



Subsidiary Body for Implementation

Thirty-ninth session

Warsaw, 11–16 November 2013

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: report on the global training workshop on the preparation of biennial update reports

Note by the secretariat*

Summary

The global training workshop on the preparation of biennial update reports (BURs) was organized by the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), with the assistance of the secretariat, and was held in Bonn, Germany, from 16 to 18 September 2013. The main objectives of the workshop were to provide technical support to Parties not included in Annex I to the Convention (non-Annex I Parties) on how to report information in their BURs, pursuant to decision 2/CP.17, annex III, by using the training materials developed by the CGE, and to seek feedback on those training materials, including their design and technical content, with a view to ensuring that they respond effectively to the technical assistance needs of non-Annex I Parties. This report summarizes the proceedings of the workshop and includes summaries of the technical sessions and discussions.

* This document was submitted after the due date in order to take into account the outcomes of the 10th meeting of the reconstituted Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, held in Bonn, Germany, from 19 to 20 September 2013.

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I. Introduction

A. Mandate

1. The Conference of the Parties (COP), at its seventeenth session, adopted the guidelines contained in decision 2/CP.17, annex III, for the preparation of biennial update reports (BURs) from Parties not included in Annex I to the Convention (non-Annex I Parties). Also by decision 2/CP.17, the COP decided that non-Annex I Parties, consistent with their capabilities and the level of support provided for reporting, should submit their first BUR by December 2014, and that the least developed country Parties and small island developing States may submit BURs at their discretion.¹ It also decided that non-Annex I Parties shall submit a BUR every two years, either as a summary of parts of their national communication in the year in which the national communication is submitted or as a stand-alone update report.²

2. The COP, by decision 18/CP.18, extended for a term of one year the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), including its current membership. It requested the CGE to develop, at its first meeting in 2013, a work programme for 2013, taking into account the current and future needs of non-Annex I Parties, the provisions under the Convention and the relevant decisions of the COP.

3. In response to that request, the CGE, in developing its work programme for 2013 at its first meeting of the year, held in Bonn, Germany, on 25 and 26 February 2013, agreed to focus on providing technical assistance to non-Annex I Parties for the preparation of their first BURs.³

4. As part of the provision of technical assistance to non-Annex I Parties for preparing their BURs, the CGE, recognizing that a significant amount of the existing updated training materials⁴ on the preparation of national communications are directly relevant to the preparation of BURs, in particular those on national greenhouse gas (GHG) inventories, mitigation assessment and other cross-cutting issues, agreed to develop supplementary training materials.

5. The aim of such supplementary training materials is to facilitate non-Annex I Parties to report the relevant information in their BURs in accordance with the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” (hereinafter referred to as the guidelines).⁵ The areas covered in the supplementary training materials include the following:

(a) Institutional arrangements for the preparation of national communications and BURs on a continuous basis;

(b) Mitigation actions and their effects, including associated methodologies and assumptions;

¹ Decision 2/CP.17, paragraph 41(a).

² Decision 2/CP.17, paragraph 41(f).

³ FCCC/SBI/2013/7, paragraph 26.

⁴ The updated CGE training materials on the preparation of national communications are available at <http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/349.php>.

⁵ Decision 2/CP.17, annex III.

(c) Constraints and gaps and related financial, technical and capacity needs, including a description of the support needed and received and information on the level of support received to enable the preparation and submission of BURs.

6. With a view to ensuring that they meet the requirements of non-Annex I Parties, the supplementary training materials were subject to an in-depth peer review at a two-day workshop conducted by the CGE, with the assistance of the secretariat, in Bonn from 6 to 7 May 2013. A wide range of national experts from both Parties included in Annex I to the Convention and non-Annex I Parties, as well as experts from independent research institutes, were involved in the peer review of the materials, which resulted in useful feedback and recommendations that enabled the group to further improve and align the materials to the needs of non-Annex I Parties. The revised training materials were used at the global training workshop referred to in paragraph 7 below.

7. Under its work programme for 2013, the CGE decided to conduct a global training workshop for non-Annex I Parties on the preparation of BURs.⁶

8. By decision 5/CP.15, the COP requested the secretariat to facilitate the work of the CGE by organizing its meetings and workshops and compiling reports on those meetings and workshops for consideration by the Subsidiary Body for Implementation (SBI).

B. Scope

9. This report contains a summary of the proceedings of the global training workshop on the preparation of BURs, which was held in Bonn from 16 to 18 September 2013. It also contains a summary of the technical sessions and discussions at the workshop, including feedback and recommendations from the workshop participants on the content and design of the workshop as well as on the training materials on the preparation of BURs.

C. Possible action by the Subsidiary Body for Implementation

10. The SBI, having considered this report, may wish to consider the feedback and recommendations from the workshop participants and provide further guidance to the CGE, as appropriate, on the provision of technical assistance to non-Annex I Parties to enable them to fulfil their reporting obligations, as appropriate, under the Convention.

II. Proceedings of the workshop

11. The global training workshop on the preparation of BURs was held at the Wissenschaftszentrum in Bonn from 16 to 18 September 2013.

12. The main objectives of the workshop were to provide technical support to non-Annex I Parties on how to report information in their BURs, pursuant to decision 2/CP.17, annex III, by using the training materials developed by the CGE, and to seek feedback on those training materials, including their design and technical content, with a view to ensuring that they respond effectively to the technical assistance needs of non-Annex I Parties.

13. The workshop was attended by 47 national experts from non-Annex I Parties and 19 CGE members.⁷

⁶ FCCC/SBI/2013/7, paragraphs 33 and 35.

⁷ The list of workshop participants is contained in annex II.

14. Mr. Kamel Djemouai (Algeria), Chair of the CGE, opened the workshop on 16 September 2013 and welcomed the participants to the workshop on behalf of the CGE. He provided an overview of the technical assistance activities planned and implemented by the CGE under its work programme for 2013, including a brief description of the context and rationale for organizing the workshop.

15. A representative of the secretariat, Mr. William Kojo Agyemang-Bonsu, welcomed the participants to the workshop and commended the work undertaken by the CGE in developing the training materials on the preparation of BURs. He reiterated the importance of BURs as one of the key elements under the Convention agreed upon by Parties in recent years in their enhanced efforts to address climate change.

16. The representative of the secretariat also presented the objectives of and expectations for the workshop and provided the participants with an overview of the agenda for the workshop.⁸

III. Summary of the technical sessions

17. This chapter provides summaries of the presentations on the training materials and of the issues discussed at the workshop, including the feedback and recommendations from the participants on the content and design of the workshop as well as on the training materials on the preparation of BURs.

A. Summary of presentations

18. Over the three-day period of the workshop, the following issues were covered:

(a) The BUR context and guidelines, included the genesis of BURs from non-Annex I Parties and the key elements of the relevant decisions. An overview of the guidelines was provided, including information on their objectives and scope, national GHG inventories, mitigation actions, financial and technical needs and support received, and the submission of BURs;

(b) Reporting on institutional arrangements for national communications and BURs, in relation to which the participants were encouraged to consider the overarching institutional arrangements that will allow for the effective preparation of BURs, including national inventory reports and national communications, drawing on lessons learned from the national communication process. The outline of possible structures of the reporting on institutional arrangements within BURs, and the consideration of how countries may build on existing institutional arrangements, if appropriate, were also covered;

(c) Reporting on national GHG inventories, which focused on cross-cutting issues and an overview of approaches, steps and considerations as outlined in the Intergovernmental Panel on Climate Change (IPCC) *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories* (hereinafter referred to as the Revised 1996 IPCC Guidelines), the IPCC *Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories* and the IPCC *Good Practice Guidance for Land Use, Land-Use Change and Forestry*. An overview and demonstration of the Non-Annex I Greenhouse Gas Inventory Software (NAIIS), recently upgraded by the secretariat, for estimating and reporting national GHG inventories by non-Annex I Parties was also provided;

⁸ The agenda is contained in annex I.

(d) Reporting on mitigation actions and their effects, drawing on the existing CGE training materials,⁹ which included the steps for conducting a mitigation assessment and an overview of mitigation options. It also included the presentation of the newly developed supplementary training materials, covering the reporting of information on the description of mitigation actions, methodologies and assumptions, objectives and steps, and the progress of implementation, including the tracking of progress indicators, and information on international market mechanisms;

(e) Reporting on cross-cutting issues, which focused on providing guidance to non-Annex I Parties, as appropriate, for identifying constraints and gaps and related financial, technical and capacity needs, reporting information on financial resources, technology transfer, capacity-building and technical support received, and reporting information on nationally determined technology needs and technical support received.

B. Summary of discussions

19. The participants commended the CGE for preparing a comprehensive package of training materials on the preparation of BURs. In the light of the need to meet the approaching deadline for the submission of the first BURs by December 2014, some participants felt that the preparation of the training materials was a timely initiative. They also indicated that the training materials will significantly facilitate non-Annex I Parties in preparing and reporting information in the BURs in accordance with the guidelines, thereby enriching the content and quality of the BURs as well as the sustainability of the process of the preparation of BURs.

20. Noting that they are also relevant and applicable to the process of the preparation of BURs, the participants shared their extensive country-specific experiences and lessons learned from preparing their national communications and from other reporting processes and provided feedback and recommendations on the following:

(a) Institutional arrangements:

(i) The examples of available tools for building sustainable institutional arrangements, such as the suggested templates,¹⁰ are useful and should be simplified and tailored to fit the context of developing country Parties. The suggested templates aim to assist national teams in assessing and documenting the strengths and weaknesses of existing institutional arrangements, in order to ensure continuity and integrity, promote institutionalization and facilitate prioritization of future improvements;

(ii) Various models of institutional arrangements are outlined in the training materials, which participants felt was useful. Some participants suggested including additional information on the strengths of those models, in order that as much information is given on the positive aspects of the models as on their limitations;

(iii) Taking into account the differing national circumstances and respective capabilities and capacities of non-Annex I Parties, some participants were of the view that conducting training workshops at the regional level would be more focused and beneficial to countries than holding them at the global level;

⁹ The existing CGE training materials are available at <http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/349.php>.

¹⁰ The examples of suggested templates are available at <http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/349.php>.

(iv) Some participants stressed that any guidance on institutional arrangements should not be designed and presented as ‘one size fits all’, but rather recognize that the needs and requirements of countries depend on their national circumstances and regional context;

(v) Many participants noted that non-Annex I Parties continue to face the same challenges in establishing and maintaining institutional arrangements on a continuous basis, such as in fulfilling the reporting requirements under the Convention, which the training materials should strive to address, to the extent possible;

(b) GHG inventories:

(i) Many participants highlighted the possible differences in the reporting requirements between the “Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention” and the guidelines for the preparation of BURs, in particular for reporting information on national GHG inventories. They suggested including additional information in the training materials that highlights such differences, in particular when the submission of the two reports coincides;

(ii) Several participants raised questions on the use of the *2006 IPCC Guidelines for National Greenhouse Gas Inventories* (hereinafter referred to as the 2006 IPCC Guidelines) for preparing their national GHG inventories. It was clarified that, in accordance with decision 17/CP.8, non-Annex I Parties should use the Revised 1996 IPCC Guidelines to prepare their national GHG inventories. However, the information contained in the 2006 IPCC Guidelines may also be used, consistent with the Revised 1996 IPCC Guidelines;

(iii) Participants encouraged the secretariat to organize regional hands-on training on the use of the NAIS web application, as early as possible, with a view to facilitating its use by non-Annex I Parties for developing their GHG inventories for the first BURs;

(iv) Many participants stressed the importance of the need to enhance the national capacity of non-Annex I Parties to prepare their national GHG inventories;

(c) Mitigation actions and their effects:

(i) Some participants highlighted the importance of the need to address, in the training materials, all of the elements identified as the objectives of the guidelines for the preparation of BURs in decision 2/CP.17, annex III. Accordingly, those participants suggested the enhancement of the training materials to facilitate reporting on those missing elements, such as economic diversification and response measures;

(ii) Some participants suggested further harmonizing the presentation of information in different modules of the training materials on mitigation, with a view to presenting the information in a structured manner. For example, the presentation of the training materials could be restructured so as to first present information on what should be included in BURs, followed by how that information can be reported;

(iii) Some participants also highlighted the usefulness of including additional templates and step-by-step approaches to reporting information on the description of domestic measurement, reporting and verification arrangements and international market mechanisms;

(d) Cross-cutting issues:

- (i) Under cross-cutting issues, the training materials cover reporting information related to financial resources, technology transfer, capacity-building and technical support needed and received. Participants highlighted the linkage between those and other elements to be reported in the BURs and stressed the importance of clear cross-referencing, as and when such information is reported in different sections of the BUR;
- (ii) Participants noted the importance of designing and recommending a set of training materials that provides a certain degree of flexibility to accommodate the differing national circumstances of non-Annex I Parties, while ensuring that the reporting requirements outlined in the guidelines are fully met;
- (iii) With a view to avoiding double counting and possible overlap of reporting information on financial flows, Parties should, to the extent possible, collect/access their financial flow data via different sources and delivery channels, such as bilateral and multilateral channels and the financial mechanism of the Convention, and by the type of funding, such as grants and loans. Participants therefore suggested including a column in the relevant template to facilitate reporting information, by source and type, on financial resources received.

IV. Conclusions

21. The workshop participants acknowledged that the CGE has done commendable work in developing the training materials on the preparation of BURs within the short timespan available. They also recognized that the newly developed training materials could significantly facilitate non-Annex I Parties in the preparation and submission of their first BURs. Furthermore, with a view to further enhancing the effectiveness and benefits of the training materials, the workshop participants highlighted the need for the periodic revision of the training materials and the conduct of regional workshops.
22. In closing the workshop, the Chair of the CGE, on behalf of the group, recognized the significant contribution of the participants and thanked them for their active engagement over the three days of the workshop. The Chair also thanked the participants for their feedback and recommendations, which constitute an invaluable contribution to the group in its endeavour to fulfil and deliver its mandate in a way that best aligns with the technical assistance needs of non-Annex I Parties.
23. The CGE promised to take stock of the feedback and recommendations received from the participants at its 10th meeting, held in Bonn from 19 to 20 September 2013, and to discuss and agree on ways to address some of the key recommendations, which could possibly be implemented in the remaining period of its term up to December 2013.

Annex I

[English only]

Agenda for the global training workshop on the preparation of biennial update reports

16 September 2013

7.30 a.m. to
8.30 a.m. Registration

Session 1: Opening and introductory session

8.30 a.m. to
9 a.m. Opening of event and address, Mr. Kamel Djemouai, Chair of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE)

- Welcome remarks – Mr. William Kojo Agyemang-Bonsu, secretariat
- Workshop objectives and expectations – Mr. Agyemang-Bonsu
- Self-introduction – participants

Session 2: Overview of the biennial update report context and guidelines

Presenter: Mr. Jigme, secretariat

9 a.m. to
9.45 a.m. • “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention”

9.45 a.m. to
10 a.m. Coffee break

Session 3: Reporting on institutional arrangements for national communications and biennial update reports

Chair: Ms. Hilary Hove, CGE

Presenter: Mr. Abias Moma Huongo, CGE

10 a.m. to
12.30 a.m. • Introductory section
• Building sustainable institutional arrangements
• Possible tools for building sustainable institutional arrangements
• Best practices and lessons learned from the national communication reporting process
• Interactive discussion – questions and answers as well as exchange of views, experiences and lessons learned

12.30 a.m. to
2 p.m. Lunch break

Session 4: Reporting on national greenhouse gas inventories

Chairs: Mr. Qiang Liu, CGE, and Ms. Ana Maria Danila, CGE

Presenter: Mr. Kiyoto Tanabe, CGE

2 p.m. to
3.30 p.m. • Cross-cutting issues

3.30 p.m. to
4.30 p.m. • Overview of key approaches, steps and considerations as outlined in the Intergovernmental Panel on Climate Change (IPCC) *Revised 1996 IPCC*

Guidelines for National Greenhouse Gas Inventories, the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories (2000) and the IPCC Good Practice Guidance for Land Use, Land-Use Change and Forestry (2003)

4.30 p.m. to
4.45 p.m.

Coffee break

4.45 p.m. to
5.30 p.m.

- Overview of key approaches, steps and considerations as outlined in the *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories, the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories (2000) and the IPCC Good Practice Guidance for Land Use, Land-Use Change and Forestry (2003)* (continued)

17 September 2013

Session 4: Reporting on national greenhouse gas inventories (continued)

Chairs: Mr. Liu and Ms. Danila

Presenter: Mr. Tanabe

9 a.m. to
10.45 a.m.

- Interactive discussion – questions and answers as well as exchange of views, experiences and lessons learned on estimating and reporting national greenhouse gas inventories

10:45 a.m. to
11 a.m.

Coffee break

11 a.m. to
12.30 a.m.

- Overview of the UNFCCC software tool available for estimating and reporting national GHG inventories: Non-Annex I Greenhouse Gas Inventory Software web application

12.30 a.m. to
2 p.m.

Lunch break

Session 5: Reporting on mitigation actions and their effects

Chairs: Ms. Anne Nyatichi Omambia, CGE, and Ms. Patricia Grobбен, CGE

Presenters: Mr. Elan Strait, CGE, and Ms. Magdalena Preve, CGE

2 p.m. to 3
p.m.

- Steps for conducting a mitigation assessment, including key considerations and identifying mitigation potential

3 p.m. to
3.15 p.m.

Coffee break

3.15 p.m. to
4.30 p.m.

- Overview of mitigation options

4.30 p.m. to
5.30 p.m.

- Interactive discussion – questions and answers as well as exchange of views

18 September 2013

**Session 5: Reporting on mitigation actions and their effects
(continued)**

Chairs: Ms. Grobбен and Ms. Preve

Presenter: Mr. Haroldo Machado Filho, CGE

9 a.m. to
10.45 a.m.

- Documenting and reporting:
 - Description of mitigation actions
 - Information on methodologies and assumptions
 - Objectives and steps
 - Progress of implementation, including tracking of progress indicators
 - Information on international market mechanisms
 - Domestic measurement, reporting and verification

10.45 a.m. to
11 a.m.

Coffee break

11 a.m. to
12.30 a.m.

- Interactive discussion – questions and answers as well as exchange of views

12.30 a.m. to
2 p.m.

Lunch break

Session 6: Reporting on cross-cutting issues

Chairs: Mr. George Manful, CGE, and Ms. Sangchan Limjirakan, CGE

Presenter: Mr. Jan Verhagen, CGE

2 p.m. to
4 p.m.

- Documenting and reporting constraints and gaps, and related financial, technical and capacity-building needs
- Documenting and reporting financial resources, technology transfer, capacity-building and technical support received
- Documenting and reporting technology needs and technology support received
- Interactive discussion – questions and answers as well as exchange of views

4 p.m. to
4.15 p.m.

Coffee break

Session 7: Wrap-up session

Chair: Mr. Djemouai

4.15 p.m. to
5 p.m.

- Concluding session, including reflections and feedback

5 p.m. to
5.30 p.m.

- Concluding remarks – Mr. Donald Cooper, secretariat

Annex II

[English only]

List of participants in the global training workshop on the preparation of biennial update reports

Table 1
Parties not included in Annex I to the Convention

<i>Title</i>	<i>First name</i>	<i>Family name</i>	<i>Country/organization</i>
Ms.	Baya	Bensmail	Algeria
Ms.	Arlette	Massala	Angola
Ms.	Maria	Aliano	Argentina
Ms.	Safira	Vasquez	Belize
Mr.	Tshering	Tashi	Bhutan
Mr.	Julio Rosendo	Mantilla Gutierrez	Bolivia (Plurinational State of)
Ms.	Raduska	Cupac	Bosnia and Herzegovina
Ms.	Dorcas	Masisi	Botswana
Ms.	Danielli	de Souza	Brazil
Ms.	Sopie Meike	Siemens	Chile
Ms.	Natalia	Gutierrez	Colombia
Ms.	Vaine Terepai Celine	Dyer	Cook Islands
Ms.	Karina	Hernandez	Costa Rica
Mr.	Kadio	Ahossane	Côte d'Ivoire
Ms.	Adriana	Valdes Sanches	Cuba
Mr.	Onesphore	Mutshail Kavul	Democratic Republic of the Congo
Ms.	Andrea	Marie	Dominica
Mr.	Wael	Keshk	Egypt
Mr.	Georges	Bayonne	Gabon
Mr.	Mochammad	Helmy	Indonesia
Mr.	Clifford	Mahlung	Jamaica
Ms.	Lucy	Kamande	Kenya
Ms.	Elizabeth	Philip	Malaysia
Mr.	Drissa	Doumbia	Mali

<i>Title</i>	<i>First name</i>	<i>Family name</i>	<i>Country/organization</i>
Mr.	Alioune	Fall	Mauritania
Ms.	Saruul	Dolgorsuren	Mongolia
Mr.	Reagan Sibanga	Chunga	Namibia
Mr.	Francis	Adesina	Nigeria
Mr.	Mazhar	Hayat	Pakistan
Ms.	Sherlyn	Weplu	Papua New Guinea
Ms.	Diana	Gauto	Paraguay
Ms.	Neranda	Maurice	Saint Lucia
Mr.	Taha	Zatari	Saudi Arabia
Mr.	Vladan	Zdravkovic	Serbia
Ms.	Ann	Gan	Singapore
Mr.	Jongikhaya	Witi	South Africa
Ms.	Dares	Kaewkret	Thailand
Mr.	Somnam	Thawatchai	Thailand
Mr.	Varoon	Raksakulkarn	Thailand
Ms.	Emilija	Poposka	The former Yugoslav Republic of Macedonia
Ms.	Mouna	Besbes Ep Jerbi	Tunisia
Mr.	Gurbangeldi	Allaberdiyev	Turkmenistan
Ms.	Carla	Zilli	Uruguay
Ms.	Yulia	Kovalevskaya	Uzbekistan
Mr.	Jeissons Antonio	Sanchez	Venezuela (Bolivarian Republic of)
Mr.	Hussein	Shedaiwa	Yemen
Mr.	Dingane	Sithole	Zimbabwe

Table 2
Members of the Consultative Group of Experts

<i>Title</i>	<i>First name</i>	<i>Family name</i>	<i>Country/organization</i>
Mr.	Kamel	Djemouai	Algeria
Mr.	Abias Moma	Huongo	Angola
Mr.	Mohammed	Asaduzzaman	Bangladesh
Ms.	Patricia	Grobben	Belgium

<i>Title</i>	<i>First name</i>	<i>Family name</i>	<i>Country/organization</i>
Mr.	Haroldo de Oliveira	Machado Filho	Brazil
Ms.	Hilary	Hove	Canada
Mr.	Qiang	Liu	China
Ms.	Selam Kidane	Abebe	Ethiopia
Ms.	Ana Maria	Danila	European Union
Mr.	Rodrigue	Abourou Otogo	Gabon
Mr.	Takahiko	Hiraishi	Intergovernmental Panel on Climate Change/Task Force on National Greenhouse Gas Inventories
Mr.	Kyoto	Tanabe	Japan
Ms.	Anne Nyatichi	Omambia	Kenya
Ms.	Anoja	Herath	Sri Lanka
Ms.	Sangchan	Limjirakan	Thailand
Mr.	Jan	Verhagen	Netherlands
Mr.	George	Manful	United Nations Environment Programme
Ms.	Magdalena	Preve	Uruguay
Mr.	Elan	Strait	United States of America
