



## **Framework Convention on Climate Change**

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### **Subsidiary Body for Implementation**

**Thirty-fifth session**

**Durban, 28 November to 3 December 2011**

Item 4(a) of the provisional agenda

**National communications from Parties not included in Annex I to the Convention**

**Work of the Consultative Group of Experts on National Communications  
from Parties not included in Annex I to the Convention**

### **Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention**

**Note by the secretariat\***

#### **Addendum**

**Report on the workshop on facilitating the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, including greenhouse gas inventories, on a continuous basis**

#### *Summary*

The Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention held a workshop in Bonn, Germany, on 20 and 21 June 2011. This report outlines the proceedings of the workshop; it summarizes the presentations and provides recommendations from the thematic working groups on institutional issues, financial concerns, greenhouse gas inventory and data systems, and capacity-building and cross-cutting issues.

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\* This document was submitted after the due date in order to include the outcome of the discussions that took place at the fifth meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, held on 12 and 13 September 2011.

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## **I. Introduction**

### **A. Mandate**

1. The Conference of the Parties (COP), by its decision 5/CP.15, reconstituted the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) for the period 2010–2012 in order to improve the process of, and preparation of, national communications from Parties not included in Annex I to the Convention (non-Annex I Parties). The COP mandated the CGE to develop a work programme for 2010–2012 at its first meeting.
2. The terms of reference of the CGE stipulate that the CGE, in fulfilling its mandate, shall provide technical advice to non-Annex I Parties in order to facilitate the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, including greenhouse gas (GHG) inventories, on a continuous basis.<sup>1</sup>
3. In accordance with its work programme, which was welcomed and taken note of by the Subsidiary Body for Implementation (SBI) at its thirty-second session,<sup>2</sup> the CGE conducted a workshop on facilitating the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, including GHG inventories, on a continuous basis.
4. The workshop took into account the results of the CGE survey on identifying common challenges and case studies/best practices available to countries and possible means of facilitating the development and long-term sustainability of processes for the preparation of national communications, corresponding to paragraph 2(c) of the terms of reference of the CGE, contained in the annex to decision 5/CP.15. The workshop also took into account the initial list of recommendations made by the CGE based on its progress report to the SBI at its thirty-fourth session on common challenges, options and case studies/best practices available to countries and possible means of facilitating the development and long-term sustainability of processes for the preparation of national communications.<sup>3</sup>
5. By its decision 5/CP.15, the COP requested the secretariat to facilitate the work of the CGE by organizing meetings and workshops and compiling reports of its meetings and workshops for consideration by the SBI.

### **B. Scope of the note**

6. This report on the proceedings of the CGE workshop<sup>4</sup> includes a summary of thematic group presentations on key elements and recommendations for facilitating the development and long-term sustainability of the national communication processes and common challenges and best practice experienced by Parties in the establishment and maintenance of national technical teams for the preparation of their national communications, including GHG inventories, on a continuous basis. Presentations were

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<sup>1</sup> Decision 5/CP.15, annex, paragraph 2(c).

<sup>2</sup> FCCC/SBI/2010/10, paragraph 21.

<sup>3</sup> FCCC/SBI/2011/5/Add.2.

<sup>4</sup> <[http://unfccc.int/national\\_reports/non-annex\\_i\\_natcom/meetings/items/6071.php](http://unfccc.int/national_reports/non-annex_i_natcom/meetings/items/6071.php)>.

made by Parties on challenges, concerns, lessons learned and best practices with regard to sustaining their national technical teams for the preparation of their national GHG inventories, mitigation assessments and vulnerability and adaptation assessments. A CGE member and the secretariat made background presentations at the workshop.

### **C. Possible action by the Subsidiary Body for Implementation**

7. The SBI, having considered this report, may wish:

(a) To provide further guidance to the CGE on the implementation of its mandate relating to paragraph 2(c) of its terms of reference, on facilitating the development and long-term sustainability of the national communication processes, and common challenges and best practice experienced by Parties in the establishment and maintenance of national technical teams, for the preparation of their national communications, including GHG inventories, on a continuous basis;

(b) To encourage Parties and/or relevant organizations, as appropriate, in providing assistance to non-Annex I Parties, to take into consideration the recommendations provided in this workshop report;

(c) To invite Parties and/or relevant organizations, including bilateral and multilateral organizations, in a position to do so, to provide financial resources to support the work of the CGE in the implementation of its mandate relating to paragraph 2(c) of its terms of reference.

## **II. Proceedings of the workshop**

### **A. Opening of the workshop**

8. The CGE workshop on facilitating the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, including GHG inventories, was held on 20 and 21 June 2011 in Bonn, Germany. Ms. Sangchan Limjirakan (Thailand), Chair of the CGE, welcomed the participants and outlined the objectives of the workshop. The secretariat provided a brief overview on the organization of the workshop.

9. The expected outcomes of the workshop were:

(a) To share good practices and lessons learned in the establishment and maintenance of the national technical teams for the preparation of national communications among workshop participants representing governments and bilateral and multilateral agencies;

(b) To provide recommendations and a means to facilitate the establishment and maintenance of national technical teams to enable non-Annex I Parties to maintain and sustain their national technical teams for the preparation of national communications, including GHG inventories, on a continuous basis.

## B. Organization of the work

10. The Chair outlined the organization of the work and emphasized that the workshop will enable the CGE to fulfil its mandate as part of the implementation of its work programme for 2011.

11. The agenda for the workshop, prepared in consultation with the CGE, included the following five sessions:

(a) The first session was a presentation of background information to set the scene for the workshop based on the outcome of the CGE survey corresponding to paragraph 2(c) of its the terms of reference;

(b) The second session presented experiences and shared best practices and lessons learned with regard to sustaining national technical teams, in particular those for national GHG inventories, mitigation assessments and vulnerability and adaptation assessments. The presentations took into consideration the institutional, financial, capacity-building and other aspects of both non-Annex I Parties and Parties included in Annex I to the Convention (Annex I Parties);

(c) A panel discussion by multilateral and bilateral agencies on their experience in providing technical and financial assistance to non-Annex I Parties in the preparation of their national communications constituted the third session;

(d) The fourth session was the meetings of thematic working groups to exchange further views on common challenges and best practices, options available to non-Annex I Parties and the provision of key recommendations for facilitating the development and long-term sustainability of the national technical teams. For this session, the CGE prepared background questions on ways to facilitate the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, to serve as an input to the discussions. Accordingly, four working groups were formed, and organized as follows:

- (i) Institutional issues;
- (ii) Financial issues;
- (iii) GHG inventory and data systems;
- (iv) Capacity-building and cross-cutting areas;

(e) The final session was a plenary discussion on the outputs of the thematic working groups and a reflection on the possible ways of facilitating the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, including GHG inventories, on a continuous basis.

12. The following Parties were represented at the workshop: Algeria, Angola, Antigua and Barbuda, Brazil, Burundi, Congo, Cook Islands, Côte d'Ivoire, Democratic Republic of the Congo, Finland, Ghana, Guatemala, Guinea-Bissau, Japan, Mali, Mauritania, Mauritius, Namibia, New Zealand, Nicaragua, Philippines, Senegal, Sri Lanka, Swaziland, Switzerland, Thailand, United Republic of Tanzania and Viet Nam.

13. The secretariat allowed participants to take part in the workshop remotely via videoconferencing, in order to maximize the participation of representatives of non-Annex I Parties and to deliver the content of the workshop to those representatives who could not travel to the workshop, as encouraged by the SBI at its thirty-third and thirty-fourth

sessions.<sup>5</sup> The CGE, with the assistance of the secretariat, will further explore this avenue, subject to the availability of resources.

## **C. Major discussions and outcomes of the workshop<sup>6</sup>**

### **1. Background presentation**

14. During the first session, the secretariat provided a background presentation for the workshop containing information extracted from the CGE survey referred to in paragraph 4 above. The survey was conducted with the aim of assisting the CGE in generating feedback from national experts, national focal points and national communications project coordinators on their technical and capacity needs and on the problems and challenges in sustaining and maintaining national technical teams for the preparation of national communications.

### **2. Presentations and discussions on problems, lessons learned and best practices**

15. The second session focused on identifying lessons learned and best practices relating to the sustainability of the national communication teams. Parties shared information on their institutional arrangements, financial concerns, capacity-building initiatives and cross-cutting issues when preparing their national communications. They also shared key methodologies, data collection processes and archiving used in the preparation of their national communications in the areas of national GHG inventories, mitigation assessments and vulnerability and adaptation assessments.

16. The following non-Annex I Parties shared their national perspectives, experiences and lessons learned:

(a) The representatives of Mauritius, the Philippines and Algeria made presentations on challenges and concerns, lessons learned and best practices with regard to sustaining national teams for the national GHG inventory preparation in the context of their national communication preparation process:

(i) The representative of Mauritius outlined some of the consequences of the lack of a sustainably maintained national inventory team, which include institutional memory loss. The representative highlighted some challenges, such as language barriers, the disadvantages of project-based support and the lack of continuous training, as examples of the barriers faced by the country. As one of the small island developing States (SIDS), Mauritius faces major challenges, such as limited human resources, inadequate funding and lack of appropriate technologies, in facilitating adaptation to climate change. The general lack of activity data, especially for land use, land-use change and forestry, and the lack of research capacity to develop appropriate emission factors, were highlighted. The representative of Mauritius mentioned that non-Annex I Parties will need to strengthen and improve on their institutional arrangements in the near future in order to accommodate the implementation of decision 1/CP.16, especially for the preparation of biennial update reports. He mentioned a few key lessons learned and best practice experienced. Among them were the creation of a climate change portfolio within the Ministry of Environment, the setting up of a formal implementation arrangement for

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<sup>5</sup> FCCC/SBI/2010/27, paragraph 29, and FCCC/SBI/2011/7, paragraph 34.

<sup>6</sup> <[http://unfccc.int/national\\_reports/non-annex\\_i\\_natcom/meetings/items/6071.php](http://unfccc.int/national_reports/non-annex_i_natcom/meetings/items/6071.php)>.

national communications and the GHG inventory process with approval from the cabinet, and a climate change observatory, which is in the process of being set up;

(ii) The representative of the Philippines shared the country's experience regarding how its national communications team participated in the UNFCCC experts training programme for technical review of GHG inventories by Annex I Parties as part of its capacity-building initiatives. The representative also highlighted the usefulness of developing a GHG reference manual for data collection consistent with Intergovernmental Panel on Climate Change (IPCC) guidelines and providing it to the national statistic coordination board for its data collection process in order to maintain consistency and sustainability of the national GHG inventory process. The representative of the Philippines noted the usefulness of mainstreaming climate change into sectoral plans and including GHG data collection as part of existing national processes;

(iii) The representative of Algeria elaborated on the institutional concerns faced by the country during the preparation of its second national communication, including problems with institutional set-ups, the difficulties in obtaining data from the private sector, and the ad hoc nature of the national GHG inventory preparation process. The representative also shared lessons learned and benefits realized during the implementation of the United Nations Development Programme (UNDP) project on building capacity in the Maghreb to respond to the challenges and opportunities created by the national response to the UNFCCC process. Inhabitants of the Maghreb region saw this project as their own, and this contributed significantly to the success of the project. Some of the outputs of the project included the development of national institutions, data knowledge management and exchange, and training of national experts, researchers and non-governmental organizations;

(b) The representatives of Thailand and Brazil gave presentations on challenges and concerns, lessons learned and best practices with regard to sustaining national teams for mitigation assessments in the context of national communication preparation:

(i) The representative of Thailand shared experience with institutional arrangements on climate change, including the setting-up of a national committee on climate change, which includes climate change coordinators and subcommittees under the auspices of the Ministry of Natural Resources and Environment coordinated by the Deputy Permanent Secretary of the Ministry. Existing challenges for Thailand include the establishment and operationalizing of a quality assurance and quality control (QA/QC) system and the setting-up of domestic measurement, reporting and verification procedures. Other lessons learned and concerns included the lack of financial, technical and capacity-building support for core teams and their affiliated agencies;

(ii) The representative of Brazil elaborated on how the depreciation of the national currency impacted on the preparation of Brazil's national communication and the difficulties Brazil experienced in raising resources from the national budget to produce a comprehensive second national communication. The representative also demonstrated Brazil's good practice in the creation of a Brazilian website on climate change. Key lessons learned included the involvement of key stakeholders in the disclosure of the information needed for all the phases of the mitigation assessment, identification of coordinators in key technical areas in order to decentralize the work and ensuring a peer reviewed, transparent and inclusive process. Despite the efforts of the country in elaborating its national communication, especially the comprehensive and complex inventories, the representative highlighted the systemic difficulties in ensuring the sustainability of the national communication process,

such as institutional arrangements, organizational structure, limited human and technical resources, and other bottlenecks;

(c) The representatives of Viet Nam, Guinea-Bissau and Ghana gave presentations on challenges and concerns, lessons learned and best practices with regard to sustaining national teams for vulnerability and adaptation assessments in the context of national communication preparation:

(i) Viet Nam's institutional arrangement for the preparation of national communications was based on a working group approach with overall supervision by the Ministry of Natural Resources and Environment and with the assistance of the National Steering Committee (NSC) for the Convention and its Kyoto Protocol. The national communication working groups on key thematic areas were directly supervised by the National Management Committee, which reported directly to the NSC. The representative of Viet Nam highlighted the shortage of technical experts capable of running scenarios and models related to vulnerability and adaptation assessments as one of the barriers in the preparation of its national communication. The need to establish a policy framework for the implementation of measures and the importance of mainstreaming climate change issues into national strategies were also highlighted;

(ii) The representative of Guinea-Bissau identified a number of bottlenecks inhibiting the sustainability of the national communication process, such as institutional arrangements, limited human resources and a lack of the financial resources necessary to respond to adaptation to climate change. The representative stated that there is a crucial need for capacity-building in the country, owing to its high vulnerability and fragile coastal zone ecosystem and insufficient funding for climate change related issues;

(iii) The representative of Ghana presented the country's National Climate Change Adaptation Strategy, which aims at reducing the risks of climate change impacts in order to realize opportunities for sustainable development, climate-proof development and building resilience to climate change impacts. Challenges highlighted by the representative included the need for capacity-building, including institutional building and human resources development, and the need to put in place legislative frameworks. The importance of intersectoral and general stakeholder cooperation for the implementation of climate change related activities was stressed; in addition, the availability of appropriate budgetary support and the provision of international financing were also identified as crucial to sustain national technical teams for climate change vulnerability and adaptation assessments, and also to support the development and implementation of nationally prioritized adaptation programmes. The representative highlighted the need to strengthen the district assemblies' environmental committees in order to enhance mainstreaming of climate change at the local level.

17. Representatives of three Annex I Parties made presentations on best practices related to the long-term sustainability of processes and the establishment and maintenance of national technical teams for the preparation of national communications, including GHG inventories, on a continuous basis. The following Parties shared their national perspectives, best practices, experiences and lessons learned:

(a) The representative of New Zealand shared experiences with the establishment of a GHG management system that supports and ensures that the national GHG inventory is prepared annually. The national teams are regularly engaged in the international negotiations and participate in the in-country reviews of the national GHG inventories of



Annex I Parties as well as the in-depth reviews of national communications of Annex I Parties. These serve as an incentive mechanism for the national technical teams. New Zealand further elaborated on the institutional procedural arrangements for the compilation of annual national GHG inventories with the Ministry of Foreign Affairs coordinating the national GHG inventory development and reporting process. Participants were informed that developing and retaining staff was realized through a regular reporting cycle, mentoring, development of the national GHG compiler manuals and involvement in UNFCCC expert review processes. Lessons learned included those on institutional arrangements with a cross-agency approach and regular review feedback;

(b) The representative of Switzerland shared with participants the organizational structure of the Swiss Interdepartmental Committee, which is chaired by the directors of the relevant federal offices. The committee is entrusted with coordination across six operational policy fields, namely mitigation, adaptation, financial resources, research, innovation and observations, international collaboration, and emissions trading. The country has a core group within the Federal Office for Environment, which has long-term contracts signed with consultants working in the key inventory sectors for the national inventory team in order to maintain the sustainability of the team. Parliament enacts related climate change legislation and mandates on mitigation and adaptation activities;

(c) Finland's fifth national communication was prepared under a government decree, with Statistics Finland being the national entity responsible for the preparation of the national communication, including the national GHG inventory. Key lessons learned on sustainability include compilation of the annual national GHG inventories to support the national communication process, which results in capacity-building across the sectors and institutions through a learning-by-doing approach; this in turn established networks between various sectors. The national communication supports the Finnish policymaking process and the quality of the report has improved through the regular review processes.

### **3. Panel discussion by multilateral and bilateral agencies on their perspectives and experience in providing technical and financial assistance to non-Annex I Parties in the preparation of their national communications**

18. In this session, on multilateral and bilateral agencies, the representative of the Japan International Cooperation Agency informed the workshop about its project on capacity-building for climate change strategies in Indonesia, which encompasses nationally appropriate mitigation actions, adaptation and vulnerability assessments, and the national GHG inventories, with input from other donor communities and agencies such as the European Union, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and UNDP. The expected output of the project is improved capacity of Indonesia's national communication team for periodic and systematic collection and compilation of the accurate and reliable data necessary for the vulnerability and adaptation assessments and the GHG inventory. Under this project, two national GHG inventory reports will be produced. During the production of the first report, which will be the inventory for 2008, the existing institutional arrangements and procedures for inventory compilation will be reviewed and improved. The second report, for 2010, will be produced with limited direct involvement of external experts in order to ensure that the Indonesian inventory team can keep the established institutional arrangements and procedures in operation on a continuous basis. Thus, the project will further strengthen the institutional arrangements for the preparation of Indonesia's national communication, including maintaining institutional memory.

19. The representative of GIZ explained that GIZ contributes directly to capacity-building by providing support to developing countries in risk management, mitigation assessments, and vulnerability and adaptation assessments, rather than directly supporting

national communications. GIZ was concerned about the project-based approach of national communications, and the representative indicated that there is a need to institutionalize the process. As one of the largest international donors to climate change related activities, GIZ will further support the implementation of nationally appropriate mitigation activities in addition to the other support it provides.

20. The representative of the National Communication Support Programme (NCSP) summarized the experience of UNDP in the sustainability of the national communication process. He noted that the process for the preparation of national communications has undergone many changes since the adoption of the guidelines for the preparation of initial national communications (INC) from non-Annex I Parties<sup>7</sup> and with the establishment of the NCSP. He further maintained that in some countries top-up funding provided to non-Annex I Parties for the preparation of the technology needs assessment filled the time gap between the completion of the INC and the allocation of funding for the second national communication, thus maintaining the national teams. As a technical support programme assisting non-Annex I Parties in the preparation of their national communications, NCSP notes that the major obstacles experienced by these Parties are insufficient funding support, lack of capacity, especially for least developed countries (LDCs) and SIDS, and political and institutional change. The representative of UNDP stressed the need for the provision and allocation of funding from the national domestic budget and the development of national climate change strategies in order to maintain the national communication process and technical teams.

21. The representative of the United Nations Environment Programme (UNEP) shared some of the organization's experience in the provision of technical and financial assistance. He outlined that UNEP has, in response to COP guidance, streamlined its national communications project cycle and project management practices in order to ensure a prompt and expeditious project approval process as well as the efficient disbursement of financial support to countries. He also indicated that the key challenges being faced by countries in the organization of support include the following:

- (a) High turnover of staff in some countries;
- (b) The use of independent consultants;
- (c) Change of national focal points.

22. During the discussions, participants stressed the importance of maintaining flexibility in the allocation of Global Environment Facility (GEF) funding for the national communication process in order to provide additional incentives to civil servants who are part of the national communication teams. These individuals, who support research and data collection, are more likely to sustain the national communication process than consultants. Further observations by the participants included the following:

- (a) The need for flexibility in the procurement guidelines set by implementing agencies for the recruitment of experts for the completion of the national communication chapters, since the bidding process leads to the hiring of international consultants who are more experienced at the expense of local experts;
- (b) The need for the establishment of nationally appropriate institutional arrangements to support, for example, data archiving for GHG inventory compilation;
- (c) The need for international support and regional cooperation and triangular and South–South cooperation;

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<sup>7</sup> Decision 10/CP.2.

(d) The need for the continuation of a programme similar to the NCSP in order to provide technical backstopping to the national communication teams.

**4. Thematic group discussions and recommendations on facilitating the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, including greenhouse gas inventories, on a continuous basis**

23. For the fourth session, four facilitated breakout sessions were held to exchange views and provide recommendations.

24. The thematic working group on institutional issues highlighted the following recommendations as part of their discussions:

(a) There is a need for a legal basis and national systems to anchor the national communication process, with explicit institutional arrangements and appropriate functions, such as data management and archiving;

(b) There is a need to develop guidelines, under the SBI, aimed at providing assistance to non-Annex I Parties, taking into consideration their national circumstances, defining the functions that a country needs to put in place in order to implement the national communication. In addition, a guidance document on national systems/institutional arrangements and the performance of their functions could be developed by the CGE in the implementation of its future programme;

(c) During the initial set-up of national systems, taking into consideration the various national circumstances, it may be advantageous to set up a high-level inter-institutional climate change committee in a high-level political agency, such as the office of the prime minister, rather than in the ministries dealing with environment or meteorology;

(d) In the collection of national communication data from the private sector, and to build trust in the reporting of these data, it is important for national governments to make public only the aggregate data for the national communications, and to ensure confidentiality of the data collection process. A law or regulations, as appropriate, may be required, specifying reporting obligations for key institutions and the private sector to provide data for GHG inventory and mitigation reporting. The cost implications involved in obtaining these data and the computation thereof can be defined in the national system;

(e) The development of a national communication website at the national level with an interactive online platform for public comments may be helpful in mobilizing public awareness and in influencing the formulation of climate change policies.

25. The thematic working group on financial issues highlighted the following recommendations from their discussions:

(a) Eradication of poverty and sustainable development are the main priorities of developing countries, which means that the cost for national communications cannot be borne by these countries;

(b) The GEF has various options<sup>8</sup> by which Parties can obtain funding for the preparation of their national communications; however, their use requires timely

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<sup>8</sup> Option 1: countries can work with the GEF agency of their choice, as was the case in previous national communications;  
Option 2: countries can be part of the UNEP umbrella project for national communications;  
Option 3: countries can access resources of up to USD 500,000 via direct access with the GEF secretariat for their national communications;

preparation. Those countries requiring additional resources above the USD 500,000 threshold will need co-financing, thus diverting funds from national implementation priorities to an enabling activity; additionally, this funding is not expedited and not at the agreed full cost;

(c) Funding mechanisms under the Convention must be timely, responsive to the demands of countries and take fully into account the different national circumstances and specific characteristics and needs of countries;

(d) Funding should be systemic, predictable and programmatic, as opposed to project-based, which is time-bound, in order to enable the sustainability of the national communication process;

(e) There should be flexibility in the funding procedures for the national communications in order to allow for different contracts and modalities as determined by the country's needs, such as the employment of a full-time civil servant based in the government as a project coordinator;

(f) There is a need to incentivize the work and contributions of UNFCCC focal points, such as those representing Article 6 of the Convention and the designated national authority of the clean development mechanism, as part of the country's teams and to ensure the continuous flow of information;

(g) To address currency exchange rate losses, a contingency fund, administered by the GEF, must be made available for countries for which the exchange rate has negatively affected more than 10 per cent of the total expected amount received.

26. The thematic working group on GHG inventory and data systems provided the following recommendations:

(a) When compiling national GHG inventories, countries need to explore various external database sources, including international databases, which can be accessed continuously if national data are insufficient;

(b) National institutional arrangements, including the promotion of coordination among key stakeholders and data archiving procedures, need to be made;

(c) Incentives and legal arrangements need to be set up in order to make data providers more cooperative;

(d) Awareness of the importance of the continuity of the national GHG inventory data collection process should be raised and shared among inventory compilers and stakeholders;

(e) At the end of the preparation of the national communication, a list of elements to be improved in subsequent national communications needs to be prepared in order to facilitate continuous improvement, which is essential to sustainable inventory preparation;

(f) Documentation of what has been done in the current inventory preparation, and how, is important because it can serve as a manual for the future inventory team;

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Option 4: if countries need additional resources above the USD 500,000 provided for the preparation of national communications, they can utilize their System for Transparent Allocation of Resources allocation.

(g) Key category analysis needs to be used for efficient data management, so that activities such as QA/QC, which are difficult to implement because of the scarcity of data, could be focused only on key categories;

(h) Training on tools for analysis of satellite imagery is necessary, including the interpretation of these satellite images and conducting ground-truthing;

(i) There is a need to accelerate the development of the new UNFCCC software, which will solve most problems experienced in the calculation of GHG information, and other software that enables the use of higher-tier methods, or some other new methods, such as ALU (Agriculture and Land Use National Greenhouse Gas Inventory) software;

(j) Technical and financial support should be aimed at ensuring not only that adequate institutional arrangements are established but also that the established institutional arrangements are kept in operation.

27. The thematic working group on capacity-building and cross-cutting areas decided that there is a need to:

(a) Identify appropriate tools and methodologies and evaluate technical and knowledge gaps;

(b) Identify training experts and carry out in-country training of trainers and training on specific tools and methods, and organize exchange workshops at the subregional level, such as on the use of the *IPCC Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories* and the UNFCCC GHG inventory software for non-Annex I Parties;

(c) Enhance regional, triangular and South–South cooperation and networking facilitated by relevant multilateral and bilateral agencies, as appropriate;

(d) Broaden in-country support, including integrating the national communication results into national/sectoral plans, policy discussions and enhancing public awareness in the context of the country's priorities to enhance participation and ownership;

(e) Enhance the UNFCCC fellowship programme and identify opportunities for study visits;

(f) Ensure translation into official United Nations languages of appropriate documents and guidance materials, and in-country support to improve English language skills;

(g) Maintain a network of experts and interested stakeholders.

28. The full versions of the presentations made by the working groups can be found on the UNFCCC website.<sup>9</sup>

### III. Final considerations and recommendations

29. During the final session, participants concluded that the workshop provided a good opportunity for participants to share lessons learned and good practices in the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, including GHG inventories, on a continuous basis, that will serve as guidance to the CGE in the implementation of its mandate. It also provided an opportunity to exchange views with

<sup>9</sup> <[http://unfccc.int/national\\_reports/non-annex\\_i\\_natcom/meetings/items/6071.php](http://unfccc.int/national_reports/non-annex_i_natcom/meetings/items/6071.php)>.

representatives of bilateral and multilateral agencies on possible future assistance to be provided to non-Annex I Parties in the development and long-term sustainability and maintenance of national technical teams.

30. Several recommendations as follows were made regarding the outcomes of the workshop on the common challenges and best practices, options available to Parties and key elements for facilitating the development and long-term sustainability of the national communication processes:

(a) The establishment of appropriate national systems and institutions to sustain the national communication process through a strong core national team with long-term contracts in order to retain dedicated human resources;

(b) The involvement of high-level political offices and the reassurance of political will to maintain the sustainability of the national communication team;

(c) The improvement of the technical capacity of national experts;

(d) The provision of incentives to the private sector for data sharing, such as ensuring confidentiality in the provision of such data;

(e) The improvement of networking and South–South cooperation to overcome language barriers and capacity deficiency, especially for SIDS and LDCs.

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