Establishing Institutional Arrangements



Africa Regional Workshop on the Building of Sustainable National Greenhouse Gas Inventory Management Systems, and the Use of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories

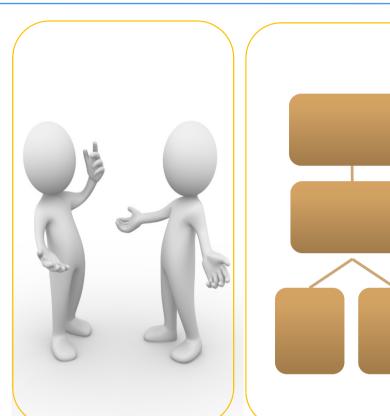
Maseru, Lesotho 14-18 March 2016



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What are Institutional Arrangements? Introducing The Template Workbook Organizing Institutional Arrangements Models of Institutional Arrangements





What are Institutional Arrangements?

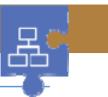
Institutional Arrangements are a critical part of your National Inventory System (NIS).

They are formal or informal institutional, legal and procedural agreements between the lead inventory agency, national inventory management team, and other institutions.

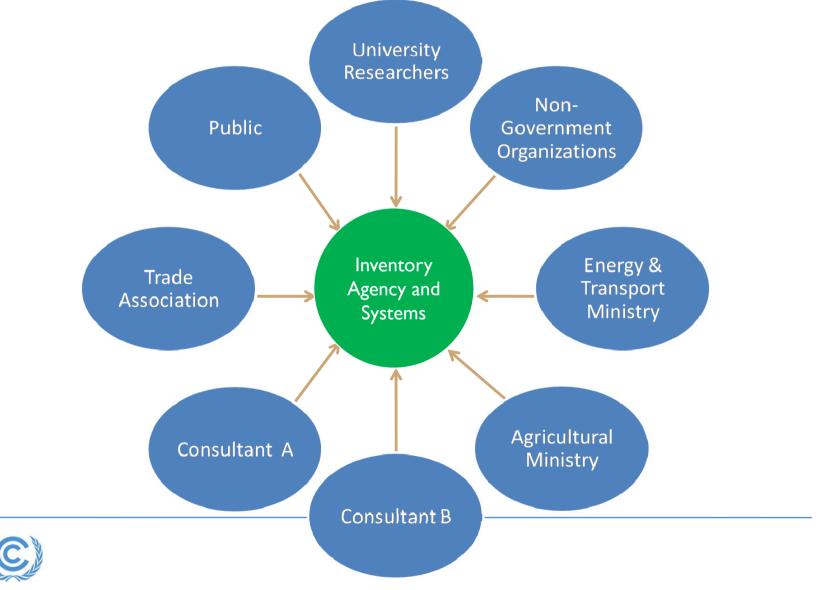
Your Institutional Arrangements define the responsibilities associated with preparing the national inventory, including which agencies and experts will provide data.







Coordination of Inventory Data



Institutional Arrangements:

Provide structure and confidence in the inventory process

Are specific to the circumstances of each nation

What are the major benefits of Institutional Arrangements?

I) The Inventory prep team knows who will provide the data.

2) There is a designated agency or person responsible for providing data, so the inventory preparers can be confident that data is available.

3) The appropriate agencies and experts are identified early on in the process.

What to be aware of? Conflict of Interest Unassigned Responsibility



Audience Participation

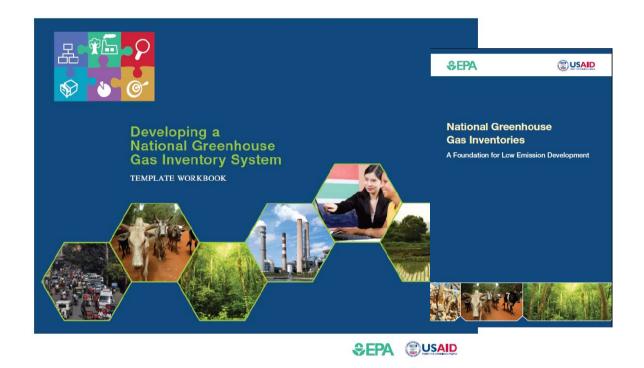
Question:

In the process of preparing your inventory, has it been:

- Difficult to understand where activity data resides?
- Difficult to obtain this data, especially in a timely manner?
- Difficult to understand what ministries/groups/experts should be involved in GHG estimation?
- Difficult to obtain data from private institutions?



The US-EPA has taken key elements of the IPCC and UNFCCC guidance and condensed them into an easy-to-use National Template Workbook

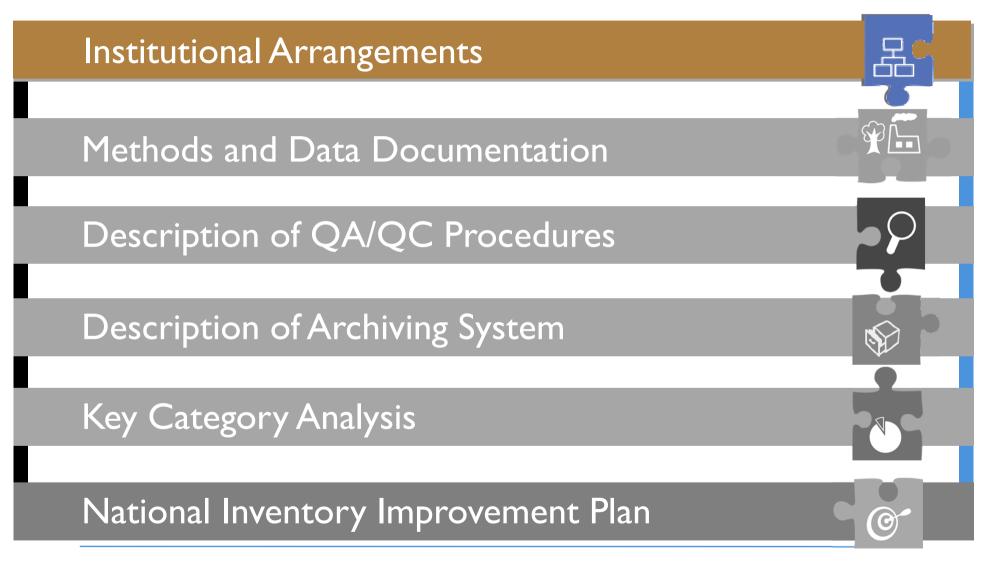


- Based on inventory systems developed in concert with other countries
- Each template becomes a chapter of the National Inventory System Report
- Each template provides documentation of critical building blocks

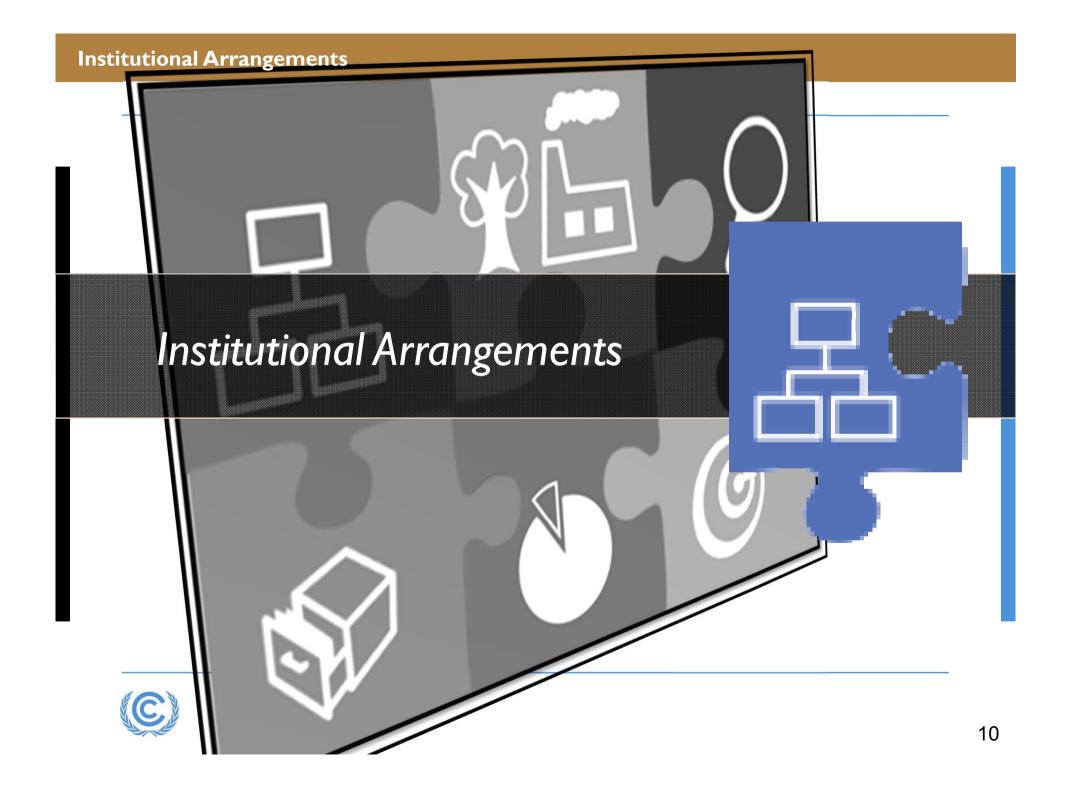
Benefits of the Template Workbook

- Documents critical information, facilitates review
- Ensures roles and responsibilities are understood
- Standardizes tasks
- Accommodates varying levels of national capacity
- Creates transparency and improves credibility
- **Provides a clear starting point for future inventories**
- Builds a sustainable national system
- Improves inventory quality over time









How the Institutional Arrangements Template Workbook Can Help



The IA template workbook helps current and future inventory teams:

- Document all parties involved, and their roles and arrangements by sector
- Archive key contacts for each sector/source of activity data
- Record the inventory schedule
- Identify coordination gaps exist in existing arrangements
- Assess how existing arrangements can be improved and document the proposed improvements
- Communicate arrangements to UN
- Get new team members "up-to-speed"
- Make coordinating future inventories easier!
- Ensure long-term continuity



Step-by-Step Instructions:

- <u>Step 1</u>: Identify current inventory management team
- <u>Step 2</u>: Provide sectoral roles and arrangements
- <u>Step 3</u>: Identify gaps and provide improvements to institutional arrangements
- <u>Step 4</u>: Review and complete inventory cycle timeline







In the Template Workbook, replace the instructions in green text with your country's institutional arrangements

Table 1.1: Designated Inventory Agency

Designated National GHG Inventory Preparation Agency/Organization	UNFCCC Focal Point (Name) and UNFCCC Focal Point Agency	Describe the arrangements or relationship between Inventory Agency/Organization and UNFCCC Focal Point Agency, if different.
Who compiles the inventory?	Who submits the inventory?	 Are they the same organization? Does the Focal Point review the inventory?

Table 1.2: National Inventory Management Team

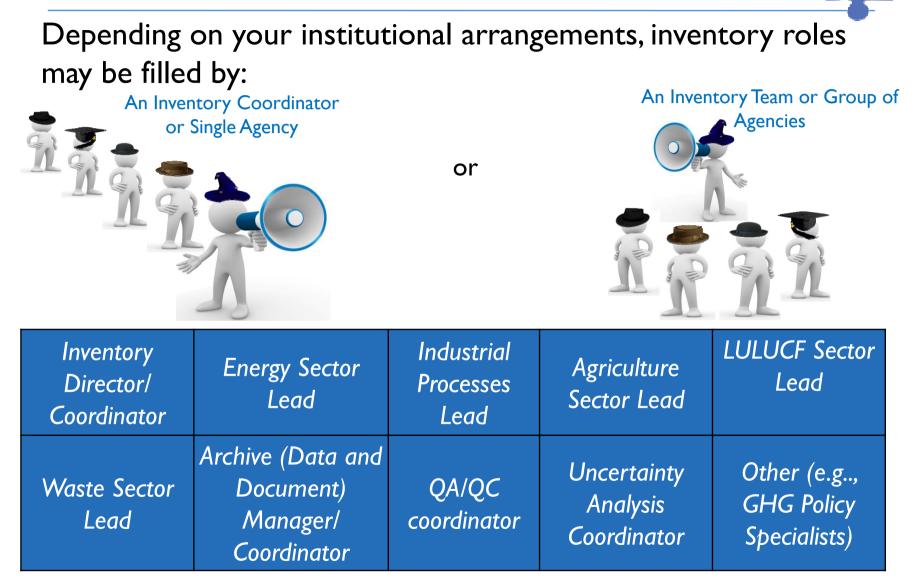
Role	Name	Organization	Contact Information	Comments
Inventory Director/Coordinator				
Energy Sector Lead				
Archive (Data and Document) Manager/Coordinator				
QA/QC coordinator				
Other: e.g., GHG Policy Specialist who tracks capacity building				
efforts and IPCC processes				



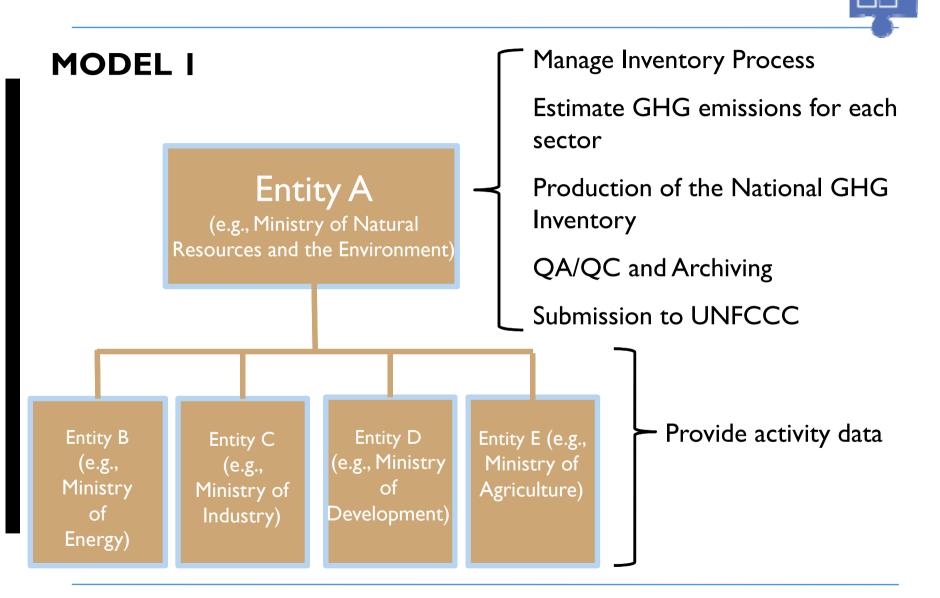
In **STEP I**, identify the lead agency and inventory management team members.

Agency Inventory Lead	Source Category Leads	QA/QC and Archiving Coordinators	Additional Entities Involved in Inventory	Uncertainty Analysis Coordinator
Inventory Director/ Coordinator	Subject Matter Experts	Direct overall implementation of QA/QC and archiving system	e.g., GHG Policy Specialist who tracks capacity building efforts and IPCC processes	Conducts/ Directs implementation of uncertainty analysis

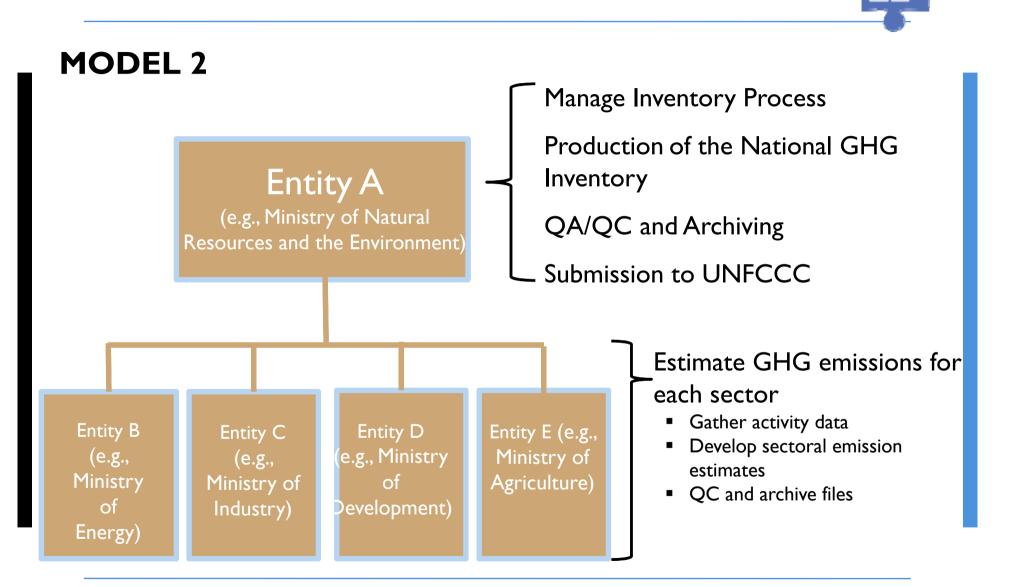














In **STEP 2**, list more specific information about inventory development experts for each sector. Document existing arrangements for obtaining, compiling and reviewing inventory data.

 Table 1.3: Energy Sector Institutional Arrangements

Role	Organizatio n	Contact(s)[Name]	Contact Information [E-mail, Phone, etc.]	Participated in meetings on GHG inventory development? [Yes/No]	Comments [See instructions above]
Technical coordinator (Could be source/sector lead from Table 1.2)					
Consultant compiling estimates					
Expert reviewer					
Data provider					
Other					

Questions to ask for each sector:

Is there a formal legal contract between the organizations?

Is it an informal arrangement (e.g., written or verbal communication with staff)?

Is there funding available for this work?

How was the request for data made?

At what level of management was the request made?



Was there a meeting with the experts, data providers, and other key contributors explaining the background and purpose of the inventory?

How was the organization motivated to share its data and information with the inventory agency?



In **STEP 3**, list, within each sector, where institutional arrangements to support preparing the inventory are well established, where data are collected and managed adequately, and where strengthening is not needed.

Table 1.9: Potential Improvements in Management Structure of National Inventory System

Sector	Strengths in Management Structure of National Inventory System	Potential Improvements in Management Structure of National Inventory System
Energy		
Industrial Processes		
Agriculture		
Waste		
LULUCF		
Other [Optional]		



Improvement Considerations:

✓ Given the key category analysis and existing institutional arrangements within each sector, what improvements are needed to enhance the institutional arrangements for each sector?

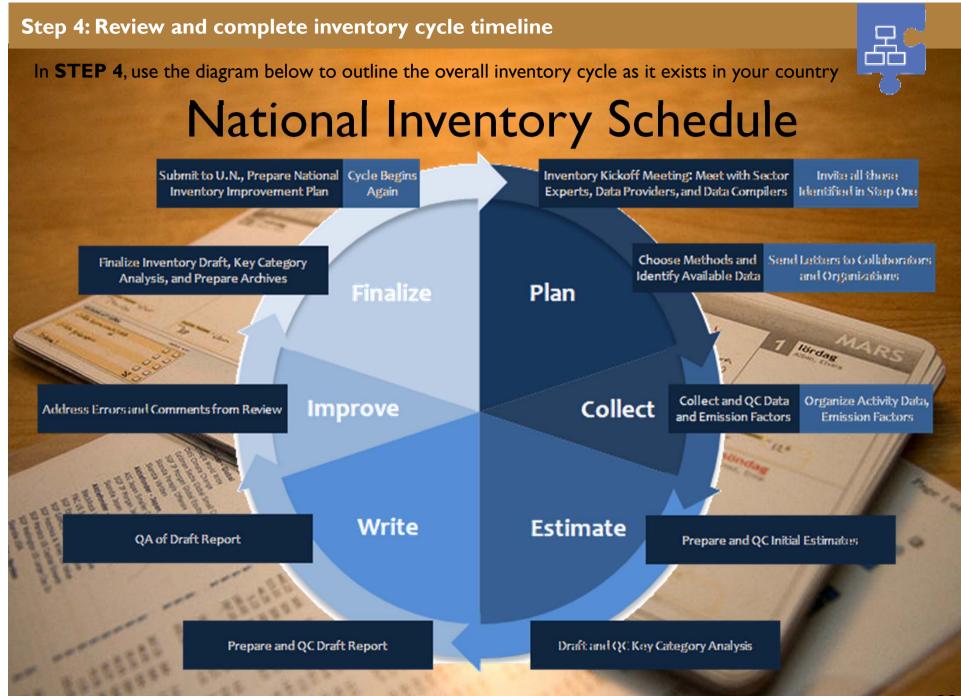
 \checkmark Have any important tasks for inventory preparation not been assigned or delegated?

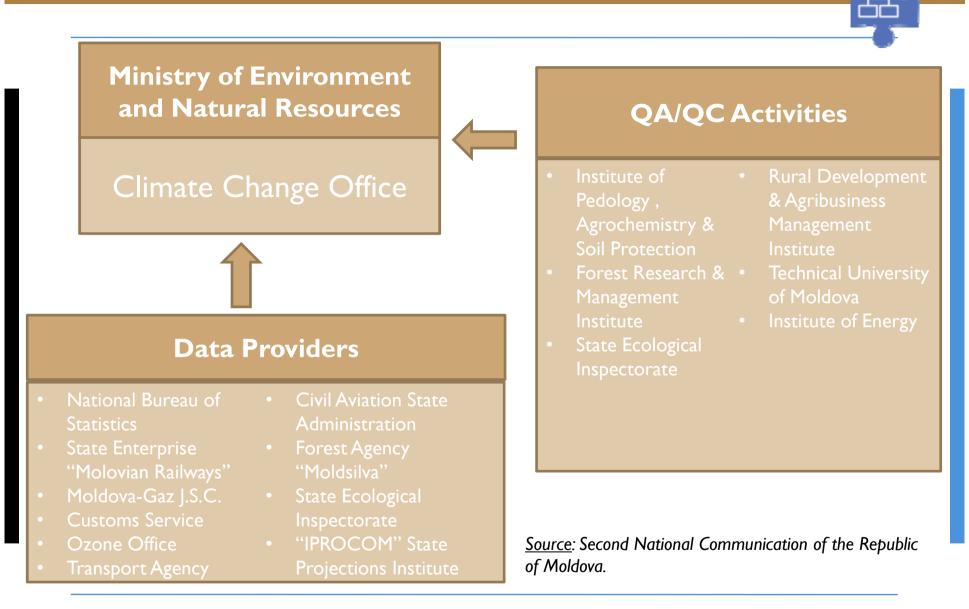
✓ Could these roles be assigned?



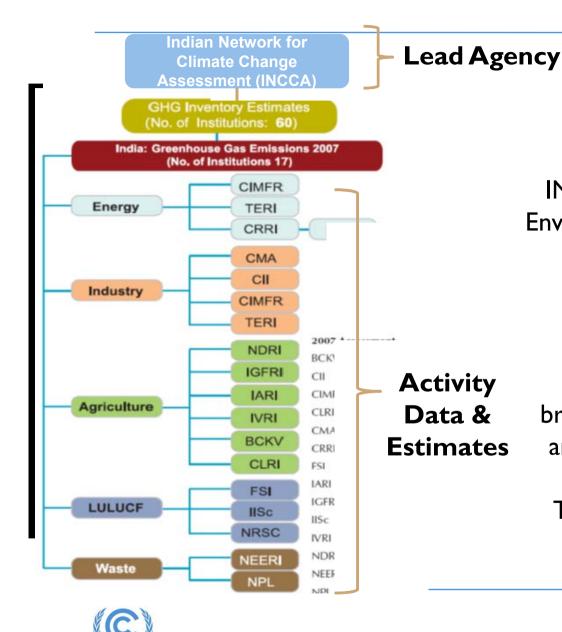












India's GHG Emissions Inventory Organizational Chart

INCCA was launched by Ministry of Environment & Forest (MoEF) in 2009 to enhance knowledge about the impacts of climate change at the national and sub-national level.

It is a network-based program that brings together over 120 institutions and over 220 scientists across India.

The INCCA committee is working on India's Second National Communication.

- Identify inventory roles, responsibilities, timeline, and data needs
- Identify institutions and specify positions responsible for meeting those needs
 - Formalize arrangements
- Review and improve process

MEMORANDUM

- DATE: July 28, 2011
- TO: Brian Cook (QA/QC Coordinator), Dave Godwin, Debbie Ottinger (Uncertainty Coordinator), Ed Coe, Jennifer Jenkins, Kitty Sibold, Lisa Hanle, Mausami Desai, Rachel Schmeltz, Tom Wirth, William Van Houten (DOD)
 - (Note: Please circulate to other relevant staff and contractors)
- FROM: Leif Hockstad, Inventory Coordinator Marian Martin Van Pelt (ICF)

SUBJECT: 1990-2010 U.S. Greenhouse Gas Inventory Preparation Guidelines

The purpose of this memorandum is to provide guidelines for those responsible for preparing source category estimates and associated text for the new 1990-2010 U.S. GHG Inventory. The issues addressed below relate to the documentation procedures, data management practices, and to the structure of this year's National Inventory Report (NIR) write-up, as well as new procedures for providing data for the Common Reporting Format (CRF) Reporter. Please read this entire memo, even if it looks familiar - there are continuing changes that will be made in this inventory year. If anything is unclear from this memo, please contact the Inventory Coordinator as early as possible to avoid any misinterpretations or misunderstandings.

What requires close attention this year?

- CRF Reporter tabs in all source category spreadsheets include linked forms that automatically populate data inputs provided by source leads in the main spreadsheet tabs, but also require some additional input from the source lead. Information collected in these CRF Reporter tabs will be used to populate the CRF Reporter. Be sure to begin the Inventory cycle with the final source category spreadsheets from last year. If you make significant changes to the structure of your source category spreadsheet, please be prepared to discuss changes in detail with the Inventory Coordinator for the purposes of populating the CRF Reporter.
- Please remember to provide docket material with your initial submission in September, or upon completion of your source category estimates.
- As with last year, use of the 2006 IPCC Guidelines continues to be left to the discretion of the source lead for the development of the 1990-2010 U.S. GHG Inventory; keep in mind that we will continue to use the reporting tables from the previous IPCC Guidelines (which may not fully accommodate some of the data and methods developed for the 2006 IPCC Guidelines). Please contact the Inventory Coordinator regarding any expected impacts across source categories/sectors when implementing the 2006 IPCC Guidelines.
- The NIR tables cannot include all Inventory years due to lack of space. For the 1990-2010 Inventory, please simply add another column to the tables created for the 1990-2009 Inventory, without removing any years that are currently shown. We will format the tables once the compilation of the full report begins.

Communication tools: Inventory kickoff meeting and memo



Audience Participation

Question:

After hearing Institutional Arrangements described, what processes do you have?

Have roles and responsibilities for each source/sector been defined and assigned?

Where are the data gaps with your country's inventory?

How can existing arrangements be improved and what arrangements might work best for your country?

United Nations Framework Convention on Climate Change

