



United Nations

FCCC/CP/2012/L.5



Framework Convention on  
Climate Change

Distr.: Limited  
6 December 2012

Original: English

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**Conference of the Parties**

**Eighteenth session**

**Doha, 26 November to 7 December 2012**

Agenda item 3(b)

**Reports of the subsidiary bodies**

**Report of the Subsidiary Body for Implementation**

**Composition, modalities and procedures of the team of  
technical experts under international consultations  
and analysis**

**Proposal by the President**

**Draft decision -/CP.18**

**Composition, modalities and procedures of the team of  
technical experts under international consultations  
and analysis**

*The Conference of the Parties,*

*Decides to forward the text of a draft decision contained in the annex to this decision, for consideration by the Subsidiary Body for Implementation at its thirty-eighth session, with a view to recommending a draft decision on this matter, for adoption by the Conference of the Parties at its nineteenth session.*

## Annex

[English only]

### Draft decision text

#### [Draft decision -/CP.18]

#### **Composition, modalities and procedures of the team of technical experts under international consultations and analysis**

*The Conference of the Parties,*

*Recalling* decisions 1/CP.16 and 2/CP.17, which established a process for international consultation and analysis of biennial update reports under the Subsidiary Body for Implementation that aims to increase the transparency of mitigation actions and their effects, and adopted the modalities and guidelines for the international consultation and analysis,

*Noting* that international consultation and analysis of biennial update reports will be conducted in a manner that is non-intrusive, non-punitive and respectful of national sovereignty,

*Recognizing* the need to have an efficient, cost-effective and practical international consultation and analysis process which does not impose an excessive burden on Parties and the secretariat,

*Having taken note* of the estimated budgetary implications, as provided by the secretariat, of the actions requested of the secretariat in paragraph 3 below and other actions contained in the annex to this decision,

*Also recognizing* the difficulties faced by Parties not included in Annex I to the Convention (non-Annex I Parties) in reporting under the Convention, as well as the need to take into account national capabilities and circumstances, the need to build capacity and the need for the provision of financial support in a timely manner to non-Annex I Parties to facilitate the timely preparation of their biennial update reports,

*Further recognizing* that the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention will play an important role in facilitating technical advice and support for the preparation and submission of Parties' first biennial update report,

*Having taken note* that the requirements for additional resources for the implementation of the actions referred to in paragraph 3 below cannot be met by the approved UNFCCC core budget for the biennium 2012–2013,

*Having taken note* that the UNFCCC core budget for the biennium 2014–2015 will need to address the resources necessary for the implementation of the actions contained in the annex to this decision,

1. *Adopts* the composition, modalities and procedures of the team of technical experts referred to decision 2/CP.17, annex IV, paragraph 1, as contained in the annex to this decision;
2. *Invites* Parties and, as appropriate, intergovernmental organizations to nominate technical experts with the relevant qualifications to the UNFCCC roster of experts;

3. *Requests* the secretariat:
  - (a) To maintain and update the roster of technical experts;
  - (b) To develop the technical tools necessary to conduct the technical analysis of the biennial update reports efficiently;
4. *Requests* the CGE to develop [and conduct] appropriate training programmes for nominated technical experts, based on the most-updated training materials of the CGE, with a view to improve the technical analysis taking into account the difficulties encountered by non-Annex I parties in the preparation of their BURs;
5. *Encourages* Parties included in Annex II to the Convention to provide the financial resources necessary for the actions of the secretariat called for in paragraph 3 above and the actions required within the provisions contained in the annex to this decision;
6. *Also encourages* developed country Parties and other developed country Parties included in Annex II to the Convention to provide new and additional financial resources at the agreed full cost in accordance with Article 4, paragraph 3, of the Convention and relevant decisions of the Conference of the Parties, with a view to supporting any reporting needed for international consultations and analysis;
7. *Requests* that the actions of the secretariat called for in this decision, and the actions required within the provisions contained in the annex to this decision, be undertaken subject to the availability of financial resources.

## Annex

### **Composition, modalities and procedures of the team of technical experts for undertaking the technical analysis of biennial update reports from Parties not included in Annex I to the Convention**

The objective of this document is to provide details of the composition, modalities and procedures of the team of technical experts (TTE) referred to in decision 2/CP.17, annex IV, paragraph 3, for undertaking technical analysis of biennial update reports (BURs) from Parties not included in Annex I to the Convention (non-Annex I Parties), in a manner that is non-intrusive, non-punitive and respectful of national sovereignty, and that does not include, in accordance with decision 1/CP.16, paragraph 64, discussion about the appropriateness of such domestic policies and measures.

#### *Option 1 (paras 1-3)*

1. The secretariat will provide administrative support to the TTE. In the selection of the members of the TTE the secretariat will be guided by the CGE in accordance with this decision.
2. A TTE shall be composed of 3-9 experts made up of, as a high priority and to the extent available, 1-3 CGE members and other experts drawn from the UNFCCC roster of experts with priority given to experts who served as the members of the CGE. Only those nominated experts that have successfully completed the CGE training programme referred to in paragraph xx of this decision shall be eligible to serve in the TTE.
3. [The composition of each TTE shall aim to ensure the geographical balance, ensure that majority of experts come from non-Annex I Parties and ensure expertise needed to address the areas of information defined in decision 2/CP.17, annex IV, paragraph 3(a).]

#### *Option 2 (paras 1-3bis)*

1. The secretariat will provide administrative support to the TTE and coordinate the selection of the members of the TTE.
2. A TTE shall be composed of 3-6 experts made up of experts drawn from the roster of experts, of which, as a high priority and to the extent available, CGE members or other experts who served as members of the CGE. CGE members shall maintain, at a maximum, a ratio of one third to the total members of the TTE. Only those experts and members of the CGE that have successfully completed the training programme referred to in paragraph XX of this decision shall be eligible to serve in the TTE.
3. The overall composition of the TTEs shall aim to ensure a balance between experts from non-Annex I and Annex I Parties. The secretariat shall make every effort to ensure geographical balance among those experts selected from non-Annex I Parties and among those experts selected from Annex I Parties and ensure expertise needed to address the areas of information defined in decision 2/CP.17, annex IV, paragraph 3(a).

3bis: A member of the TTE shall not have been involved in the preparation of the BUR under analysis.

#### *Option 3 (paragraphs 1-4)*

1. A team of technical experts shall be composed of experts nominated to the UNFCCC roster of experts by Parties to the Convention and, as appropriate, by intergovernmental organizations.

2. [Only those nominated experts that have been successfully completed the training programme conducted by the CGE will be able to conduct the technical analysis referred to in paragraph 3(a) of Annex IV of Decision 2/CP.17.]
3. The secretariat shall compose the members of a TTE from the UNFCCC roster of experts maintained by the secretariat to conduct technical analysis of biennial update reports in such a way that:
  - (a) Allows the collective skills of each team to address the areas of information defined in decision 2/CP.17, annex IV, paragraph 3(a);
  - (b) Achieves a balance between experts from Parties included in Annex I to the Convention (Annex I Parties) and non-Annex I Parties in the overall composition of the team, without compromising the selection criteria referred to in paragraph 1 above;
  - (c) Ensures geographical balance among the experts selected from non-Annex I Parties and Annex I Parties;
  - (d) Ensures that each TTE is co-led by two experts: one from an Annex I Party and another from a non-Annex I Party. The co-lead experts should ensure that the technical analyses in which they participate are performed in accordance with the relevant guidelines contained in relevant decisions of the Conference of the Parties.
4. A TTE may vary in size and composition, taking into account the national circumstances of the Party whose BUR is under technical analysis and the particular needs for expertise of each technical analysis activity. At least one member of the TTE shall be an expert in greenhouse gas inventories. The need for experts in the associated methodologies and assumptions behind mitigation actions should be determined based on the national circumstances of the Party whose BUR is under technical analysis.

*Option 4 (paragraphs 1-3)*

1. The Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) shall serve as the TTE for international consultation and analysis and undertake the technical analysis of biennial update reports in a manner that is non-intrusive, non-punitive and respectful of national sovereignty, in accordance with decision 2/CP.17, paragraphs 56–62 and annex IV. The membership of the CGE shall be as set out in decision 3/CP.8, annex, paragraphs 3–8.
2. The CGE may establish committees, panels or working groups to assist it in the performance of its functions. The CGE shall draw on the expertise necessary to perform its functions, including from the UNFCCC roster of experts. In this context, it shall take regional balance fully into consideration, in line with the composition of the CGE.
3. The CGE may decide on the organization of committees, panels or working groups for conducting the technical analysis of individual or groups of up to four BURs from Parties not included in Annex I to the Convention within six months of its submission.

*Option 5 (paragraphs 1-4)*

1. A TTE will be coordinated by the secretariat under the guidance of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and shall be composed of at least three experts selected from the CGE.
2. Other additional experts, drawn from the UNFCCC roster of experts by the secretariat under the guidance of CGE, may be included in the TTE, taking into account the national circumstance of the Party concerned and the different expertise needs of each technical analysis.

3. The composition of experts should ensure the geographical balance, maximize the participation of experts from non-Annex I Parties (no less than 70% of experts should be from non-Annex I Parties) and take into consideration of expertise needed.

4. Experts selected from the UNFCCC roster of experts should have recognized competence in understanding the difficulties encountered by non-Annex I Parties in preparation of their BURs. Participating experts shall be trained on ad hoc basis by the CGE to ensure the necessary competence of experts.

[4. Ensures that each TTE is coordinated by two experts: one from a Party included in Annex I to the Convention (Annex I Party) and another from a non-Annex I Party. The coordinators should ensure that the technical analyses in which they participate are performed in accordance with the relevant guidelines contained in relevant decisions of the Conference of the Parties.]

8. The participating experts shall serve in their personal capacity. They shall neither be a national of the Party whose BUR is under analysis nor be nominated by that Party.

9. The technical analysis of successive BURs from the same Party shall not be undertaken by the same TTE.

10.

*Option 1* A single TTE shall be responsible for conducting the technical analysis of at least 2 up to six submitted BURs individually, within six months of its submission, resulting in an individual summary report for each analysed BUR. In accordance with decision 2/CP.17, paragraph 58(d), small island developing States and the least developed country Parties may undergo international consultation and analysis as a group of Parties at their discretion.

[On a voluntary basis, and at the request of the Party concerned, the TTE may be constituted to undertake the technical analysis of the BUR in the country of the requesting Party.]

*Option 2* Individual technical analysis of single BUR shall be conducted by a TTE in a single location. A TTE may analyse several BURs during one series of technical analyses. In accordance with decision 2/CP.17, paragraph 58(d), small island developing States and the least developed country Parties may undergo international consultation and analysis as a group of Parties at their discretion.

12. The technical analysis of BURs shall result in an individual summary report for each BUR submitted and analysed.

13. The TTE shall complete a draft summary report, referred to in paragraph 12 above, no later than three months after the start of the technical analysis. The draft summary report should be shared with the respective non-Annex I Party for comment, to be provided within three months of its receipt.

14. The TTE shall respond to and incorporate the comments referred to in paragraph 13 above from the Party concerned and finalize, in consultation with the Party concerned, the summary report within three months of the receipt of the comments. [Should the Party and the TTE be unable to reach common understanding on the treatment of comments, the TTE shall ensure that the comments of the Party are incorporated.]

15. The summary report referred to in paragraph xx above will be noted by the SBI in its conclusions and shall be made publicly available on the UNFCCC website.

*Option 1 (Paragraphs 16 and 17)*

[16. In the course of a technical analysis, as set out in decision 2/CP.17, annex IV, paragraphs 4, the Party concerned may provide the TTE with additional technical information and data sufficient to assess the conformity of the BUR with the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” and other relevant guidelines adopted by the Conference of the Parties.

17. Where some of the additional information or data, including the data used by the Party concerned to prepare its BUR, requested by the team of experts in accordance with decision 2/CP.17, annex IV, paragraph 4, falls under confidentiality protection in accordance with the national legislation of the Party concerned, the Party shall inform the TTE thereof, indicating the reasons for classifying the information.]

*Option 2:* No text

18. The obligation of a member of a TTE not to disclose confidential information shall continue after termination of his or her service on the TTE.

19. Participating experts from non-Annex I Parties and Annex I Parties with economies in transition shall be funded in accordance with the existing procedures<sup>1</sup> for participation in UNFCCC activities. Experts from other Parties included in Annex I to the Convention shall be funded by their governments and those representing intergovernmental organizations shall be funded by their respective organizations.

[20. The technical analysis under ICA will aim to increase transparency of mitigation actions and their effects; discussion on appropriateness of such domestic policies and measures is not part of the process. The TTE shall:

(a)

*Option 1:* [Check the completeness<sup>2</sup> of submitted BURs against the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” contained in annex III to decision 2/CP.17;]

*Option 2:* Identify the extent to which the elements of information listed in paragraph 3(a) of the guidelines contained in decision 2/CP.17, annex IV are included in the biennial update report of the Party concerned;

*Option 3:* Analysis of the completeness<sup>3</sup> of submitted BURs related to the scope in accordance with paragraph 3 of the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” contained in annex III to decision 2/CP.17

(b)

*Option 1:* No text

*Option 2:* [Examine the consistency, [transparency and comparability<sup>4</sup>] of the BUR with the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” contained in annex III to decision 2/CP.17;]

<sup>1</sup> Under this procedure, funding is limited to an air ticket for the most direct route and at the least costly fare, plus a daily subsistence allowance at the established United Nations rate.

<sup>2</sup> Completeness refers to a complete biennial update report, containing the elements identified in UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention (Annex III in decision 2/CP.17).

<sup>3</sup> Completeness refers to a complete biennial update report, containing the elements identified in UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention (Annex III in decision 2/CP.17).

<sup>4</sup> [Comparability means that estimates of emissions and removals reported by non-Annex I Parties in their inventories should be comparable among non-Annex I Parties. For this purpose, non-Annex I

*Option 3:* Analysis of the consistency, transparency, accuracy, timeliness and methodological comparability of the information presented.

(c) [Conduct a technical analysis which considers the information listed in paragraph 3(a) of the guidelines contained in decision 2/CP.17, annex IV, including: national greenhouse gas inventory reports; information on mitigation actions, including a description of such actions, an analysis of their impacts and associated methodologies and assumptions, and the progress made in their implementation; information on domestic measurement, reporting and verification, and support received; and any additional information provided by the Party<sup>5</sup> in order to analyse the BUR according to the guidelines;]

(d)

*Option 1:* No text

*Option 2:* Identify needs for further capacity building [and noting possible ways][in order][and suggest possible ways] to enhance the preparation of BURs, taking into account differing national circumstances and capabilities and provide comments [or encouragements] to the Party concerned.

*Option 3:* Provide comments on difficulties encountered by the NAI Party concerned in preparation for its BUR in order to facilitate identification of further capacity building activities needed

(e)

*Option 1:* No text

*Option 2:* [[Prepare a draft summary report containing the outcomes of the analysis of each BUR under its collective responsibility and in consultation with the Party concerned.] The summary report may also include the [recommendations][suggestions] referred to in paragraph xx above.]

*Option 3:* [Prepare a draft summary report, incorporate comments from Parties, and finalize the report in consultation with the Party concerned.]]

21.

*Option 1:* No text

*Option 2:* With a view to continuously improving the ICA process, the [coordinators][CGE] shall meet periodically:

(a) To prepare a report for the SBI biennially, containing [recommendations and suggestions][comments] on how to improve the quality of BURs, and the technical analysis and the ICA process;

(b) To advise on technical support tools to facilitate the technical analysis;

*Option 3:* With a view to continuously improving the technical analysis process, the secretariat will collect input from the TTE members and prepare a technical paper for consideration by the SBI as an input to the revision of the technical analysis guidelines and to the CGE for consideration in implementation of its work programme.]

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Parties should use the methodologies and formats agreed by the COP for estimating and reporting inventories.]

<sup>5</sup> Refers to additional technical information that may be provided by the Party concerned in accordance with decision 2/CP.17, annex IV, paragraph 4.