

Improvements to the Review Process

Technical Review Report Preparation

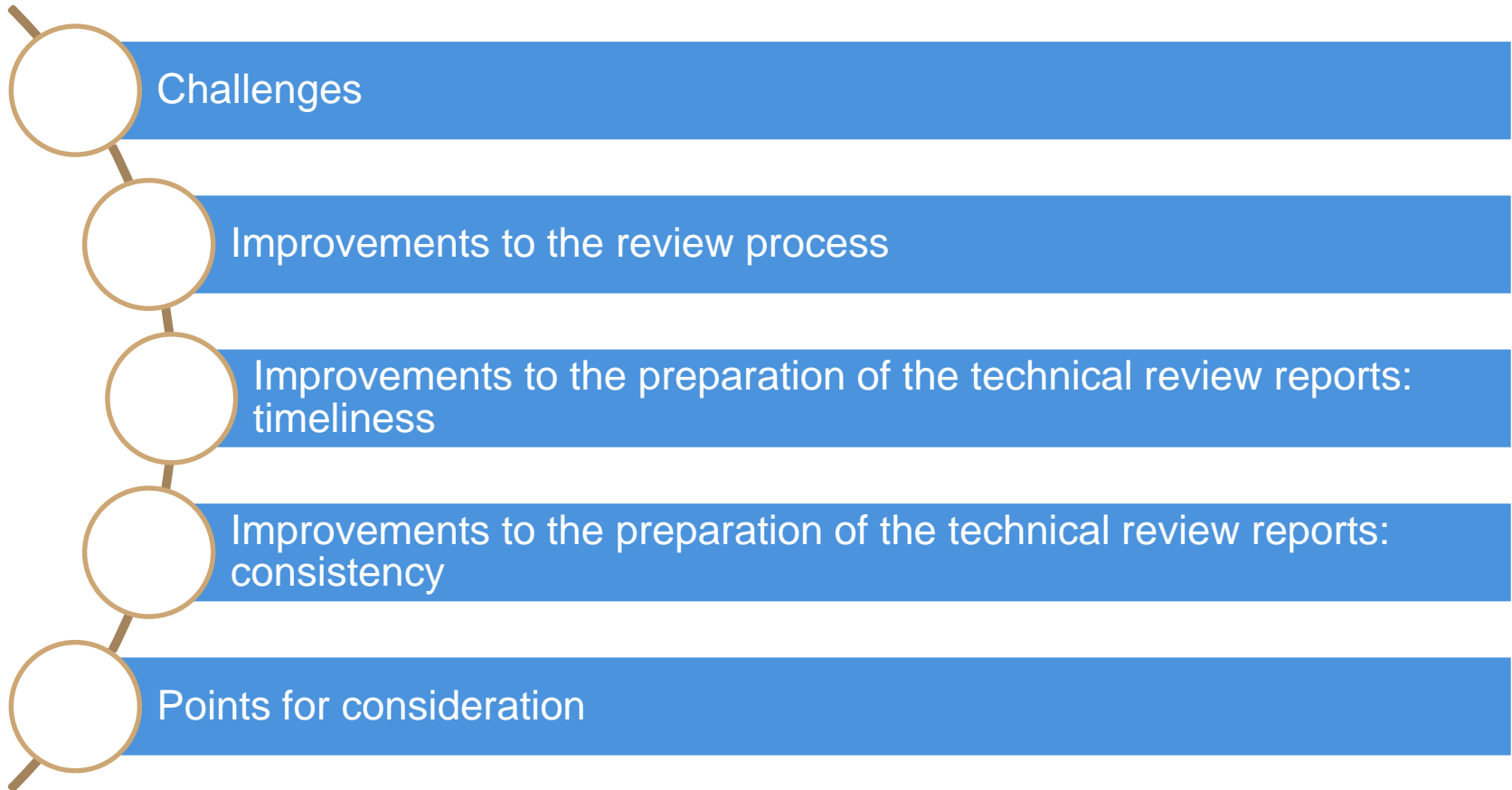
3rd BRs and NCs lead reviewers meeting



Sylvie Marchand, Nalin Srivastava
Mitigation Data Analysis programme, UNFCCC secretariat

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Outline of the presentation



Challenges

Challenges:

- Review reports have to be **published within 16 weeks**, as mandated by the UNFCCC review guidelines. (Decision 13/CP.20)
- Review reports have to be **published at least 3 months before a multilateral assessment**.
- **Increased visibility and scrutiny** by Parties and other stakeholders, including the media, emphasizing the need for more consistency across Parties...



Improvements to the review process

The **secretariat** organizes and coordinates reviews and **shall**:

- **develop review tools and materials** and templates for review reports under the guidance of the lead reviewers. (Annex to decision 13/CP.20, para. 48)
- together with the lead reviewers, **compile and edit the final review reports**. (Annex to decision 13/CP.20, para. 50)

The secretariat undertook analysis and actions to improve the review process at all stages of the review cycle:

- Streamlining of overall review process
- Review tool improvements (IT and non-IT)
- BR VTR
- Formal training of experts and examination



Improvements to the preparation of the technical review reports: timeliness

Adopt a stepwise approach and standard procedures for the preparation of review reports.

- 1) General streamlining of process: improved workflow to remove duplication (number of back and forth between stakeholders)
- 2) Front-loading of drafting process with first complete draft (HOD) by end of review week
- 3) Well defined schedule with weekly milestones (deliverables) from the end of the review week (first complete draft) until week 16 (final publication)

Half order draft



Improvements to the preparation of the technical review reports: timeliness

- 4) Description of roles and responsibilities at each milestone (stepwise guide), in line with the review guidelines
- 5) Supporting greater involvement of LRs and experts in the process
- 6) Non-IT tools: checklist of reporting requirements, template improvements



Mandate related to consistency of the review reports (13/CP.20):

LRs should ensure:

- *that the **reviews** [...] are **performed** according to the relevant review guidelines and **consistently across Parties**.*
- the quality and objectivity of the thorough and comprehensive technical examinations in the reviews and **provide for the continuity, comparability and timeliness of the reviews**. (*Annex to decision 13/CP.20, para. 42*)



Actions and tools to help LRs to fulfil their review mandate of ensuring consistency across all TRRs:

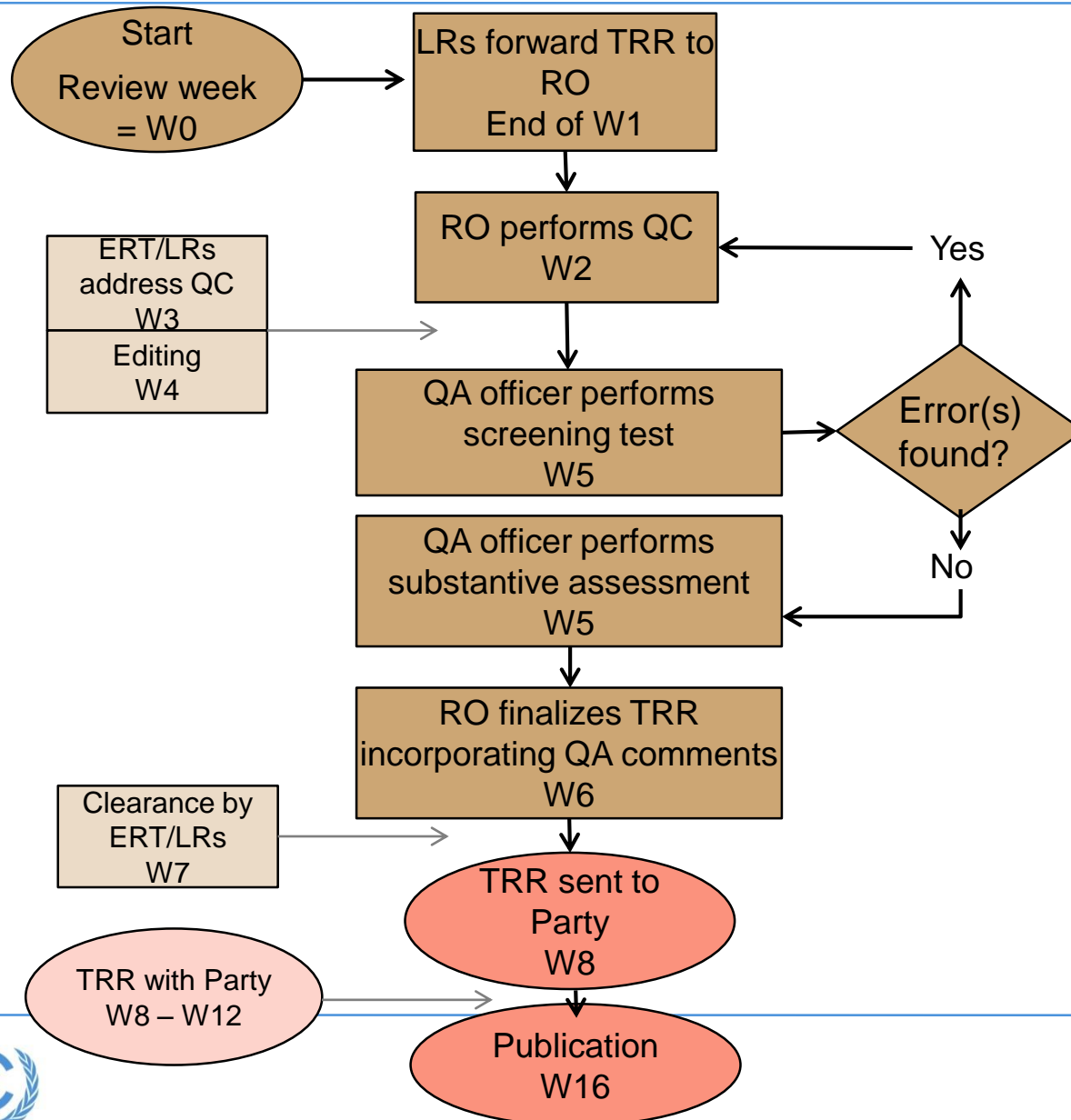
- 1) Training of experts for the review of NCs and BRs*
- 2) RPG (mandate from the review guidelines)*
- 3) More elaborated and specific review report template*
- 4) QC and QA steps as part of the TRR preparation to help ensure consistency*
- 5) QC checklist: a tool to help ensure consistency across TRRs. Based on BR reporting and review guidelines as well as LRs conclusions and RPG*



The secretariat [...] shall summarize information on issues raised in the reviews to facilitate the work of lead reviewers in fulfilling their task to ensure consistency in the reviews across Parties.

Annex to decision 13/CP.20, para. 51

Quality control and quality assurance steps



Quality control checklist

		QC check conducted	Remarks
A. Timeliness of the BR submission			
1.A.i	The dates of submission and resubmissions of the BR and the BR CTF tables are included in the TRR.	<input type="checkbox"/>	
1.A.ii	All relevant information provided by the Party explaining a delay is included. There is a recommendation for a delayed submission.	<input type="checkbox"/>	
A. Completeness of the TRR and its consistency with the template			
1.B.i	The TRR includes all sections and sub-sections of the template that are relevant for the Party under review.	<input type="checkbox"/>	
1.B.ii	The sections and sub-sections of the TRR follow the order in which they appear in the template.	<input type="checkbox"/>	
1.B.iii	Footnotes and notes to tables are completed with Party-specific information including additional notes/footnotes as necessary.	<input type="checkbox"/>	
1.B.iv	Additional sources of information used for tables and the projections graph (other than those already provided in the template's footnotes to tables and figure) are clearly included in a footnote to the table or to the projections graph.	<input type="checkbox"/>	
1.B.v	The names of experts are correctly provided. These should first be checked against the roster of experts and double-checked with the experts themselves.	<input type="checkbox"/>	
1.B.vi	The name of the Party's provider of information is included (Annex, part B of the TRR).	<input type="checkbox"/>	
1.B.vii	The list of documents (Annex, part A of the TRR) is included and complete (i.e. all the relevant documents used by the ERT that were provided by the Party are included).	<input type="checkbox"/>	
1.B.viii	All the issues of completeness and transparency identified in the ERT checklists relating to the reporting requirements for BRs are addressed in the TRR.	<input type="checkbox"/>	
1.B.ix	All the issues in table 1 are cross-referenced to the relevant paragraphs in the text.	<input type="checkbox"/>	
1.B.x	All the recommendations in the text are also included in the list of recommendations at the end of the Conclusions chapter along with references to the relevant paragraphs.	<input type="checkbox"/>	
1.B.xi	There are no recommendations included in the paragraphs in the conclusions section of the Conclusions chapter.	<input type="checkbox"/>	
A. Accuracy and relevance of findings and recommendations/encouragements			
1.C.i	<p>The following items in the TRR have been verified against the relevant source of information (e.g. the BR itself, presentations by the Party, other official government information publicly available, or websites or documents of an international organization of which the Party is a member and to which it reports information (UN, OECD, IEA, EU, etc.)) and are accurate, sound and replicable, as appropriate (e.g. percentages calculated by the ERT as part of its technical assessment):</p> <ul style="list-style-type: none"> Factual qualitative and quantitative information has been checked against its source so as to make sure that it is not incorrectly reproduced in the TRR (national circumstances, PaMs, GHG emissions, financial data, etc.) Additional information included by the ERT (factual information not included in the BR submission that is either researched or estimated by the ERT independently as part of their technical assessment of the implementation of the related aspect of the Convention ERT's findings (conclusions provided by the ERT as a result of its review) <p>Note: It is generally not required to check the underlying source(s) of information for facts and figures reported in the BR submission except when there is an obvious error in which case clarification should be sought from the Party.</p>	<input type="checkbox"/>	
1.C.ii	The ERT's recommendations/encouragements are relevant (checked for appropriateness against the reporting requirements for	<input type="checkbox"/>	

Points for consideration

Timeliness

- Specific actions by LRs to ensure that first draft is completed by end of review week? (e.g. No new questions asked after Wednesday 12:00 am?)
- Specific actions by LRs to ensure Final TRR is published within 16 weeks?
- Other actions by the secretariat?

Consistency:

- Specific actions by LRs to ensure consistency across Parties?
- Quality control checklist to LRs to guide their assessment of consistency?
(Checks against the RPG are included in the QC checklist)
- Other actions by the secretariat?



Thank you!

