

## **Agreement for Expert Review Services**

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) has invited you to participate as an expert in the technical review of the greenhouse gas inventories of Parties included in Annex I to the Convention (Annex I Parties) (the “review”). Your service as an expert reviewer is requested on the basis of your expertise in greenhouse gas inventories, and will help to ensure that the Conference of the Parties (COP) has accurate and reliable information on greenhouse gas emissions. Reviews are conducted under the authority of the Subsidiary Body for Scientific and Technological Advice and the auspices of the UNFCCC, as set out in decision 2/CP.1, and in accordance with the guidelines for review of greenhouse gas inventories adopted by decision 19/CP.8 (FCCC/CP/2002/8).

The COP, by its decision 12/CP.9, decided that, beginning in 2004, all members of expert review teams participating in the technical review of greenhouse gas inventories from Annex I Parties shall be required to sign this agreement for expert review services, prepared based on the elements included in annex III to that decision (FCCC/CP/2003/6/Add.1). Your participation in the review is subject to the terms and conditions set forth below.

### **Conduct in the review**

1. The expert shall use the UNFCCC reporting guidelines on annual inventories, adopted by decision 18/CP.8, and the Revised 1996 Intergovernmental Panel on Climate Change (IPCC) Guidelines and IPCC good practice guidance as the bases for the technical review of inventories, following the procedures and deadlines for each stage as set out in the inventory review guidelines, under the direction of the Convention secretariat.
2. In conducting review activities, the expert shall perform duties in an objective, neutral and professional manner and serve in the best interest of the Convention. The expert shall notify the secretariat of any known potential conflict of interest relating to a specific review activity in which the expert has been invited to participate.
3. The expert shall work cooperatively with other review team members, in particular lead reviewers and other experts working in the same subsector, with a view to achieving consensus in decision-making within the expert review team. If, under exceptional circumstances, consensus cannot be reached within an expert review team, lead reviewers from other expert review teams may be asked to work cooperatively with a team to assist it in achieving consensus.
4. The expert will be advised of the time requirements and deadlines for the review process, and will do everything in his or her power to meet these deadlines. If, due to unforeseen circumstances, the expert is not able to perform his or her review duties in the time allotted for them, he or she shall notify the secretariat, lead reviewers of the team and other members of the team as soon as possible.

### **Information provided during the review**

5. Information provided by Parties under review and by the secretariat is provided for the sole purpose of the inventory review and shall not be used by expert review team members for purposes other than the inventory review. In this regard, the expert shall not disclose any information acquired during the review before finalization and publication of the inventory review report; and shall not disclose any non-published information acquired during the review without the express agreement of the Party concerned and the secretariat. Further, the expert shall not disclose information about the review, including any findings, or the status of internal procedures, to anyone except the Party concerned, the secretariat, members of the review team and, as necessary, other lead reviewers, while the review is being conducted.

6. The expert has an obligation to protect any confidential information provided in the course of the review both during and after the term of service. If the expert is specifically authorized to handle confidential inventory information, he or she shall adhere to established UNFCCC procedures for treatment of this information, as instructed by the secretariat. In this case, the expert shall be informed by the secretariat that he or she may be personally liable and shall be informed by the secretariat of the potential consequences, including legal consequences, that may arise from disclosure of the confidential information by the expert. The expert shall notify the secretariat of any known potential conflict of interest relating to specific confidential information submitted by the Annex I Party being reviewed before the information is viewed.

### **Consequences**

7. Failure to comply with the conditions of this agreement may result in the expert's removal from the review.

### **Recognition**

8. Upon request, the secretariat will provide a letter of recognition for services to experts who have participated in a review in accordance with the terms and conditions of this agreement, with a copy to the national focal point.

### **Acknowledgement**

Please acknowledge your agreement with the terms and conditions for your participation in the review process by signing, dating and returning to the UNFCCC secretariat a copy of this agreement.

For the secretariat of the United Nations Framework Convention on Climate Change

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledged and agreed:

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_