

**UNFCCC procedures to implement
the Code of Practice for the Treatment of Confidential Information in the
Technical Review of Greenhouse Gas Inventories from Parties included in
Annex I to the Convention**

1. The secretariat will follow the “Code of practice for the treatment of confidential information in the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention” as agreed by the COP at its ninth session.
2. Independent of the “Code of practice for the treatment of confidential information in the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention”, all secretariat staff are subject to United Nations regulations and standards of conduct, even after termination of the employment contract. This contains specific provisions that prohibit staff from disclosing information made known to them in their official role.
3. The secretariat will establish the following internal procedures to implement the code of practice:
 - a. The manager of the Inventories sub-programme is responsible for ensuring proper receipt, storage and handling of confidential information.
 - b. Only authorized personnel will have access to the location. The confidential information will be stored in a secure, locked cabinet. The secretariat will store the confidential information in a locked filing cabinet. This will only be used to store confidential information.
 - c. Confidential information will only be accepted in hard copy from Parties, in accordance with the code of practice. The information will not be entered in the GHG database, to avoid possible disclosure of confidential information.
 - d. All documents submitted from Parties with confidential information will be marked clearly as “Confidential” on a separate cover page.¹
 - e. The secretariat will establish a logging system for tracking the receipt and handling of confidential documents. The system will record the date when the information is received, the Party that submitted the information and assign a log number to the document. In addition, the system would track sign out and return of confidential documents by authorized personnel.
 - f. All staff of the Inventories sub-programme, will be given instruction on correct procedures for handling confidential information.

¹ It is expected that Parties will submit confidential information with labels marking it as such on all pages.

- g. Individual staff will be authorized to access confidential information on a need-to-know basis, i.e., the staff member responsible for coordinating the review of the Party concerned.
- h. Staff who are authorized to access confidential documents will ensure that the documents are never left unattended in an empty office. If confidential information must be transported to an external location, for example during a centralized review conducted in a separate building, the staff member shall ensure that the document is under his or her supervision at all times, and in a sealed envelope.
- i. All inventory expert reviewers will have agreed to follow the code of practice and these procedures through the “Agreement for expert review services”. Access of individual experts to specific confidential information will be authorized on a need-to-know basis, e.g. the reviewer(s) responsible for the IPCC sector where there is confidential information, and the lead reviewers for that team. Access of expert reviewers to confidential documents will only be permitted under the supervision of the responsible programme officer, designated in sub-paragraph g above.
- j. The manager of the Inventory sub-programme will verify that each reviewer (with need to know) has no disclosed conflict of interest with regard to confidential information, in line with the “Agreement for expert review services”, before providing authorization for that expert to access to that information. Reviewer will not be placed on a particular team if there is a known conflict of interest with regard to the specific confidential information.
- k. Under no circumstances will experts be allowed to copy confidential information, or review it away from secretariat supervision.
- l. Confidential information will not be sent to expert review teams in a desk review.
- m. During an in-country inventory review, access to confidential inventory information may be provided to authorized members of the ERT at the discretion of the Party concerned, and in accordance with that Party’s procedures. If the Party provides such access, the ERT should make every effort to clarify any issues related to confidential information during the visit, as the ERT will not have access to the confidential information after the visit.
- n. During a centralized reviews the secretariat shall provide authorized members of the ERT with access to relevant confidential information in accordance with these procedures. The ERT will not have access to any confidential information after the week of the centralized review.