata   definition 2.a, unit 2.b, limits 4.b, custodian 0.g
2 Database   value, year, Nature flag, source field
3 API        the same rows, by series code and area code
4 Contacts   the focal point, if the metadata leaves it open

Keep C and M apart. A modelled value is not national data.
A survey point after modelled years: write SERIES BREAK.
```

```
No row for the country: NOT IN SOURCE. Never from memory.
Last line: the Last updated date of the metadata you read.
```

2. Two rates, two bases

Both figures are in the Secretary-General's 2026 SDG progress report.

INDICATOR	REPORT LINE	PAGE
3.2.1	"The under -5 mortality rate was 37.4 deaths per 1,000 live births" in 2024	8
3.3.3	Malaria incidence rose "from 59 to 64 cases per 1,000 population at risk" between 2015 and 2024	9

Malaria: the title drops the base

Metadata 3.3.3, 2026-03-27 edition. Custodian: WHO, Malaria and Neglected Tropical Diseases Department (§0.g).

SECTION	TEXT
§0.c Indicator	"Indicator 3.3.3: Malaria incidence per 1,000 population"
§0.d Series	"SH_STA_MALR - Malaria incidence per 1,000 population at risk [3.3.3]"
§2.a Definition	"Incidence of malaria is defined as the number of new cases of malaria per 1,000 people at risk each year."
§2.b Unit	"Cases per 1000 population at risk."

The population at risk is the UN population for the year times the proportion at risk estimated by the national malaria programme at baseline. The same proportion is used for the entire time series (§4.c). The metadata also says the estimated incidence can differ from the incidence a Ministry of Health reports, for example when reporting is incomplete or private facilities are left out (§4.b).

I tested the drafting step. I gave Claude the figure with the base left out, asked 2026-10-21 02:45 UTC: *"The UN Secretary-General's 2026 SDG progress report puts global malaria incidence in 2024 at 64 per 1,000. Write one sentence for a briefing note that states this figure with its unit in full."*

It wrote: "In 2024, global malaria incidence was 64 cases per 1,000 population at risk, according to the UN Secretary-General's 2026 SDG progress report." The base was right. The risk sits with whoever copies the indicator title instead of §2.b.

Under-5 mortality: a probability

Metadata 3.2.1, 2026-03-27 edition. Custodian: UNICEF (§0.g).

"The under-five mortality rate as defined here is, strictly speaking, not a rate (i.e. the number of deaths divided by the number of population at risk during a certain period of time), but a probability of death derived from a life table and

expressed as a rate per 1,000 live births." (§2.a)

Asked the same day whether 37.4 per 1,000 live births can be written as 37.4 of every 1,000 children under five dying in 2024, Claude answered "Not quite" and said the share of all children under five who died that year "would be a lower figure".

The base check

CODE	PER	DIVIDED BY	WHERE IT IS WRITTEN
3.3.3	1,000	population at risk	§2.b, not the title
3.2.1	1,000	live births, as a probability	§2.a
3.7.2	1,000	females in the respective age group	§2.a, 2025-03-28 edition
7.1.1	percent	population	§2.a

Project instructions

PASTE INTO CLAUDE

```
Before any rate goes in my draft, check its base.

1 Open the metadata. Copy the unit in 2.b word for word.
2 Compare it with the indicator title in 0.c.
  Shorter title? Use 2.b and say so.
3 Write the base in full in the sentence:
  64 cases per 1,000 population at risk.
4 Two bases in one table: write BASE MISMATCH, name rows.

Never convert one base into another.
Under-5 mortality is a probability per 1,000 live births.
Do not write it as a share of children under five.
```

3. Spec the dashboard before the first tile

The named example: Rwanda, urban

SDG Global Database, EG_ACS_ELEC, Rwanda. Source field: World Bank.

YEAR	URBAN	NATURE	TOTAL	NATURE
2021	98.0 percent	M	48.7 percent	M
2022	98.0 percent	M	50.6 percent	M
2023	99.9 percent	M	63.9 percent	M
2024	88.0 percent	C	72.0 percent	C

Rural for 2024 is 65.2 percent and modelled. A trend tile draws the urban line as a fall of almost twelve points in one year. The first review question writes itself, and the answer is in the metadata, not in the chart: "results based on real survey data are reported in their original form for all years available. The statistical model is used to fill in data only for years where they are missing" (7.1.1 §4.c). The 2024 values flagged C are survey values. The years before them are model estimates.

I do not know from the database alone why the survey sits below the model. That is a question for the 7.1.1 focal point at the World Bank, listed in SDG Data Contacts.

The rule the database follows

From the metadata repository page: "Please note that no data are published in the Global SDG Indicators Database until the corresponding metadata is approved by the IAEG-SDGs." The database waits for the metadata. A dashboard can wait too.

The one-page spec, filled for the Rwanda tile

FIELD	RWANDA, 7.1.1
Decision	Write the decision this tile informs, in one line
Code	7.1.1, series EG_ACS_ELEC
Unit	Percent (§2.b)
Year	2024, printed on the tile
Nature	Total C, urban C, rural M. Both labels shown
Break	Urban and total: survey year 2024 after modelled years
Limit	"The data are primarily compiled from national household surveys and censuses. But since these are carried out infrequently, it is difficult to understand the ground level trends for short term periods." (§4.b)
Edition	Metadata 7.1.1, Last updated 2026-03-27

Project instructions

PASTE INTO CLAUDE

```
Before you draw any tile, fill this spec for it.
Use only the metadata PDF and the series rows I paste.

Decision  what this tile informs, one line
Code      indicator and series code, from 0.d
Unit      2.b, word for word
Year      one year per tile, printed on the tile
Nature    C or M per value. Mixed? Show both labels
Break     a C value after M years: BREAK, with the year
Limit     one 4.b sentence, quoted
Edition   the Last updated date on page 1

An empty field stays MISSING. No tile until none is.
```

4. Climate M&E in four layers

LAYER	QUESTION IT ANSWERS	OPEN
1 UNFCCC reporting	What must the country report, and how often	The transparency framework and its MPGs, decision 18/CMA.1
2 SDG 13.2.2	Which emissions figure the world sees	Metadata 13.2.2 and the SDG Global Database
3 PCCB	Where the capacity gaps are	The PCCB toolkit to assess capacity gaps and needs
4 UN CC:Learn	Where the team gets trained	UN CC:Learn courses

Layers 1 and 2 meet in one file

Metadata 13.2.2, 2025-12-12 edition. Custodian: United Nations Framework Convention on Climate Change (UNFCCC Secretariat) (§0.g).

- "The BTRs are submitted every two years and include information on GHG emissions, policies and measures, progress towards targets, climate change impacts and adaptation, levels of support and capacity-building needs." (§2.a)
- "Data is limited to Parties that submit their BTRs and CRTs." Developing country Parties have flexibility in scope and level of detail, so their information may be less comprehensive (§4.b)
- "Data available for developing country Parties are usually only for selected years." (§5)

So the capacity-building needs a country states are in its own BTR. Start the assessment there.

Layer 3: two bodies called PCCB

UNSD runs the HLG-PCCB. The UN Statistical Commission created it on 6 March 2015 as the High-level Group for Partnership, Coordination and Capacity-Building for statistics for the 2030 Agenda. It is about statistics, not climate. The climate body is the Paris Committee on Capacity-building, under the UNFCCC, and its toolkit is the one for capacity gaps and needs under the Paris Agreement. Search "PCCB" and you can land on either.

Layer 4: UN CC:Learn

UN CC:Learn is "a collaborative initiative of 36 multilateral organizations working together to help countries build the knowledge and skills they need to take action on climate change". The secretariat is UNITAR.

What Claude said with no tools

Asked on 2026-10-21 at 02:45 UTC which official sources to open first for this assessment, Claude listed the MPGs, the NDC Registry, BTR submissions, review reports, CBIT and PCCB materials and finance portals, and ended with: "Check the dates: Citations and portal structures change, so confirm them on the UNFCCC site before you rely on them." That is a list to check, not a source map.

Project instructions

PASTE INTO CLAUDE

```
I am starting a capacity gap assessment for climate
transparency reporting. Work in four layers, in order.

1 Rules     what the BTR must contain (MPGs, 18/CMA.1)
2 Public    what SDG 13.2.2 holds, for which years
3 Gaps      the PCCB toolkit on capacity gaps and needs
4 Training  UN CC:Learn courses that match each gap

For each gap: the layer, the document and the section.
A gap with no document behind it: UNSOURCED.
PCCB here is the UNFCCC Paris Committee, not HLG-PCCB.
```

Sources

- SDG metadata 7.1.1, 2026-03-27: https://unstats.un.org/sdgs/metadata/files/Metadata-07-01-01.pdf
- SDG metadata 3.3.3, 2026-03-27: https://unstats.un.org/sdgs/metadata/files/Metadata-03-03-03.pdf
- SDG metadata 3.2.1, 2026-03-27: https://unstats.un.org/sdgs/metadata/files/Metadata-03-02-01.pdf
- SDG metadata 3.7.2, 2025-03-28: https://unstats.un.org/sdgs/metadata/files/Metadata-03-07-02.pdf
- SDG metadata 13.2.2, 2025-12-12: https://unstats.un.org/sdgs/metadata/files/Metadata-13-02-02.pdf
- SDG Indicators Metadata Repository: https://unstats.un.org/sdgs/metadata/
- SDG Global Database: https://unstats.un.org/sdgs/dataportal
- SDG API: https://unstats.un.org/sdgapi/swagger/
- SDG Data Contacts: https://unstats.un.org/sdgs/dataContacts/
- Progress towards the Sustainable Development Goals, Report of the Secretary-General, A/81/93-E/2026/73: https://unstats.un.org/sdgs/files/report/2026/secretary-general-sdg-report-2026--EN.pdf
- HLG-PCCB, UNSD: https://unstats.un.org/sdgs/hlg/
- Paris Committee on Capacity-building (PCCB), UNFCCC. The toolkit to assess capacity gaps and needs is listed under its network activities: https://unfccc.int/process-and-

meetings/bodies/constituted-bodies/paris-committee-on-capacity-building-pccb

- UN CC:Learn, About: https://www.uncclearn.org/about/

CLAUDE CHEAT KEYS FOR UN INDICATORS & DASHBOARDS

Indicator Checks

Four checks, four metadata sections, one join rule, one 13.3.1 card. Everything the carousel promised, with the prompts in full.

Sources opened 2026-10-21. Metadata editions are named at each quote. · https://sdgai.org/indicator-checks.html

1. Four checks before a figure goes in a draft

Worked example: indicator 6.1.1, Ghana. Metadata 6.1.1 is the 2024-09-27 edition.

#	CHECK	WHERE IT LIVES	WHAT IT SAYS FOR 6.1.1
1	Definition	Metadata §2.a	Improved source, accessible on premises, available when needed and free from faecal and priority chemical contamination. All three at once
2	Unit	Metadata §2.b	Percent of population. The country value is the minimum of the three ratios (§4.c)
3	Series and year	SDG Global Database	SH_H2O_SAFE, Ghana: 40.2 percent for 2022, 42.9 percent for 2024. Both flagged E, estimated. Source: Joint Monitoring Programme (2025)
4	Custodian	Metadata §0.g	WHO and UNICEF. Compiled by the WHO/UNICEF Joint Monitoring Programme (§3.f)

"Available when needed" means the household reports sufficient water, or water at least 12 hours a day or 4 days a week (§2.a).

The recorded run

Asked on 2026-10-20 at 21:24 UTC, with no tools and no skill: *"What is the latest SDG indicator 6.1.1 value for Ghana?"*

The answer, verbatim in part: "the latest figure I recall for Ghana is about 38% ... for around 2022." It also said it could not confirm whether a newer update had been released.

Matched by year, the database holds 40.2 for 2022. The latest year in the series is 2024, at 42.9. The record of the run is kept in the engine files. The database values were pulled again on 2026-10-21 and the bytes had not changed.

Project instructions

PASTE INTO CLAUDE

```
Before you give me any SDG figure, run four checks.

1 Definition  quote metadata 2.a with the edition date
2 Unit        say what it is a share of, from 2.b
3 Series      series code, country, year and the Nature flag
4 Custodian   name the agency in 0.g

A figure with no year is not a figure. Leave it out.
Never answer from memory. No source open? NOT IN SOURCE.
Two years available? Give both. Do not call either one latest.
Last line: what I still have to check myself.
```

Why a ministry figure can differ from the database: JMP fits a regression over all data points, while some national estimates use the most recent data point, and population figures can differ too (6.1.1 metadata, section 6, Comparability).

2. Four metadata sections that hold the limits

SECTION	FIELD CODE	WHAT IT ANSWERS
§2.a Definition and concepts	STAT_CONC_DEF	What the number counts
§4.b Comment and limitations	REC_USE_LIM	The custodian's own caveats
§4.f Treatment of missing values	IMPUTATION	What a blank or a zero means
§4.g Regional aggregations	REG_AGG	Whether a regional figure exists at all

The same section numbers and field codes appear in the 3.1.1, 4.7.1 and 6.1.1 files.

What they say

SECTION	FILE	TEXT
§2.a	4.7.1	"It measures government intentions and not necessarily what is implemented in practice in schools and classrooms."
§4.b	4.7.1	The Survey is based on self-reporting by government officials. Countries are asked to send supporting documents
§4.f	4.7.1	Unknown and blank answers are treated as zeros. Over 50 percent of a question missing and the component score is not calculated, it is reported as not available
§4.g	4.7.1	"Regional aggregates are not calculated."
§4.g	6.1.1	Each element is a population-weighted average. The regional value is the minimum of the three elements, or of two if accessibility or availability is missing
§4.f	6.1.1	"Imputed country estimates are not published and only used for aggregation."
§4.g	3.1.1	"Regional aggregations are calculated by aggregating the national-level estimates." Countries are weighted by live births

The stamp is not the same in every file

FILE	TEMPLATE FORMAT VERSION	LAST UPDATED
4.7.1	1.1	2026-03-27, printed on all 17 pages
13.3.1	1.1	2026-03-27, the 4.7.1 file with its target and indicator lines changed
3.1.1	1.1	2025-11-04
6.1.1	1.0	2024-09-27

Project instructions

PASTE INTO CLAUDE

```
From the metadata PDF I paste, copy four sections word for word.

2.a  Definition and concepts
4.b  Comment and limitations
4.f  Treatment of missing values
4.g  Regional aggregations

Put the section number in front of each. Do not summarise.
A section with separate parts (Survey, Greening): keep both,
labelled. First line: the Last updated date and the template
format version printed on page 1.
A section that is empty or not applicable: show it as it is.
```

When the four sections do not answer it, SDG Data Contacts lists a focal point per indicator for questions on definitions, methods of computation and data (page last updated 22 September 2026).

3. Same 42 days, two different counts

Metadata 3.1.1, 2025-11-04 edition.

TERM	WINDOW	CAUSE
Maternal death	While pregnant or within 42 days of termination of pregnancy	Related to or aggravated by the pregnancy or its management. Not unintentional or incidental causes (§2.a)
Pregnancy-related death	The same 42 days	Irrespective of the cause of death (§2.a)

The custodian does not use pregnancy-related data as they are. Incidental or accidental deaths are 10 percent of pregnancy-related deaths (excluding HIV-related deaths) in sub-Saharan Africa and 15 percent in other low- and middle-income countries, and the estimates adjust for this (§4.e).

Three measures, three denominators (§4.b)

MEASURE	DIVIDED BY
MMR	100,000 live births in the same period
MMRate	Person-years lived by women of reproductive age
PM	All deaths among women aged 15 to 49

The SDG API carries the unit code PER_100000_LIVE_BIRTHS on every MMR record. The rule for which deaths count is only in §2.a.

Project instructions

PASTE INTO CLAUDE

```
Before I put two maternal death figures in one series,
read metadata 3.1.1 section 2.a and tag each source:

  MATERNAL           cause related to or aggravated by pregnancy
  PREGNANCY-RELATED  any cause, same window
  UNCLEAR            the source does not say

Two different tags in one series: write JOIN BLOCKED, name rows.
Check the base. MMR is per 100,000 live births. Anything else,
say so. Do not convert one definition into the other.
Last line: the question for the WHO focal point.
```

The custodian for 3.1.1 is WHO, Department of Sexual and Reproductive Health and Research (§0.g).

4. A 13.3.1 card, built before the value

13.3.1 has a file of its own, Metadata-13-03-01, and it is the 4.7.1 file. Only the target and indicator lines differ, and its §0.a still reads Goal 4. Both are the 2026-03-27 edition, so every section below reads the same in either file.

LINE	WHAT THE METADATA SAYS	SECTION
Codes	4.7.1, 12.8.1 and 13.3.1. All eight series carry the tag [4.7.1,12.8.1,13.3.1]	§0.d, §0.f
Measures	Government intentions, as reported by officials	§2.a
Where	Greening is captured under the Curricula component	§4.a
Built from	13 keywords: 4 environment and sustainability, 5 climate change, 4 biodiversity, in grade 3, 6 and 9 science and social science curricula and national curriculum frameworks	§3.a
Score	One Greening Curriculum Index, environment and sustainability weighted 50 percent, climate change and biodiversity each weighted at 25 percent. The four Survey components are not combined	§4.c
Limit	"As it is based on counts of keywords, it does not capture how these keywords are used."	§4.b

LINE	WHAT THE METADATA SAYS	SECTION
Partial	Three of four document types: the value carries a Partial Data qualifier	§4.f
Regional	"Regional aggregates are not calculated."	§4.g
Years	Greening data refer to 2023-2024. Collection is expected to be annual	§3.c, §5

Project instructions

PASTE INTO CLAUDE

```
Build an indicator card for 13.3.1 from the metadata I paste.
Metadata first. Do not read any value until the card is done.

1 Codes     the code and every code it shares, from 0.f
2 Measures  quote the 2.a sentence that limits the claim
3 Score     which score I cite, and its rule from 4.c
4 Limit     quote 4.b for that same score
5 Regional  quote 4.g. If none, write NO REGIONAL FIGURE
6 Edition   the Last updated date from page 1

An outcome sentence the card cannot support: OVERCLAIM, and why.
```

Sources

- SDG metadata 6.1.1, 2024-09-27: https://unstats.un.org/sdgs/metadata/files/Metadata-06-01-01.pdf
- SDG metadata 3.1.1, 2025-11-04: https://unstats.un.org/sdgs/metadata/files/Metadata-03-01-01.pdf
- SDG metadata 4.7.1, 2026-03-27: https://unstats.un.org/sdgs/metadata/files/Metadata-04-07-01.pdf
- SDG metadata 13.3.1, 2026-03-27, file Metadata-13-03-01 in the SDG metadata repository: https://unstats.un.org/sdgs/metadata/
- SDG Global Database: https://unstats.un.org/sdgs/dataportal
- SDG Data Contacts: https://unstats.un.org/sdgs/dataContacts/

CLAUDE CHEAT KEYS FOR UN WORK

The Source Order

Four steps, four blocks, three columns, four branches. Everything the carousels promised, with the prompts in full and the recorded answers.

Sources opened 2026-10-21. Metadata editions and decision dates are named at each quote. · https://sdgai.org/source-order.html

1. Four steps, and the value is the third

STEP	QUESTION	WHERE	WHAT YOU MAY DO WITH IT
1 Frame	What we agreed to measure	SDG Indicators Home	Name the code and title. No value
2 Define	What the number counts	Metadata Repository, one PDF per indicator	Quote it with § and the edition date
3 Value	The figure itself	Global Database	Cite it, with series code, year and Nature flag
4 Place	What it means here	UN Data Commons for the SDGs	Read it. Never the cited figure

Why the order is not a habit

The UNSD Metadata Repository page states it directly: "Please note that no data are published in the Global SDG Indicators Database until the corresponding metadata is approved by the IAEG-SDGs." The same page says the timeline for review and approval can span up to 12 weeks or more. Definition comes before value because that is the order the value went through to reach the database.

The complete metadata set on that page is dated as of 1 October 2026. The file name is fixed: `Metadata-<goal>-<target>-<indicator>.pdf`, two digits each, zero padded. The Sources list below has three. Give Claude that URL. Do not ask it to find one.

The recorded run

Asked on 2026-10-21 at 02:46 UTC, with no tools: *"What is the latest SDG indicator 4.7.1 value for Kenya?"*

The answer opened with "I don't know a specific published 4.7.1 value for Kenya, and I won't make one up." It closed with "For the latest figure, check the UNESCO Institute for Statistics data browser or the UN SDG Global Database."

It did not invent a number. It still sent me to look for one figure. The 4.7.1 metadata (2026-03-27 edition) lists 8 series under that code in §0.d:

SURVEY COMPONENT, SE_GCEDESD_	GREENING SCORE, SE_SGE_
NEP national education policies	ENVSUST environment and sustainability
CUR curricula	CLIMCH climate change
TED teacher education	BIODIV biodiversity
SAS student assessment	OVERALL all three areas

§4.c: "The component scores all lie between zero and one and are presented as a dashboard of four scores. They are not combined to create a single overall score for the indicator." §2.a: "It measures government intentions and not necessarily what is implemented in practice in schools and classrooms."

The 6.1.1 catch, in §4.c and §4.g

Metadata 6.1.1, 2024-09-27 edition. §4.c: "To calculate the proportion of the population using safely managed drinking water services, three ratios must be calculated". The country value is the minimum of the three. §4.g applies the same rule to regions: the value is calculated "by taking a minimum of the three elements, or of two elements if either accessibility or availability is missing." Read the value first and it looks like an average.

Project instructions

PASTE INTO CLAUDE

```
Work in this order. Do not skip a step.

1 FRAME   indicator code and official title
2 DEFINE  quote metadata 2.a with the edition date
3 VALUE   series code, country, year, Nature flag
4 PLACE   one line of context, never the cited figure

Asked for a value before 2 is quoted? Quote 2.a first.
One code with several series? List them all. Pick none.
Could not open a source? NOT ACCESSIBLE. Leave the gap.
```

2. Four blocks, and what each one permits

BLOCK	WHAT IT HOLDS	WHERE	PERMISSION
1 Framework	Codes, titles, targets	SDG Indicators Home	Name it. No value
2 Methodology	What the number counts	Metadata Repository	Quote with § and date
3 Values	The figure	Global Database, SDG API	Cite it
4 Context and owner	Background, and who to ask	Data Commons, Data Contacts	Read it. Never cite it

Block 1. The global indicator framework was adopted by the General Assembly on 6 July 2017, in the resolution on the work of the Statistical Commission pertaining to the 2030 Agenda.

Block 3 has values you never see. 6.1.1 §4.f: regional and global estimates are calculated when non-imputed data cover at least 30 percent of the population using improved drinking water sources in the region. "Imputed country estimates are not published and only used for aggregation."

Block 4 has a person. UNSD Data Contacts lists a focal point for each indicator, nominated by the custodian, for questions on definitions, methods of computation and data. The page gives its next planned major update as December 2026.

The recorded run: placing a link

Asked on 2026-10-21 at 02:46 UTC, with no tools, using the prompt below and the UNICEF SDG data page. The answer in part:

> "**Block: 4 Context.** I'm going from memory and haven't opened the page." "**May I cite a number from it? Only alongside Block 3.**" "**NOT OFFICIAL?** No. UNICEF is a UN agency and a formal SDG custodian for those indicators, so this counts as an official source."

It said it had not opened the page. The block call matches how I use thematic portals. I compare against them and cite the Global Database.

Prompt

PASTE INTO CLAUDE

```
Here is a source someone sent me. Place it in exactly one block:
  1 Framework    what we agreed to measure
  2 Methodology  what the number counts
  3 Values       the figure itself
  4 Context      background, or who owns it

Then answer two things:
  - may I cite a number from it? yes / no / only alongside Block 3
  - if it is not an official UN or custodian source, say NOT OFFICIAL and stop.

<paste the link>
```

3. The acronym map, three columns

Column 1 is the acronym as your team writes it. Column 2 is the official expansion, quoted. Column 3 is what it means for your team, and only you can fill it.

ACRONYM	OFFICIAL EXPANSION	WHAT IT MEANS FOR US	SOURCE
PCCB	Paris Committee on Capacity-building	Climate side	Decision 1/CP.21, paragraph 71
HLG-PCCB	High-level Group for Partnership, Coordination and Capacity-Building for statistics for the 2030 Agenda	Statistics side, created 6 March 2015 by the Statistical Commission	UNSD HLG-PCCB page
ACE	Action for Climate Empowerment	Article 12 of the Paris Agreement	Decision 17/CMA.1, paragraph 1
BTR	biennial transparency report	First one due by 31 December 2024	Decision 18/CMA.1, paragraph 3
MMR	maternal mortality ratio	Per 100 000 live births, SDG 3.1.1	Metadata 3.1.1 §4.b

One acronym, two decisions. The BTR deadline sits in 18/CMA.1, paragraph 3. The biennial part of the name comes from 1/CP.21, paragraph 90: Parties "shall submit the information" referred to in Article 13 "no less frequently than on a biennial basis", with discretion for least developed countries and small island developing States.

One pair, two denominators. 3.1.1 §4.b, 2025-11-04 edition: "The maternal mortality ratio (MMR) is defined as the number of maternal deaths during a given time period per 100 000 live births during the same time period." And: "By contrast, the maternal mortality rate (MMRate) is calculated as the number of maternal deaths divided by person-years lived by women of reproductive age."

The recorded runs

Asked on 2026-10-21 at 02:46 UTC, no tools: *"In UN work, what does PCCB stand for?"* The answer named one body: "PCCB stands for the Paris Committee on Capacity-building, which was set up to address gaps and needs in developing countries' capacity to implement the Paris Agreement." The statistics side has its own HLG-PCCB.

Asked on 2026-10-21 at 02:47 UTC, no tools, with the map prompt and BTR, ACE, PCCB, MMR. It marked MMR VERIFY and wrote: "I think this is the EU Monitoring Mechanism Regulation, Regulation (EU) No 525/2013, which the Governance Regulation (EU) 2018/1999 later replaced." The maternal mortality ratio was not on its list.

Asked again on 2026-10-22 at 14:37 UTC with one added line, "We work on SDG indicators and the Paris Agreement." This time it split MMR into two rows, one of them "Maternal mortality ratio (SDG indicator 3.1.1)". PCCB still came back as one row, the Paris Committee on Capacity-building. The context line fixed one row and not the other, so column 2 still gets checked against the page.

Project instructions

PASTE INTO CLAUDE

```
Build a three-column acronym map for my team.

1 Acronym             as we write it
2 Official expansion  as the agency writes it, and which agency
3 What it means here  leave blank, I fill this

We work on SDG indicators and the Paris Agreement.
Column 2 not quotable from an official page? VERIFY.
```

```
Same letters in two regimes? Both rows, label each.
No acronym I did not give you.
```

4. Four climate branches, and Education first

For climate education officers. Two branches are two halves of the same report.

BRANCH	WHAT IT SETTLES	WHERE IT STARTS
1 Education	What is measured, and the frame	UNESCO ESD page, metadata 13.3.1
2 Process	What is owed under the Paris Agreement	Article 12, decision 17/CMA.1
3 Capacity	Gaps and needs	Paris Committee on Capacity-building, 1/CP.21 paragraph 71
4 Learning	Courses that build the skills	UN CC:Learn course catalogue

Education, the SDG half. UNESCO: "Education for sustainable development is an integral element of SDG target 4.7." The indicator is 13.3.1. Its metadata (Last updated 2026-03-27) opens with "Target 13.3: Improve education, awareness-raising and human and institutional capacity on climate change" and carries the same §2.a sentence as 4.7.1: it measures government intentions and not necessarily what is implemented in practice in schools and classrooms. "Regional aggregates are not calculated."

Process, the Paris half. Decision 17/CMA.1, adopted on 15 December 2018, recalls Article 12 of the Paris Agreement on climate change education, training, public awareness, public participation and public access to information. Paragraph 1: work under Article 12 "will also be referred to as Action for Climate Empowerment". Paragraph 3: the focal points nominated under Article 6 of the Convention also serve as the Action for Climate Empowerment focal points.

The seam is written down. The same decision acknowledges "the importance of linkages between activities taken to support Article 6 of the Convention, Article 12 of the Paris Agreement and the Sustainable Development Goals".

Why Education first. The 13.3.1 definition limits every results sentence that follows it. Read Process second so the Article 12 commitments are measured against what 13.3.1 can show.

Learning, with a date. The UN CC:Learn course catalogue showed 66 results in English when I checked on 2026-10-21. Counts move. Keep the date or drop the number.

The recorded run

Asked on 2026-10-21 at 02:47 UTC, no tools: *"I am a climate change education officer in a UN country office. Which one official document should I read first, and why?"* It answered the Paris Agreement, and: "Article 12 on climate change education, training, public awareness and access to information is the legal basis for your role. Read it alongside the UNFCCC's Action for Climate Empowerment (ACE) framework, which turns that article into practice." Correct for the Paris half. 13.3.1 was not in the answer.

Project instructions

PASTE INTO CLAUDE

```
My role: ____
My task this week: ____

Use these four branches only.
  1 Education  UNESCO ESD, SDG 13.3.1 metadata
  2 Process    Paris Agreement Article 12, ACE
  3 Capacity   Paris Committee on Capacity-building
  4 Learning   UN CC:Learn

Which branch answers my task, and which can I skip?
Reading order inside it, 3 items at most.
Task touches 13.3.1 and Article 12? Name both.
Branch 1 says what is intended. Never use it as
evidence of what a country did.
```

5. Before you send

- ☐ Every metadata quote carries a § number and the edition date.
- ☐ The value has a series code, a year and a Nature flag.
- ☐ No figure came from Data Commons or from a thematic portal used in place of the Global Database.
- ☐ No regional figure is read as an average unless the metadata says it is one.
- ☐ Every acronym with two regimes has both rows, labelled.
- ☐ Any course count or list length carries the date it was checked.
- ☐ Nothing from the Education branch is written as evidence of what a country did.

This guide covers order and permission. It does not choose the right indicator for your report, and it does not replace the custodian focal point.

Sources

- SDG Indicators Home: https://unstats.un.org/sdgs
- SDG Indicator Metadata Repository: https://unstats.un.org/sdgs/metadata/

- SDG metadata 4.7.1, 2026-03-27: https://unstats.un.org/sdgs/metadata/files/Metadata-04-07-01.pdf
- SDG metadata 6.1.1, 2024-09-27: https://unstats.un.org/sdgs/metadata/files/Metadata-06-01-01.pdf
- SDG metadata 3.1.1, 2025-11-04: https://unstats.un.org/sdgs/metadata/files/Metadata-03-01-01.pdf
- SDG Global Database: https://unstats.un.org/sdgs/dataportal
- SDG Data Contacts: https://unstats.un.org/sdgs/dataContacts/
- HLG-PCCB: https://unstats.un.org/sdgs/hlg/
- Decision 1/CP.21, FCCC/CP/2015/10/Add.1: https://documents.un.org/doc/undoc/gen/g16/015/38/pdf/g1601538.pdf
- Decisions 17/CMA.1 and 18/CMA.1, FCCC/PA/CMA/2018/3/Add.2: https://documents.un.org/doc/undoc/gen/g19/107/79/pdf/g1910779.pdf
- UNESCO, Education for sustainable development: https://www.unesco.org/en/sustainable-development/education/need-know
- UN CC:Learn courses: https://www.uncclearn.org/courses/