

# Centralized review of BRs – efficiency and consistency of the review process, based on experience from BR1 review

3<sup>rd</sup> BRs and NCs lead reviewers meeting

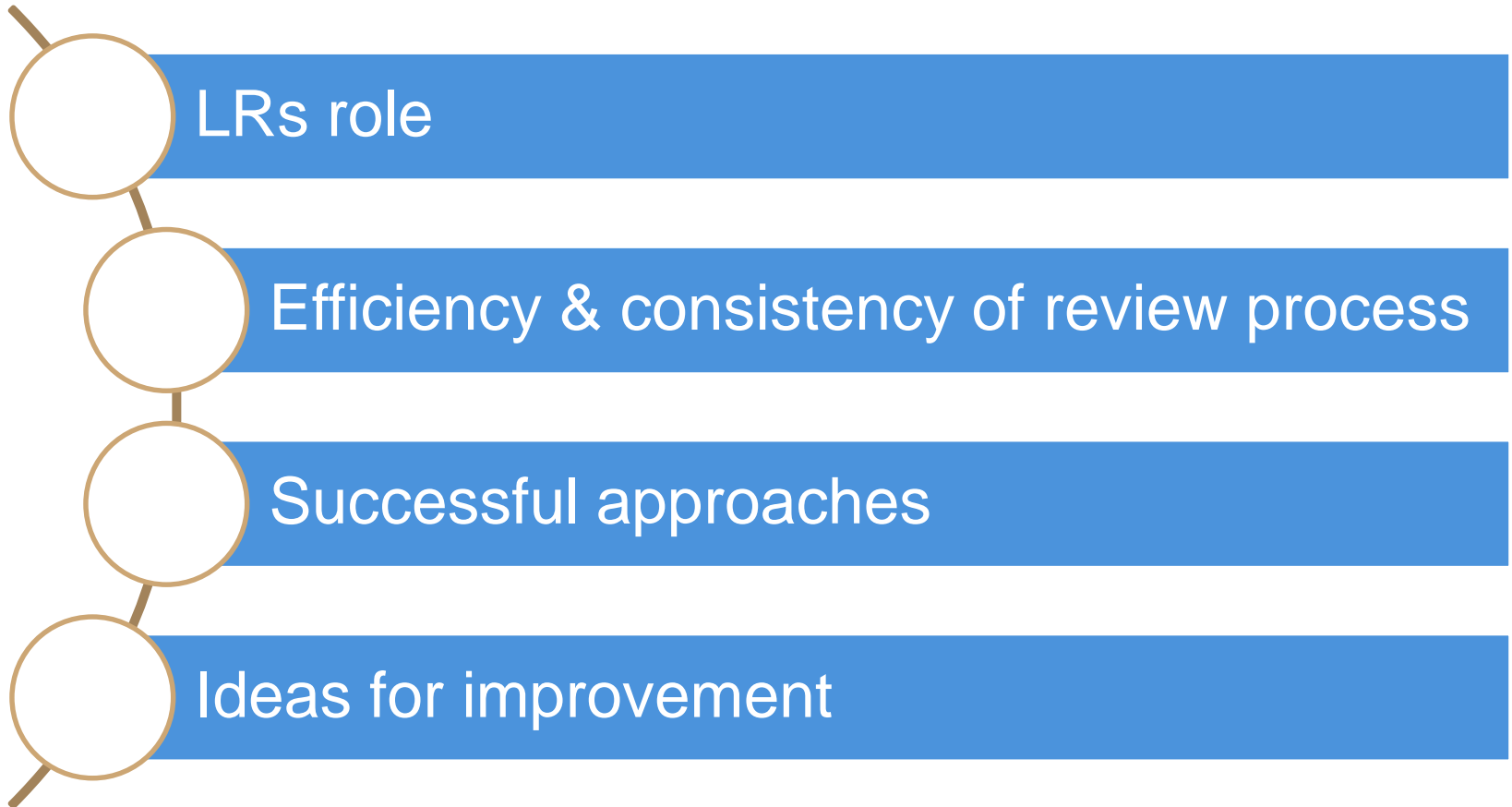


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## Outline of the presentation

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# Role of a lead reviewer in the review process (1)

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## Formal requirements

- Lead reviewers should ensure that the reviews in which they participate are performed by each **ERT according to the relevant review guidelines and consistently across Parties.**
- They should also ensure 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.
- With the administrative support of the secretariat, lead reviewers shall, for each review:
  - Ensure that the reviewers **have all of the necessary information** provided by the secretariat prior to the review;
  - **Monitor the progress** of the review;
  - **Coordinate the submission of queries of the ERT to the Party** under review and coordinate the inclusion of the answers in the review report;
  - **Provide technical advice** to the members of the ERT, if needed;
  - Ensure that the **review is performed** and the review report is prepared in **accordance with these guidelines**;
  - Ensure that the ERT gives priority to issues raised in previous review reports.
- LRs shall collectively prepare an annual report to the Subsidiary Body for Scientific and Technological Advice containing suggestions on how to improve the quality, efficiency and consistency of the reviews.



## Role of a lead reviewer in the review process (2)

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### Practical side of LR role

- Organize ERT work (with support from UNFCCC secretariat) before, during and after the review week
- Develop work plan to deliver a complete and comprehensive drafts of the review reports by the end of the review week
- Engage experts to preparations before the review starts - organize teleconferences, send emails and reminders
- Monitor work progress
- Ensure efficiency and consistency of the review process
- Organize wrap-up sessions and other discussions
- Provide support and be source of knowledge and expertise
- Help engage and empower the experts so that they fully feel they are the owner of the process and review reports
- Cooperate with the UNFCCC review officers
- Contact the Party under review
- ...



## Role of lead reviewer in the review process (3)

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### Challenges based on experience from BR1 reviews

- BR1 = New report – different approaches by Parties, varied use of guidelines, varied approach to submission preparation (with / without NC6)
- New task, no practical experience in BRs reviews
- First application of review guidelines
- Time constraints, strict deadlines (IAR)
- Electronic support tools not always reliable – first experience with VTR
- Changes in the review report template during preparation of reports
- More difficult interaction with Party due to a centralized review
- Language version of submitted BRs – for some BRs no English version available
- One of the BR submitted very late – just before the review started
- Varied experience and engagement to the review process within the ERT

⇒ Impact on efficiency and consistency

⇒ Some delays in finalization of FODs



## Role of a lead reviewer (4)

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### Role of LR - summary

#### LR & ERT

- Develop work plan
- Allocate tasks
- Provide necessary information on objectives and expectations
- Motivate
- Coordinate
- Monitor progress on reports drafting

#### LR & UNFCCC secretariat

- Agree cooperation mode and expectation towards LR role in a given review
- Ensure that agreed deadlines are met
- Inform at once on encountered problems and delays

#### LR & Party under review

- Provide a high quality review reports (via review officer)
- Incorporate received comments or provide proper justification for those not included
- Respect set deadlines

**Review is a team work and high-quality and timely results can be delivered only provided that all engaged players are highly motivated to do their best to fulfill their tasks. ERT members are key players and their engagement is crucial.**

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# Efficiency and consistency of the review process (1)

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## Efficiency – experience from BR1 reviews

- Efficiency depends on:
  - ERT engagement and understanding of their important role
  - ERT preparation to the review
  - Good work plan and its effective execution
  - Availability of support tools
  - Use of support tools and materials
  - Identification of potential risks
  - Ensuring solutions to potential risks
  - Informing on problems just when they arise

## Consistency – experience from BR1 reviews

- Consistency depends on:
  - Application of agreed approach
  - Use of available support materials – templates
  - Proper monitoring of progress
  - Consultations among experts working on the same (or linked) topics
  - Consultations on encountered problems



## Efficiency and consistency of the review process (2)

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Efficiency and consistency – successful approaches based on experience from BR1 reviews

### **Efficiency**

- Consultations among experts working on the same topic in the team (4 Parties reviewed)
  - Help build common understanding
  - Do not require time of experts working on other issues
  - Help find solutions quickly

### **Consistency**

- Peer review of draft sections
  - Help apply common approach
  - Help share knowledge
  - No notion of „assessment” of experts work





# How to improve efficiency & consistency of the review process (1)

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## Efficiency– ideas for improvement

- Before the review week
  - Early preparation enhanced, as much preparation before the review week as possible (CRs more demanding)
  - Early composition of ERTs and development of work plan
  - Agreement on tasks to be fulfilled before the review week and deadlines
  - Active communication with ERT, including reminders
  - Focus on checklists and initial questions
  - LR to oversee the process and provide support needed, especially to less experienced reviewers
  - Build team spirit

## Consistency – ideas for improvement

- Before the review week
  - Precisely inform about aims and objectives
  - Distribute templates
  - Explain importance of templates and checklists use
  - Recommend to get familiar with previous review reports and other available materials
  - New support tools???



## How to improve efficiency & consistency of the review process (2)

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### Efficiency– ideas for improvement

- During the review week
  - LR to oversee the process and provide support needed
  - Follow agreed work plan
  - High engagement due to team spirit
  - Effective drafting of sections under the responsibility of each of the experts (no other work)
  - Short wrap-up at the end of each day
  - LR available for experts to consult encountered problems, etc.
  - LR to keep track on work progress of all experts
  - Save copies of products of the review week as IT tools may not be fully reliable

### Consistency – ideas for improvement

- During the review week
  - LR to oversee the process and provide support needed
  - Explanation to the report template
  - Peer review of draft sections
  - Topic-focused discussions
  - LR to comment on all draft sections
  - Use of review good practice guidance on consistency?



## How to improve efficiency & consistency of the review process (3)

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### Efficiency– ideas for improvement

- **After the review week**
  - Agree working mode with the ERT at the end of review week and follow it
  - Time booked by ERT for finalization of reports
  - Clear instructions to ERT on expected input
  - Keep on motivation and engagement of ERT
  - Understanding of need for quick reactions, respect to agreed deadlines
  - Understanding that time constraints / delays to be communicated to the LRs once the request for input arrives
  - Working in different time zones may help speed up the process / incorporation of comments

### Consistency – ideas for improvement

- **After the review week**
  - Time for LRs to check all draft reports
  - Support from the review officer crucial as LR is not an expert in all fields
  - Use of review good practice guidance on consistency?



## Efficiency and consistency - summary

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- Key issues:
  - Effective preparation ahead the review week
  - Effective use of support tools and materials
  - Work plan and deadlines to be set and obeyed
  - High motivation of the ERTs by creating a team spirit
  - Support from the UNFCCC review officer
- Review = team work – good-quality input provided by all experts, their cooperation and engagement in the process are necessary and decide about the final success.
- This time should be easier as only BRs are under review and experience from BR1 reviews is available, and experts have to go through training and examination.



## Questions for discussion

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- How to motivate ERTs to ensure appropriate availability and engagement?
- How to improve ERT work organization in centralized reviews to ensure good-quality and timely review reports?
- What support is needed for LRs to best help them ensure efficiency and consistency of the review process?



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Thank you!!

