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# Mitigation Documentation ToolE: National Plan for Further Mitigation Assessment

**A: Key Sectoral Emissions Analysis**

**B: Institutional Arrangements for Mitigation Activities**

**C: Mitigation Assessment Methods and Data Sources**

**D: Mitigation Analysis Archiving System**

**E: National Plan for Further Mitigation Assessment**

Country Representative Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| Country: |  | Postal Address: |  |
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| Organization: |  | URL: |  |

## E.1. Purpose and Instructions

The purpose of a National Plan for Further Mitigation Assessment is to help countries identify and prioritize improvements to their national mitigation assessments. A completed plan will guide future efforts to increase the transparency, consistency, comparability, completeness and accuracy of future mitigation assessments.

Countries should use this document to enter country-specific data and for preparing final plans. The green text is used to provide instructions and guidance. In the final plan, all green text should be deleted, and country-specific information should be used in its place.

## E.2. Objective

This Plan for Further Mitigation Assessment presents actions that *[Country]* has identified to improve its mitigation assessment. The Plan will guide future efforts to increase the transparency, consistency, comparability, completeness and accuracy of future inventories. The Plan addresses many of the shortcomings of the previous mitigation assessment, and will inform future mitigation teams of needed improvements. These improvements have been identified through an assessment of key sectoral emissions in *[Country]*, documentation of existing institutional arrangements, analyses of methods and data, and developing archiving systems.

List any additional ways in which you have identified improvements. Describe any further objectives that your country may have in developing this plan.

## E.3. Institutional Arrangement Priorities

Complete Table E.1 using information from Table B.12 of the completed Institutional Arrangements for Mitigation Activities. Provide any additional information on how institutional arrangement priorities were identified.

Insert as many rows within the table below as necessary to provide the detailed information for each sector’s institutional arrangements.

The National Mitigation System involves all of the institutional, legal and procedural arrangements made by a country for estimating emissions reduction, as well as the reporting and archiving of mitigation information. Preparing a mitigation assessment requires establishing, identifying and documenting all relevant contributors to the mitigation assessment. Assessing and documenting the status of existing institutional arrangements for mitigation assessment development will ensure continuity and integrity of the assessment, promote institutionalization of the inventory process and facilitate prioritization of future improvements.

Provide additional comments that describe details on institutional priorities in your country, such as how priority actions were identified.

Table E.1 lists the priority actions identified in the Institutional Arrangements for Mitigation Activities tool.

Table E.1 Priority Actions for *[Country's]* Management of Mitigation Assessments

|  |  |  |
| --- | --- | --- |
| Sector | Strengths in Management Structure of Mitigation Assessment | Potential Improvements in Management Structure of Mitigation Assessment |
|  |  |  |
|  |  |  |

Note: Taken from Table *B.12* in Section *B.4*, in the Institutional Arrangements for Mitigation Activities tool.

In the note to the table above, fill in the appropriate table and section numbers.

## E.4. Potential Sector Improvements

Review the completed Mitigation Assessment Methods and Data Sources documentation tool and identify any improvements for emissions reductions estimates. These actions may include, but are not limited to, improving transparency, obtaining more complete data, or using regional- or country-specific factors. Describe the problem and the potential improvement.

Information for each key sector is reported in Section E.3. Priority areas for improvement for these and other sectors are identified using this documentation. Table E.2 lists the problems and potential improvements for each sector.

Include any additional information on the process used to identify improvements for each sector.

Insert as many rows within the table below as necessary to provide the detailed information for each sector.

Table E.2: Potential Improvements for Sectors or Actions

|  |  |  |
| --- | --- | --- |
| Sector or Action | Describe Problem | Potential Improvement |
|  |  |  |
|  |  |  |
|  |  |  |

## E.5. Potential Mitigation Assessment Archiving System Improvements

Identify any improvements for mitigation assessment archiving procedures. Insert as many rows within the table below as necessary to provide the detailed information for each planned improvement.

Table E.3: Potential Improvements to the Mitigation Assessment Archive System

|  |  |  |
| --- | --- | --- |
| Archive System Task | Describe Problem | Potential Improvement |
|  |  |  |
|  |  |  |
|  |  |  |

## E.6. Communication, Outreach and Training Priorities

Communicating the purpose of the mitigation assessment to policymakers is important. In this section, you should include priorities based on your current activities or plans for raising awareness of GHG mitigation efforts or for training staff on the mitigation assessment system or practices. These plans and activities may include any of the following:

* + Communicating mitigation assessment results to data providers;
	+ Scheduling stakeholder meetings;
	+ Raising awareness with government, academia and the public;
	+ Providing feedback to government and associated institutions;
	+ Training or hiring mitigation staff;
	+ Developing a transition plan to ensure a smooth transfer of mitigation assessment capacity when needed;
	+ Improving relationships with institutions.

This section should be removed from this chapter if there are not current or planned communication, outreach, and training activities.

## E.7. Potential Improvements

Enter the improvements identified (and summarized from each table above) in Table E.4 below.

Insert as many rows within the table below as necessary to provide the detailed information for each improvement.

Table E.4 provides a list of potential improvements across the national mitigation system. These improvements should be incorporated into the national mitigation system in future years.

Table E.4: Improvements to National Mitigation System

|  |  |  |  |
| --- | --- | --- | --- |
| Improvement # | Table | Sector (if applicable) | Potential Improvement |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## E.8. Prioritized List of Potential Improvements

List up to 10 of the most important improvements identified from E.4, above. Classify these improvements according to how critical they are: "High," "Medium," or "Low." For example, improvements to the agricultural sector may be very important (High), while developing outreach materials may be a lower priority (Low). Insert a short paragraph discussing the highest priority items (see additional instructions below).

Insert as many rows within the table below as necessary to provide the detailed information for each improvement.

This section prioritizes the most critical improvements needed, based on an assessment of the relative importance of improvements identified for key sectors, institutional arrangements, archiving systems, communication, outreach and training identified above. By addressing these issues, *[Country]* can move toward producing a more complete and higher-quality mitigation assessment. Table E.5 lists these potential improvements and identifies the level of priority associated with each classification (High, Medium or Low).

Insert a paragraph describing the highest priority items and the areas of priority that are most applicable to your country (e.g. developing estimates for new sectors, enhancing current methodologies, obtaining more reliable data, developing closer relationships with other institutions).

Table E.5: National Mitigation Priorities

|  |  |
| --- | --- |
| Priority Level | Improvement Needed |
|  |  |

## E.9. Propose Mitigation Improvement Projects

Propose projects to address mitigation improvement priorities listed in Table E.5 to strengthen the National Mitigation System and improve the quality and completeness of GHG reduction estimates. Use the text below as a general guide and list potential projects in Table E.6.

Insert as many rows into the table below as necessary to provide the detailed information for each improvement.

Through an assessment of key sectors, current methods and data and institutional arrangements, we have identified *[insert number]* projects to address national mitigation improvement priorities. Some of these improvements will require additional personnel, capital or other resources to implement them.

Provide one sentence on the objective of each project. For example, “Project 1 will enable us to estimate CO2 emissions from cement production, which may be a significant source of emissions in [Country]. This project will focus on collecting data on annual clinker production from the three cement facilities in [Country]. Currently estimates are based on national statistics for cement production, which carries more uncertainty.”

Table E.6: Potential Projects for Improving the National Mitigation System

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Potential Project | Estimated Personnel Needed | Estimated Cost (USD) | Estimated Capital (equipment) Needed |
|  |  |  |  |  |