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Methodological issues under the Convention
Experiences with reporting and review, and with the training of experts

Experiences with reporting and review, and with the training of experts

Note by the secretariat

Summary

This document provides information on the experiences of Parties and the secretariat with the UNFCCC reporting and review guidelines, and on the results of the training programme for members of expert review teams, in response to decisions 18/CP.8, 19/CP.8 and 12/CP.9. It highlights the contribution of UNFCCC reporting and review guidelines to the improvement of greenhouse emission inventories reported annually by the Parties included in Annex I to the Convention (Annex I Parties). Based on this experience Annex I Parties may wish to continue to follow these guidelines and the established practices. Keeping in mind the positive results of the training courses, the secretariat will continue to offer the available courses online and thus will help to increase the number of new review experts.

CONTENTS

I. Introduction

A. Mandate

1. The Conference of the Parties (COP), by its decision 18/CP.8, requested the secretariat to prepare a report assessing experience in the implementation of the "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories" (hereinafter referred to as UNFCCC reporting guidelines), taking into account, inter alia, experience gained by Parties included in Annex I to the Convention (Annex I Parties) in using the guidelines and by the secretariat in processing the information reported by Annex I Parties.

2. By its decision 19/CP.8 the COP also requested the secretariat to prepare a report assessing the implementation of the "UNFCCC guidelines for the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention" (hereinafter referred to as UNFCCC review guidelines), taking into account, inter alia, experience gained by Annex I Parties, the secretariat and the review experts.

3. By its decision 12/CP.9, the COP requested the secretariat to assess the results of the training programme for members of expert review teams for the technical review of greenhouse gas inventories and to make recommendations to the COP on the further development and implementation of the training programme.

B. Possible action by the Subsidiary Body for Scientific and Technological Advice

4. The SBSTA may wish to consider the information in this document and, if necessary, provide further guidance to the secretariat.

II. UNFCCC reporting guidelines

A. Reporting requirements

5. The COP, by its decision 3/CP.1, requested Annex I Parties to submit national greenhouse gas (GHG) inventory data on 15 April each year. The first UNFCCC reporting guidelines were adopted by decision 3/CP.5, which requested Annex I Parties to use these UNFCCC reporting guidelines for reporting inventories, beginning in the year 2000. In line with the UNFCCC reporting guidelines the annual GHG inventory shall contain the common reporting format (CRF) tables, from the base year to the latest inventory year, and a national inventory report (NIR).

6. The UNFCCC reporting guidelines were revised by decision 18/CP.8 to reflect the Intergovernmental Panel on Climate Change (IPCC) *Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories* (hereinafter referred to as the IPCC good practice guidance).

7. Further revisions to the CRF tables of the UNFCCC reporting guidelines were adopted by decision 13/CP.9 to reflect the *IPCC Good Practice Guidance for Land Use, Land-Use Change and Forestry* (LULUCF) for a trial period of one year, for the 2005 submission. These were further revised by decision 14/CP.11, to reflect the experience gained by Annex I Parties during the trial period.

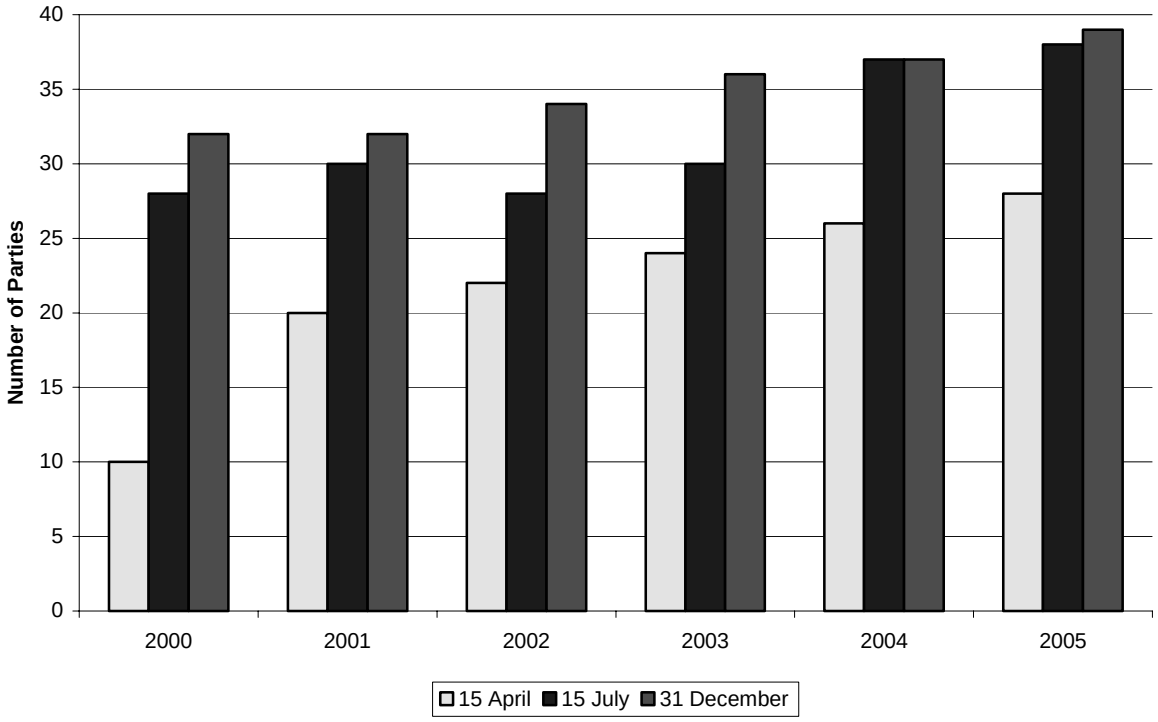
8. The CRF tables are a standardized set of tables which provide a framework for reporting information on emissions, aggregated activity data and implied emission factors for all sectors, summary information on methods and emission factors used, key categories and recalculations.

9. The NIR provides descriptions of the inventory preparation process, trends in emissions, methodologies and data sources used, key category analysis, quality assurance and quality control procedures, uncertainty assessment, recalculations, changes in response to previous reviews and future improvements. By decision 18/CP.8 the COP agreed on the structure of the NIR.

B. Timeliness of reporting by Annex I Parties

10. By developing the UNFCCC reporting guidelines, and also developing the annual review process for annual GHG inventories, Annex I Parties focused on the quality of inventory preparation and the need to submit inventories in a timely manner. Figure 1 shows that from 2000 to 2005 Annex I Parties have considerably improved the timeliness of annual GHG inventory submissions.

Figure 1. Timeliness of reporting by Annex I Parties



C. Completeness of reporting

11. Annex I Parties' annual GHG inventory submissions comprise the CRF tables, from the base year to the latest inventory year, and the NIR. Table 1 shows that the completeness of Annex I Parties' submissions has improved considerably over time: more Annex I Parties are submitting GHG inventories containing the whole time-series, from the base year to the latest year, and an NIR; and the submissions adhere more closely to the reporting requirements.

Table 1. Completeness of Annex I Parties' submissions

Submission/years	Complete CRF for entire time-series	Complete CRF for one or more years	Partial CRF for one or more years	Total CRF submissions	National inventory report
2000 (1990–1998)	5	12	6	23	8
2001 (1990–1999)	14	11	4	29	15
2002 (1990–2000)	18	9	4	31	15
2003 (1990–2001)	17	14	1	32	24
2004 (1990–2002)	26	10	1	37	35
2005 (1990–2003)	30	8	1	39	37

D. Processing of the information reported by Annex I Parties

12. The processing, by the secretariat, of the information reported by Annex I Parties in their annual GHG inventory submissions is a resource-intensive task. Although the GHG inventory data are electronically imported to the secretariat's GHG database, much manual work is required to ensure the accuracy of the imported information. This is primarily due to the spreadsheet reporting format of the CRF tables, with duplication of information across tables and the possibility for Parties to modify the structure of tables and the in-built calculation formulae.

13. To rectify this problem the secretariat has developed new reporting software, the CRF Reporter, a database-based application that was deployed in September 2005. In accordance with decision 7/CP.11, Annex I Parties should use the new software for their submissions due on 15 April 2006. Because the new software provides a standard format and basic data validation checks, it not only facilitates reporting for Parties, but also automates the processing of the annual GHG inventory submissions by the secretariat thus dramatically reducing the time required for this work.

III. UNFCCC review guidelines

A. Review requirements

14. The technical review of national GHG inventories from Annex I Parties started in 2000 on a trial basis, in accordance with decision 6/CP.5. Following the completion of the trial, annual review of the individual inventory of each Annex I Party became mandatory in 2003 (decision 19/CP.8). The UNFCCC review guidelines adopted in 1999 (decision 6/CP.5) and revised in 2002 (decision 19/CP.8) ensure that reviews are conducted consistently and in a technically sound manner.

15. The UNFCCC review guidelines outline the review stages and timelines for these, including responsibilities for the different review stages. The annual review comprises three stages; initial check, synthesis and assessment and individual review. The secretariat conducts the first two stages of each review, and the individual reviews are performed by expert review teams (ERTs), coordinated by the secretariat. The individual review can be conducted in one of three ways, as an in-country review, a centralized review or a desk review.

16. All reporting Annex I Parties are reviewed annually. However, the UNFCCC review guidelines state that if a Party has not included an NIR in its annual GHG inventory submission, an individual review for that Party will not take place. In such cases, the secretariat should still perform the first two review stages.

B. Role and output of the secretariat

17. The secretariat performs the initial check and the synthesis and assessment. After each of these processes a report is published on the UNFCCC website. The Party under review has an opportunity to comment on the draft report before it is published on the website.

1. Initial check

18. The initial check stage provides an immediate quality assurance check to verify that the inventory submission is complete and in the correct format. The results of the initial check are published on the UNFCCC website as a status report, in a tabular format, within seven weeks of the submission date.

19. In general, the seven-week deadline to publish the status report on the UNFCCC website is met, with the possible exception of inventories submitted more than six weeks after the submission due date. In 2005 five status reports, out of 39, were published after the seven-week deadline.

2. Synthesis and assessment

20. Part I of the synthesis and assessment compiles and compares basic inventory information, such as emission trends, activity data and implied emission factors, across Parties and over time. In accordance with the UNFCCC review guidelines, part I of the synthesis and assessment should be completed within 10 weeks of the submission due date and should include all submissions and resubmissions received within six weeks after the submission due date. In 2005 the secretariat sent the draft part I of the synthesis and assessment report to the Annex I Parties for comments within 10 weeks, even though there were late submissions and resubmissions.

21. Part II of the synthesis and assessment provides a preliminary assessment of the inventory of individual Parties, and identifies any potential inventory problems, which are then explored during the individual review stage. The secretariat sends a draft of the preliminary analysis to the Party at least seven weeks prior to the scheduled individual review. The preliminary analysis and the Party's comments are forwarded to the ERT for further consideration four weeks before the individual review. In 2005 the preliminary analyses together with the Parties' comments were almost all sent to the ERTs within the deadline.

C. Individual reviews

22. ERTs, coordinated by the secretariat, conduct reviews of individual GHG inventories in order to ensure that the COP has adequate and reliable information on annual GHG inventories. The individual reviews ensure detailed examination of the inventory estimates, procedures and methodologies used in the preparation of inventories, covering each Annex I Party's national inventory submission, supplementary material submitted by the Party and, as appropriate, previous inventory submissions. The results of this stage of the review process are communicated to Annex I Parties.

1. Approaches to individual reviews

23. Three operational approaches may be used during the individual review, namely desk reviews, centralized reviews and in-country reviews, assuming sufficient resources are available. During a desk review, inventory information is sent to experts, who conduct the review in their own countries. During a centralized review, the experts meet in Bonn to review the inventory information. During an in-country review, experts visit a Party to review its inventory information.

24. In general, during a centralized review, up to eight GHG inventories should be reviewed; during a desk review up to five GHG inventories should be reviewed. The GHG inventory of each Party should

be reviewed in-country by an ERT once every five years. In a year when an in-country review is scheduled, the inventory is not reviewed through a desk or centralized review. In-country visits are scheduled and planned and take place with the consent of, and in close coordination with, the Party subject to review.

25. The number of Parties reviewed has increased steadily since 2000 (see table 2).

Table 2. GHG inventory reviews, 2000–2005

		Centralized reviews		Desk reviews		
Year	In-country reviews	Number of reviews	Parties reviewed	Number of reviews	Parties reviewed	Total number of Parties
2000[a]	3	1	6	1	3	8[b]
2001[a]	4	1	7	3	15	22
2002[a]	3	1	5	1	4	12
2003	8	3	16	1	3	27
2004	8	4	20	2	8	36
2005	9	5	28	0	0	37

[a] These reviews were conducted during the trial period 2000–2002. Annex I Parties under review participated in the review on a voluntary basis.
[b] The inventories of four Parties were subject to more than one type of review.

26. The in-country visit provides for the most rigorous review, because the ERT has the opportunity to discuss the inventory in detail with Party's experts. It also provides a good opportunity for the ERT to examine the Party's institutional arrangements.

27. During centralized and desk reviews the ERTs consider only the information provided by the Parties in their submissions. The ERTs may send questions to the Party under review through e-mail to clarify issues identified during the review. Centralized reviews have the advantage that the ERTs meet in one location, Bonn, while conducting the review. This gives the teams the opportunity to discuss their findings during the review. The desk reviews are the most difficult to coordinate, for both the secretariat and the ERTs. All the communication takes place through e-mails, and possibly telephone calls. The only way for the whole ERT to discuss its findings is through e-mail. The other disadvantage is that the review experts remain in their home countries during the review and it is difficult to set aside time for the review. The secretariat therefore decided not to review any Parties through desk reviews in 2005 and centralized reviews were conducted for all Parties not reviewed through in-country reviews.

28. The UNFCCC review guidelines provide guidance on the composition of the ERTs. The secretariat selects experts for these teams from nominations by Parties to the roster of experts. For in-country reviews the ERT normally consists of six experts: one generalist, covering the general and cross-cutting issues of the inventory, and one expert for each IPCC sector (Energy, Industrial Processes and Solvent and Other Product Use, Agriculture, LULUCF and Waste). However, for reviews of smaller Parties, experts may be requested to cover two sectors. For centralized and desk reviews there are two experts per sector, except for the Energy sector during centralized reviews for which there are three experts.

29. In selecting members of ERTs, the secretariat seeks to ensure an overall balance in the number of Annex I and non-Annex I Party experts, and a geographical balance among experts within these two groups. The ERTs are led by two lead reviewers – one from an Annex I Party and one from a

non-Annex I Party. The lead reviewers have substantial inventory review experience and play a special role in guiding the review teams to ensure the quality, consistency and objectivity of the reviews.

30. Table 3 shows the participation in the reviews of experts from Annex I Parties, including Annex II Parties and Parties with economies in transition (EIT), and non-Annex I Parties.

Table 3. Expert review team composition (AI, EIT, NAI)

Year	Type of review	Number of reviews	Experts from Annex I Parties	Experts from Annex II Parties	Experts from Parties with economies in transition	Experts from non-Annex I Parties	Total[a]	Review experts[b]
2000[c]	In-country	4	13	10	3	8	21	21
	Centralized	1	5	4	1	4	9	9
	Desk	1	6	3	2	4	10	10
2001[c]	In-country	4	13	10	3	11	25[d]	23
	Centralized	1	6	3	3	5	11	11
	Desk	3	18	15	3	13	31	31
2002[c]	In-country	3	12	9	3	7	19	19
	Centralized	1	7	5	2	5	12	12
	Desk	1	7	5	2	5	12	12
2003	In-country	8	26	18	8	22	48	47
	Centralized	3	20	13	7	18	39[d]	39
	Desk	1	8	7	1	4	12	12
2004	In-country	8	27	20	7	19	46	45
	Centralized	4	29[e]	17	11	22	52[d]	52
	Desk	2	17	13	4	7	24	24
2005	In-country	9	26	21	5	21	47	46
	Centralized	5	40	31	9	25	66[d]	66
	Desk	0	0	0	0	0	0	0

[a] "Total" refers to the total number of reviewers participating in the reviews.
[b] "Review experts" refers to the number of individual reviewers participating in the reviews. Some reviewers participated in more than one review in one year.
[c] These reviews were conducted during the trial period 2000–2002. Annex I Parties under review participated in the review on a voluntary basis.
[d] One expert from the International Energy Agency (IEA) participated in one of these reviews.
[e] One expert from Turkey participated in this review.

2. Timeliness

31. The UNFCCC review guidelines outline the time frame for the completion of the review reports by the ERTs. An in-country review should be completed within 14 weeks, a centralized review within 25 weeks and a desk review within 20 weeks. The UNFCCC review guidelines further stipulate times allocated to the different steps within an individual review: the time allowed for the actual review and preparation of the draft review reports, for editing of the draft report by the secretariat, for Parties to respond to the draft review report, for integration of the Party's comments, and for publication of the final review report.

32. The times allowed for the different steps of the review are not always adhered to because, for example, the experts have other conflicting commitments. However, it is usually possible to compensate for occasional delays by accelerating work on other steps and so most review reports are published on the

UNFCCC website within the deadlines. In 2004, all 36 reviews were completed either on time or within one week of the due dates.

3. Availability of experts and lead reviewers

33. Availability of experts with sufficient time, free of other commitments, to devote to the review is the main challenge for the review process. Expert reviewers need time to prepare themselves before the review starts – to go through the materials and to identify potential problems that need to be further investigated during the review. They also need time after the review to prepare the draft reports; for the in-country and centralized reviews this is the main challenge for the review and the ERTs find these deadlines the most difficult to meet.

34. The two lead reviewers have a special role in the review, guiding the ERT throughout the review process and also compiling the final draft report and discussing it with the ERT. The lead reviewers therefore need additional time after the review for these important tasks.

35. In the reviews performed until now, the major difficulty has been the experts' lack of available time after the review. Meeting the deadline for sending the draft review report to the Party under review is the more difficult part. A draft report being late to the Party under review does not have an impact on the Party's time to respond to the draft report. However, the ERT will have less time to incorporate the Party's response into the final review report before it is published on the UNFCCC website.

4. Capacity-building

36. The review process can be seen as a capacity-building exercise as both Parties and review experts gain experience in the preparation and review of GHG inventories. The expert reviewers identify problems in the inventories and provide advice on how to rectify these problems in the future. The ERTs also give advice on, for example, how to improve the methodological descriptions in the NIR. As a consequence, Parties are providing more detailed and transparent descriptions in their NIRs of the methodologies, emissions factors and activity data used in preparing emissions estimates. Review of these inventories shows that most countries have also made important methodological improvements, such as further implementation of the IPCC good practice guidance, including use of higher tier methods and country-specific data. The technical review of GHG inventories has also led to an increase in the number of inventory submissions, more complete submissions, and improved quality of the inventories.

37. Because of the technical complexity and extensive data requirements of preparing a national GHG inventory, improvements take time. Some Parties have only recently submitted their first inventory and some others have not yet done so. Even those countries with well-developed institutional arrangements for preparing inventories are continuing to make improvements. The GHG review process will continue to be instrumental in promoting the further improvement of national GHG inventories.

38. The review process also helps to facilitate exchange of experience. Experts participating in the review as ERT members or lead reviewers have an opportunity to learn how Annex I Parties prepare their annual GHG inventories, and what methodologies, activity data and emission factors are used and how. By reviewing the inventories experts see good examples of inventory preparation, and can use them when working on GHG inventories in their home countries. Participation in reviews can also help reviewers to understand typical problems in inventory preparation as well as ways to overcome them, and they can draw on this knowledge when preparing a GHG inventory. This applies to both Annex I Party and non-Annex I Party experts.

5. Lead reviewers meeting

39. Recognizing the special role of lead reviewers, the COP, by its decision 12/CP.9, requested the secretariat to organize meetings of lead reviewers to promote a common approach by ERTs to methodological and procedural issues encountered in the inventory reviews, and to make recommendations to the secretariat on ways to further improve the effectiveness and efficiency of the inventory reviews.

40. Three meetings of the lead reviewers have been held since 2003. The meetings addressed procedural and technical issues relating to the annual review of GHG inventories of Annex I Parties, and provided important feedback for the process of implementing reporting and review guidelines for GHG inventories. The conclusions of these meetings are available on the UNFCCC website.[1]

IV. Training of members of expert review teams

A. Overview

41. Decision 12/CP.9 calls for the secretariat to establish a training programme, comprising both technical and skill-building courses, for new members of ERTs for implementation in 2004 and beyond. The basic course for the review of GHG inventories was developed in 2003 and 2004, based on the experience of a pilot training seminar held in Geneva, Switzerland, in December 2002 and on guidance provided by the COP in its decision 12/CP.9. Six individual modules have since been developed, covering:

(a) General and cross-cutting aspects of the UNFCCC review guidelines and procedures and the IPCC good practice guidance;

(b) Energy sector;

(c) Fugitive emissions from the energy sector;

(d) Industrial processes;

(e) Agriculture;

(f) Waste.

42. In addition, the secretariat completed the training course on the review of the LULUCF sector and offered it online for experts in early 2005.

43. The secretariat has also developed a separate course “Improving communication and building consensus in ERTs”, which covers cross-cultural communication and conflict avoidance; this is also available online for all inventory review experts. This course provides tools to improve the work of ERTs and facilitate teamwork.

44. In inviting new experts for the training course, the secretariat gives priority to experts from non-Annex I Parties and, in particular, has sought participation of experts from countries that have not previously been involved in the review process.

[1] <http://unfccc.int/files/national_reports/annex_i_ghg_inventories/review_process/application/pdf/final_conclusions_and_recommendations.pdf>.

B. Training activities and examination

45. The basic training course and the LULUCF training course are offered online for experts. For experts who have difficulty accessing the course via the Internet, the training materials are made available on CD-ROM. When the training course is offered to new reviewers, an instructor monitors the trainees. The instructor also interacts with the trainees electronically through the course bulletin board to give guidance and answer questions. Each trainee is required to take the general module and a specific sectoral module, based on the trainee's inventory experience. Each module provides important background information and references for the sector, instruction on general procedures for review, exercises on key topics and specific sources, and practical case studies that simulate an actual review. The modules are made available throughout the year for all expert reviewers, without the interaction with an instructor.

46. When the experts have completed the online course, the secretariat conducts a training seminar, depending on the availability of resources, to provide additional hands-on experience with inventory review materials. During the seminar, trainees conduct a review of one or two inventories for their sector under the supervision of an instructor and the secretariat. Through the training course the new review experts have gained experience in what the review process is, and through examples and exercises they have gained some practical experience as well. The final seminar simulates a real inventory review where the new review experts implement the knowledge acquired during the course. The trainees have an opportunity to discuss the findings with the other trainees, as well as with the instructor and the secretariat, and to train in preparing a document with their findings. At the end of the seminar the trainees take the mandatory course examination, under the supervision of the secretariat. This examination covers general and sector-specific aspects of inventory review. For each sector, each trainee takes the same examination, and the grading scale is determined and communicated to the trainees in advance. All trainees are privately notified of their performance in the examination.

47. In exceptional circumstances, other arrangements for examination can be made, provided that the examinations take place under the supervision of the secretariat. Experts who do not pass an examination at the first attempt may re-take the examination one more time, provided that the expert has fulfilled all the tasks assigned to the trainees in the course in a timely manner, and that the re-take does not require the secretariat to incur additional costs.

48. Trainees who successfully complete the course are invited to participate in a centralized or in-country review, working alongside experienced reviewers. In accordance with the UNFCCC review guidelines, new reviewers who have just passed the examination can only participate in an in-country or centralized review. Only one new expert can participate in each in-country review, and a maximum of five new experts can participate in each centralized review. Desk reviews are conducted only by experienced experts.

49. Table 4 shows how many experts took the examination in the period 2002–2005, and how many passed the examination.

C. Impact on review process

50. The basic course and the LULUCF course have helped to better prepare new reviewers, who can perform their tasks with the help of more experienced reviewers in an efficient way, and to provide for an easier integration of new review experts in the ERTs. The establishment of training courses has led to an increase in the number of expert reviewers and hence has helped to ensure the availability of trained and experienced reviewers for future reviews.

51. However, more new reviewers are needed for the review process of the national inventories of all Annex I Parties. Parties should ensure that experts are made available for the review process, and that nominations to the roster of experts are made where necessary. The secretariat intends to seek guidance on the revision of the roster of experts in the near future.

Table 4. Training activities and examination results 2002–2005

Year	Course	Annex II Parties			EIT Parties			Non Annex I Parties			Total		
		Pass	Fail	Total	Pass	Fail	Total	Pass	Fail	Total	Pass	Fail	Total
2002	General (pilot)	7	0	7	3	0	3	11	5	16	21	5	**26**
2004	General I	9	0	9	4	0	4	7	4	11	20	4	**24**
	General NI	1	0	1	0	0	0	0	0	0	1	0	**1**
2005	General I	11	1	12	2	0	2	5	4	9	18	5	**23**
	General NI	7	0	7	0	0	0	1	0	1	8	0	**8**
	LULUCF I	23	1	24	3	0	3	8	3	11	34	4	**38**
	LULUCF NI	3	0	3	1	0	1	0	0	0	4	0	**4**
Total		**61**	**2**	**63**	**13**	**0**	**13**	**32**	**16**	**48**	**106**	**18**	**124**

Notes:
I = online course supported by an instructor; NI = online course not supported by an instructor.
Trainees who successfully re-took a failed examination are listed only under "pass".
A second pilot training with 21 trainees was held in 2003. During this seminar, examinations were taken only in the General module. In order to qualify to become ERT members, all trainees have/had to pass a sector-specific examination at a later time.

V. Conclusions

A. UNFCCC reporting guidelines

52. Since 2000, the review process has had an important role in improving inventories. This includes the timeliness and completeness of Annex I Party GHG inventory submissions, and adherence to the UNFCCC reporting guidelines.

53. The UNFCCC reporting guidelines proved to be a valuable tool in ensuring the consistency and transparency of inventories by providing a standardized reporting format for all Annex I Parties, through the CRF tables and the outlined structure of the NIR. This facilitates the processing of the data and the comparison of reporting across Annex I Parties and also other parts of the review process. Parties and the secretariat have gained valuable experience with the use of these guidelines. Parties may find it advisable to continue following the current guidelines.

B. UNFCCC review guidelines

54. Through the trial period for GHG inventories submitted by Annex I Parties in 2000–2002, and the mandatory reviews of Annex I Parties' GHG inventories, starting in 2003, Parties, review experts and the secretariat have gained substantial experience with the UNFCCC review guidelines.

55. The main conclusion is that the need to comply with the reporting guidelines and the existence of a comprehensive review process have facilitated considerable improvement in GHG inventories of Annex I Parties. Following the recommendations of the ERTs the inventories have become more transparent, complete, consistent, comparable and accurate.

56. Despite the strict deadlines of the review process, the deadlines are in most cases met. However, the time and availability of review experts is crucial for the success of the review process. The review experts also need enough time after the actual review week to finalize their work and to meet the deadlines.

57. The composition of the ERTs is regulated in the UNFCCC review guidelines. The secretariat strived to select the members of the ERTs with a view to achieving a balance between experts from Annex I Parties and non-Annex I Parties in the overall composition of the ERTs, and a geographical balance within these two groups.

58. Based on the experiences with the UNFCCC review guidelines and the results of the review process so far, Parties may wish to continue following the current guidelines.

C. Training of members of expert review teams

59. The basic course and the LULUCF course have proven to be an important instrument in preparing new review experts for the review process. The courses are offered online with an instructor once a year. Subject to availability of resources the course ends with a final seminar, including the mandatory examination. For the rest of the year the courses are offered online, but without an instructor, and the trainee has to pass the examination at some point, under the supervision of the secretariat and without incurring any costs for the secretariat.

60. When inviting experts to the courses emphasis has been on non-Annex I Party inventories experts, and especially on experts from countries which have not previously participated in the review process.

61. Keeping in mind positive results of the training courses, the secretariat will continue to offer the basic and LULUCF courses online and, pending the availability of resources, an instructor will be available once a year, and there might be a possible final seminar to end the course. The course "Improving communication and building consensus in ERTs" will continue to be offered online.

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