

Submission by the Government of Japan on the Work programme under the SBSTA on the revision of the guidelines for the review of biennial reports, national communications, including national inventory reviews, for developed country Parties

July 25, 2013

The Government of Japan welcomes the opportunity to submit additional views on the overall approach and views on the structure, outline, key elements and content of the review guidelines for national communications (hereinafter referred to as “NC”) and biennial reports (hereinafter referred to as “BR”). These views are additional to the submission by the Government of Japan on 17 Sep 2012 contained in FCCC/SBSTA/2012/MISC.17.

1. Content of the guidelines

A simple assessment on identifying overlapping reporting requirements (e.g. substantively common and duplicated information) and reporting information identified as unique to BR can be conducted by comparing the reporting requirements of “UNFCCC biennial reporting guidelines for developed country Parties” contained in Annex I of Decision 2/CP.17 with the “guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications (FCCC/CP/1999/7)” and the “Guidelines for the preparation of the information required under Article 7 of the Kyoto Protocol,” contained in Decision 15/CMP.1. In addition, “Modalities for the accounting of assigned amounts under Article 7, paragraph 4, of the Kyoto Protocol,” contained in Decision 13/CMP.1 also describe reporting requirements for Parties to the Kyoto Protocol and can be used as reference. This assessment can show that several of the reporting elements are substantively common (see Table 1).

Table 1 Assessment on relationship of reporting element between BR and NC

Reporting element	Common/Unique
Executive summary	Unique to NC
National circumstances relevant to GHG emissions and removals	Unique to NC
Information on greenhouse gas emissions and trends	similar requirements for NC (including decision 15/CMP.1) and BR
Quantified economy-wide emission reduction target	Unique to BR but similar requirements for under decision 13/CMP.1 and decision 15/CMP.1
Progress in achievement of quantified economy-wide emission reduction targets and relevant information	similar requirements for NC and BR
Projections	similar requirements for NC and BR
Vulnerability assessment, climate change impacts and adaptation measures	Unique to NC
Provision of financial, technological and capacity-building support to developing country Parties	Similar requirements for NC and BR, with some additional requirements for BR.
Research and systematic observation	Unique to NC
Education, Training and Public awareness	Unique to NC

2. Structure, and key elements

Japan views that Annexes I (Purpose of the review of first communications from Annex I Parties), II (Tasks of the review of first communications from Annex I Parties), and III (Outline for review reports from in-depth reviews of individual national communications from Annex I Parties) of Decision 2/CP.1 (Review of first communications from the Parties included in Annex I to the Convention) can be used as the general principles of the review guidelines while the general structure and text from the “Guidelines for review under Article 8 of the Kyoto Protocol” contained in the

Annex of Decision 22/CMP.1 can be used as the basis for the NC and BR review guidelines.

Japan views the general section of the guidelines, which would contain information such as, the general approach, timing and procedure, and expert review teams and institutional arrangements, to be key elements of the review guidelines. On procedures and timing, the timing of BR and NC submissions (whether they are submitted together or not) and the time necessary to review and publish the review reports should be taken into account to ensure that the review processes are cost-effective, efficient, and practical and does not impose an excessive burden on actors involved. See draft schedule in the Table 2 (see the next page).

3. Review guidelines text proposal

Based on the views expressed above and in the previous submission, Japan proposes the following rough text proposal for the review guidelines. Some sections need to be discussed at the workshop to be held in October, and Japan looks forward to this important work.

Table 2 Draft schedule of reviews for Annex I Parties under the UNFCCC

		GHG inventory submission	GHG inventory Review	BR submission	IAR		NC submission	IDR	
					Group1	Group2		Group1	Group2
2013	January								
	February								
	March								
	April	2011inv							
	May		IC						
	June	SB38	S&A						
	July		↓						
	August		IR						
	September		↓						
	October		↓						
	November	COP19/SB39	↓						
	December		↓						
2014	January		↓	1st BR			6th NC		
	February		↓		1st IAR				
	March		↓		IC				
	April	2012inv			↓				
	May		IC		S&A				
	June	SB40	↓		↓	↓			
	July		S&A		TR (CR)	TR (ICV)	CR	ICV	
	August		↓		↓	↓	↓	↓	
	September		IR		↓	↓	↓	↓	
	October		↓		↓	↓	↓	↓	
	November		↓		↓	↓	↓	↓	
	December	COP20/SB41	↓		MA	↓	↓	↓	
2015	January		↓						
	February		↓						
	March		↓						
	April	2013inv							
	May		IC						
	June	SB42	S&A			MA			
	July		↓						
	August		IR						
	September		↓						
	October		↓						
	November		↓						
	December	COP21/SB43	↓						
2016	January		↓	2nd BR					
	February		↓		2nd IAR				
	March		↓		IC				
	April	2014inv			↓				
	May		IC		S&A				
	June	SB44	↓		↓	↓			
	July		S&A			TR (CR)			
	August		↓			↓			
	September		IR			↓			
	October		↓			↓			
	November		↓			↓			
	December	COP22/SB45	↓			MA			
2017	January		↓		TR (CR)				
	February		↓		↓				
	March		↓		↓				
	April	2015inv			↓				
	May		IC		↓				
	June	SB46	S&A		MA				
	July		↓						
	August		IR						
	September		↓						
	October		↓						
	November		↓						
	December	COP23/SB47	↓						
2018	January		↓	3rd BR			7th NC		
	February		↓		3rd IAR				
	March		↓		IC				
	April	2016inv			↓				
	May		IC		S&A				
	June	SB48	↓		↓	↓			
	July		S&A		TR (ICV)	TR (CR)	ICV	CR	
	August		↓		↓	↓	↓	↓	
	September		IR		↓	↓	↓	↓	
	October		↓		↓	↓	↓	↓	
	November		↓		↓	↓	↓	↓	
	December	COP24/SB49	↓			MA	↓	↓	
2019	January		↓						
	February		↓						
	March		↓						
	April	2017inv							
	May		IC						
	June	SB50	S&A		MA				
	July		↓						
	August		IR						
	September		↓						
	October		↓						
	November		↓						
	December	COP25/SB51	↓						

Annex I Parties are split into two groups because it may be unfeasible to undertake multilateral assessments for all Annex I Parties during a single SBI session. In the years when the NCs are submitted with the BRs, one group could undergo a centralized technical review (IAR Group 1), and the other, an in-country technical review (IAR Group 2) in conjunction with the in-depth review of NCs (IDR-Group 1 and Group 2, respectively).

The TR for BR and the IDR for NC of each group are conducted by same ERT and schedule.

In the years when only the BRs are submitted, technical reviews of BRs undergo centralized reviews.

The group which does not undergo in-country review for the 6th NC undergoes in-country review for the 7th NC.

IC: Initial Check
 S&A: Synthesis and Assessment
 IR: Individual Review
 BR: Biennial Report
 IAR: International Assessment and Review
 TR: Technical Review
 MA: Multilateral Assessment
 NC: National Communication
 IDR: In-depth Review
 CR: Centralized Review
 ICV: In-country Visit

The text proposal for the review guidelines

Content

Part I: General approach to review

Part II: Review of Greenhouse gas inventories

Part III: Review of Biennial Reports

Part IV: Review of National Communications

Annex I Outline for review reports from reviews of individual greenhouse gas inventories from Annex I Parties

Annex II Outline for review reports from technical reviews of individual biennial reports from Annex I Parties

Annex III Outline for review reports from in-depth reviews of individual national communications from Annex I Parties

Part I: General approach to review

A. Applicability

1. Each Party included in Annex I to the Convention (hereinafter referred to as Annex I Party) will be subject to review of information submitted under Article 12 of the UNFCCC and other relevant decisions of the COP in accordance with the provisions of these guidelines.

B. Objectives

2. The objectives for reviews under Article 12 of the UNFCCC and other relevant decisions of the Conference of the Parties (COP) are:
 - (a) To establish a process for a thorough, objective and comprehensive technical assessment of all aspects of the implementation of the UNFCCC by Parties included in Annex I to the Convention (hereinafter referred to as Annex I Parties);
 - (b) To promote consistency and transparency in the review of information submitted by Annex I Parties under Article 12 of the UNFCCC and other relevant decisions of the COP;
 - (c) To assist Annex I Parties in improving their reporting of information under Article 12 of the UNFCCC and other relevant decisions of the COP and the implementation of their commitments under the UNFCCC;
 - (d) To provide the COP with a technical assessment of the implementation of the UNFCCC by Annex I Parties.

C. General approach

3. The provisions of these guidelines shall apply to the review of information submitted by Annex I Parties under Article 12 of the UNFCCC and relevant decisions of the COP.
4. The expert review team shall provide a thorough and comprehensive technical assessment of all aspects of the implementation by a Party of the UNFCCC. The expert review team shall conduct technical reviews to provide information expeditiously to the COP in accordance with the procedures in these guidelines.
5. At any stage in the review process, expert review teams may put questions to, or request additional or clarifying information from, the Annex I Parties regarding an issue identified by the team. The expert review team should offer advice to Annex I Parties on how to correct issues that they identify, taking into account the national circumstances of the Party. The expert review team shall also provide technical advice to the COP, upon request.
6. Annex I Parties should provide the expert review team with access to information necessary to substantiate and clarify the implementation of their commitments under the UNFCCC, in accordance with relevant guidelines adopted by the COP and, during the in-country visits, should also provide appropriate working facilities. Annex I Parties should make every reasonable effort to respond to all questions and requests from the expert review team for additional clarifying information relating to identified issues and correct such issues within the time limits set out in these guidelines.
7. The same information submitted by Annex I Parties in national communications, biennial reports and national greenhouse gas (GHG) inventories shall be reviewed once.
8. Pursuant to a request from the expert review team for additional data or information or access to data used in the preparation of the GHG inventory, an Annex I Party may indicate such information and data are confidential. In such a case, the Party should provide the basis for protecting such information, including any domestic law, and

upon receipt of assurance that the data will be maintained as confidential by the expert review team, shall submit the confidential data in accordance with domestic law and in a manner that allows the expert review team access to sufficient information and data for the assessment of conformity with the Intergovernmental Panel on Climate Change guidelines and any good practice guidance adopted by the COP. Any confidential information and data submitted by a Party in accordance with this paragraph shall be maintained as confidential by the expert review team, in accordance with any decisions on this matter adopted by the COP.

9. An expert review team member's obligation not to disclose confidential information shall continue after termination of his or her service on the expert review team.

D. Timing and procedures

1. GHG inventories (to be discussed in 2014)

10. GHG inventory review shall be completed no later than one year from the date of the submission of the GHG inventories.

2. Biennial reports

11. The biennial reviews shall be split into two groups and undergo a centralized technical review. However, in the years when the national communications are submitted with the biennial reports, one group to undergo a centralized technical review, and the other, an in-country technical review in conjunction with the in-depth review of national communications. In that case, the same expert review team members conducting the in-depth review of the national communications shall perform the biennial report technical review simultaneously.
12. The centralized biennial review reports shall be completed no later than nine months from the date of the submission of the biennial report, so that the multilateral assessment for that group of Annex I Parties can be carried out during the SBI session of the year the biennial report was submitted.
13. The in-country biennial review reports shall be completed no later than eleven months from the date of the submission of the biennial report, so that the multilateral assessment for that group of Annex I Parties can be carried out during the SBI session after the centralized review group. This will ensure that there is enough time for the Party to take the recommendations made in the review reports and make improvements to the next BR.
14. Annex I Parties with total GHG emissions of less than 50 million tonnes of carbon dioxide equivalent (excluding land use, land-use change and forestry) in accordance with their most recent GHG inventory submission, with the exception of Parties included in Annex II to the Convention, may choose to undergo centralized review only.

3. National communications

15. The national communications shall be split into two groups, one group undergoing a centralized review, and the other, an in-country review. These groups of Parties shall alternate the centralized and in-country review.
16. The in-country in-depth review reports shall be completed no later than fifteen months from the date of the submission of the national communication.
17. Annex I Parties with total GHG emissions of less than 50 million tonnes of carbon dioxide equivalent (excluding land use, land-use change and forestry) in accordance with their most recent GHG inventory submission, with the exception of Parties included in Annex II to the Convention, may choose to undergo centralized review only.

E. Expert review teams and institutional arrangements

1. Expert review teams

18. Each submission shall be assigned to a single expert review team that shall be responsible for performing the review in accordance with the procedures and time frames established in these guidelines. A submission by a Annex I Party shall not be reviewed in two successive review years by expert review teams with identical composition.
19. Each expert review team shall provide a thorough and comprehensive technical assessment of the information and shall, under its collective responsibility, prepare a review report, assessing the implementation of the commitments of the Annex I Party under the UNFCCC and identifying any issues, factors influencing and the fulfillment of reporting requirements. The expert review teams shall refrain from making any political judgments.
20. Expert review teams shall be coordinated by the secretariat and shall be composed of experts selected on an ad hoc basis from the UNFCCC roster of experts and will include lead reviewers. Expert review teams formed for the tasks carried out under the provisions of these guidelines may vary in size and composition, taking into account the national circumstances of the Party under review and the different expertise needs of each review task.
21. Participating experts shall serve in their personal capacity.
22. Participating experts shall have recognized competence in the areas to be reviewed according to these guidelines. The training to be provided to experts, and the subsequent assessment after the completion of the training and/or any other means needed to ensure the necessary competence of experts for participation in expert review teams shall be designed and operationalized in accordance with relevant decisions of the COP.
23. Experts selected for a specific review activity shall neither be nationals of the Party under review, nor be nominated or funded by that Party.
24. Experts shall be nominated by Parties to the Convention to the roster of experts and, as appropriate, by intergovernmental organizations, in accordance with guidance provided for this purpose by the COP.
25. Participating experts from Parties not included in Annex I (hereinafter referred to as non-Annex I Parties) and Annex I Parties with economies in transition shall be funded according to the existing procedures for participation in UNFCCC activities. Experts from other Annex I Parties shall be funded by their governments.
26. In the conduct of the review, expert review teams shall adhere to these guidelines and work on the basis of established and published procedures agreed upon by the Subsidiary Body for Scientific and Technological Advice (SBSTA), including quality assurance and control and confidentiality provisions.

2. Competences

27. Competences required of members of the expert review teams for the review of national GHG inventories are in those areas referred to in part II of these guidelines.
28. Competences required of members of the expert review teams for the technical review of biennial reports are in those areas referred to in part III of these guidelines.
29. Competences required of members of the expert review teams for the in-depth review of national communications are in those areas referred to in part IV of these guidelines.

3. Composition of the expert review teams

30. The secretariat shall select the members of the review teams in a way that the collective skills of the team address

the areas mentioned in paragraphs 27, 28 and 29 above, respectively.

31. The secretariat shall select the members of the expert review teams with a view to achieving a balance between experts from Annex I and non-Annex I Parties in the overall composition of the expert review teams, without compromising the selection criteria referred to in paragraph 30 above. 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.
32. The secretariat shall ensure that in any expert review team one co-lead reviewer shall be from Annex I and one from non-Annex I.
33. Without compromising the selection criteria stated in paragraphs 27, 28 and 29 above, the formation of expert review teams should ensure, to the extent possible, that at least one member is fluent in the language of the Party under review.
34. The secretariat shall prepare an annual report to the SBSTA on the composition, including the selection of experts for the review teams and the lead reviewers, and the actions taken to ensure the application of the selection criteria stated in paragraphs 30 and 31 above.

4. Lead reviewers

35. Lead reviewers shall act as co-lead reviewers for the expert review teams under these guidelines.
36. Lead reviewers should ensure that the reviews in which they participate are performed according to the review guidelines and are performed consistently across Parties by each expert review team. They also should ensure the quality and the objectivity of the thorough and comprehensive technical assessments in the reviews and to provide for continuity, comparability and timeliness of the review.
37. Lead reviewers may be offered additional training to that referred to in paragraph 22 above to enhance their skills.
38. With the administrative support of the secretariat, lead reviewers shall, for each review activity:
 - (a) Prepare a brief work plan for the review activity;
 - (b) Verify that the reviewers have all the necessary information provided by the secretariat prior to the review activity;
 - (c) Monitor the progress of the review activity;
 - (d) Coordinate queries of the expert review team to the Party and coordinate the inclusion of the answers in the review reports;
 - (e) Provide technical advice to the ad hoc experts, if needed;
 - (f) Ensure that the review is performed and the review report is prepared in accordance with the relevant guidelines;
 - (g) For inventory reviews, verify that the review team gives priority to individual source categories for review in accordance with the guidelines.
39. Lead reviewers collectively shall also:
 - (a) Prepare an annual report to the SBSTA with suggestions on how to improve the review process in this guidelines;
 - (b) Advise on the standardized data comparisons of inventory information referred to in paragraph xx below.
40. Lead reviewers shall comprise experts from Parties to the Convention nominated to the UNFCCC roster by Parties, and their collective skills shall address the areas mentioned in paragraph 27 to 29 above.

5. Ad hoc review experts

41. Ad hoc review experts shall be selected from those nominated by Parties or, exceptionally and only when the required expertise for the task is not available among them, from the relevant intergovernmental organizations belonging to the UNFCCC roster of experts for specific GHG inventories, BR and NC reviews by the secretariat. They shall perform individual review tasks in accordance with the duties set out in their nomination.
42. Ad hoc review experts shall, as necessary, perform desk review tasks in their home countries and participate in in-country visits, centralized reviews and in review meetings.

6. Guidance by the SBSTA

43. The SBSTA shall provide general guidance to the secretariat on the selection of experts and coordination of the expert review teams and to the expert review teams on the expert review process. The reports mentioned in paragraphs 34 and 38 (a) above are intended to provide the SBSTA with inputs for elaborating such guidance.

F. Reporting and publication

44. The expert review team shall, under its collective responsibility, produce a review reports for each Annex I Party.
45. Review reports for each Annex I Party shall follow a format and outline comparable to that outlined in the Annex of these guidelines and shall include the specific elements described in parts II to IV of these guidelines.
46. Following their completion, all final review reports shall be published and forwarded by the secretariat, together with any written comments on the final review report by the Party which is subject of the report, to the COP and the Party concerned.
47. The final review reports shall be no longer than 20 pages for national communications, 15 pages for biennial reports, and 15 pages for GHG inventories.

Part II: Review of Greenhouse gas inventories
(to be discussed in 2014)

Part III: Review of Biennial Reports

A. Purpose of Review

1. The overall objectives of the international assessment and review (IAR) process are to review the progress made in achieving emission reductions and assess the provision of financial, technological, and capacity-building support to developing country Parties, and to assess emissions and removals related to quantified economy-wide emission reduction targets under the SBI, taking into account national circumstances, in a rigorous, robust and transparent manner, with a view to promoting comparability and building confidence.
2. In addition, the IAR process aims at assessing the implementation of methodological and reporting requirements.

B. General procedures

3. Each developed country Party's biennial report will be reviewed, where relevant in conjunction with the annual GHG inventory and national communication review processes, as follows:
 - (a) A technical review of biennial reports, where relevant in conjunction with the annual GHG inventories, and national communications of developed country Parties, which will result in an individual review report for each developed country Party;
 - (b) A multilateral assessment of developed country Parties' progress in implementation towards the achievement of emission reductions and removals related to their quantified economy-wide emission reduction targets.
4. The output of the technical review will be a technical review report building on existing reporting standards and including an examination of the Party's progress in achieving its economy-wide emission reduction target.

C. Scope of review

5. The review of the biennial reports technical review shall:
 - (a) Provide an assessment of the completeness of the biennial reports, in accordance with the reporting requirements under 2/CP.17, and an indication of whether it was submitted on time;
 - (b) Provide a detailed examination of information, procedures and methodologies used in the preparation of the biennial reports, such as:
 - (i) All emissions and removals related to its quantified economy-wide emission reduction target;
 - (ii) Assumptions, conditions and methodologies related to the attainment of its quantified economy-wide emission reduction target;
 - (iii) Progress towards the achievement of its quantified economy-wide emission reduction target;
 - (iv) Its provision of financial, technological and capacity-building support to developing country Parties;
6. The issues identified during the assessment relating to individual sections of the biennial reports shall be identified as relating to:
 - (a) Transparency
 - (b) Completeness
 - (c) Timeliness.

D. Timing

7. If an Annex I Party expects difficulties with the timeliness of its biennial report submission, it should inform the

secretariat before the due date of the submission. If the biennial report is not submitted within six weeks after the due date, the delay shall be brought to the attention of the COP and made public.

8. The expert review teams shall make every effort to complete the technical review of the biennial report within the timeframe referred to in paragraphs 12 and 13 of “Part I General approach to review”.
9. The expert review team for each Annex I Party shall, under its collective responsibility, produce a draft of the biennial review report following the format in Annex II of these guidelines to be finalized within four weeks after the in-country visit.
10. The draft of each biennial review report will be sent to the Annex I Party subject to review for comment. The Party concerned shall be provided with four weeks of receipt of the draft report to provide comments on it.
11. The expert review team shall produce the finalized biennial review report taking into account comments of the Annex I Party within four weeks of receipt of the comments.

E. Reporting

12. A technical assessment of the elements specified referred to in paragraph 5 shall be included in the report referred to in paragraph 9.
13. The secretariat shall produce a report on the compilation and synthesis of biennial report for all Annex I Parties in accordance with the decisions of the COP.

Part IV: Review of National Communications

A. Purpose of Review

1. The review should provide a thorough and comprehensive technical assessment of the implementation of the Convention commitments by individual Annex I Parties and Annex I Parties as a whole. Its purpose is to review, in a facilitative, non-confrontational, open and transparent manner, the information contained in the communications from Annex I Parties to ensure that the Conference of the Parties has accurate, consistent and relevant information at its disposal to assist it in carrying out its responsibilities, which are, inter alia:
 - (a) To assess the implementation of the Convention by the Parties, the overall effects and cumulative impacts of the measures taken and the extent to which progress towards the objective of the Convention is being achieved (Articles 7.2(e), 4.2(a) and (b) and 10.2(a));
 - (b) To contribute to the reviews by the Conference of the Parties of the adequacy of commitments and to its decisions on follow-up action (Articles 10.2(b) and 4.2(d));
 - (c) To examine the obligations of these Parties under Articles 4, 5, 6 and 12 of the Convention;
 - (d) To examine the institutional arrangements under the Convention;
 - (e) To promote and guide the development and refinement of methodologies (Article 7.2(d)) and guidelines to enhance the comparability and focus of further communications;
 - (f) To promote and facilitate the exchange of information on measures adopted by the Parties (Article 7.2(b)).
 - (g) Progress made in achieving emission reductions;
 - (h) Provision of financial, technology and capacity-building support to developing country Parties

B. General procedures

2. Each Annex I Party's national communication will be reviewed, where relevant in conjunction with the annual GHG inventory and biennial reports review processes.
3. Each national communication by an Annex I Party shall be subject to a scheduled centralized or in-country review, in accordance with paragraph 15 of "Part I General approach to review" above.
4. Prior to the centralized/in-country visit, the expert review team shall conduct a desk review of the national communication of the Annex I Party. The review team shall notify the Party concerned of any questions the team has regarding the national communication and of any focal areas for the in-country visit.

C. Scope of review

5. The review of the national communication review shall:
 - (a) Provide an assessment of the completeness of the national communication, in accordance with the reporting requirements under Article 12 of the UNFCCC, and an indication of whether it was submitted on time;
 - (b) Provide a detailed examination of each part of the national communication, as well as procedures and methodologies used in the preparation of the information, such as:
 - (i) National circumstances relevant to greenhouse gas emissions and removals;
 - (ii) Policies and measures;
 - (iii) Projections and the total effect of policies and measures;
 - (iv) Vulnerability assessment, climate change impacts and adaptation measures;
 - (v) Financial resources;

- (vi) Transfer of technology;
 - (vii) Research and systematic observation;
 - (viii) Education, training and public awareness;
6. The review process should undertake six major tasks:
- (a) Review key qualitative information and quantitative data points contained in national communications;
 - (b) Review policies and measures described in national communications;
 - (c) Assess the information contained in national communications against Convention commitments, and assess the extent to which progress towards the objective of the Convention is being achieved;
 - (d) Describe expected progress in the limitation of emissions by sources and enhancement of removals by sinks of greenhouse gases, on the basis of information contained in national communications;
 - (e) Describe expected progress in cooperation to prepare for adaptation;
 - (f) Aggregate data across national communications with respect to inventories, projections, effects of measures and financial transfers, but without adding up the individual national totals for projections and the effects of measures.
7. The issues identified during the assessment relating to individual sections of the national communication, shall be identified as relating to:
- (a) Transparency
 - (b) Completeness
 - (c) Timeliness.

D. Timing

8. If a Annex I Party expects difficulties with the timeliness of its national communication submission, it should inform the secretariat before the due date of the submission. If the national communication is not submitted within six weeks after the due date, the delay shall be brought to the attention of the COP and made public.
9. The expert review teams shall make every effort to complete the individual review of national communications within fifteen months of the national communication submission for each Annex I Party.
10. The expert review team for each Annex I Party shall, under its collective responsibility, produce a draft of the national communication review report following the format in the Annex III of these guidelines to be finalized within eight weeks after the in-country visit.
11. The draft of each national communication review report will be sent to the Annex I Party subject to review for comment. The Party concerned shall be provided with four weeks of receipt of the draft report to provide comments on it.
12. The expert review team shall produce the finalized national communication review report taking into account comments of the Annex I Party within four weeks of receipt of the comments.

E. Reporting

13. A technical assessment of the elements specified referred to in paragraph 5 shall be included in the report referred to in paragraph 10.
14. The secretariat shall produce a report on the compilation and synthesis of national communications for all Annex I Parties in accordance with the decisions of the COP.

**Annex I Outline for review reports from reviews of individual greenhouse gas inventories from Annex I Parties
(to be discussed in 2014)**

Annex II Outline for review reports from technical reviews of individual biennial reports from Annex I Parties

1. Introduction and summary

- Convention ratification date
- Date of receipt of biennial reports
- Dates of review and dates of comment period
- Members of the review team
- Summary and findings
 - Compliance with guidelines
 - Approach to greenhouse gas mitigation
 - Progress in achievement of quantified economy-wide emission reduction targets
 - Expected progress in greenhouse gas mitigation
 - Summary of comments offered by the Party (when not reflected in the text)

2. Information on greenhouse gas emissions and trends

3. Quantified economy-wide emission reduction target

4. Progress in achievement of quantified economy-wide emission reduction targets

4-1 Mitigation actions and their effects

4-2 Emission reductions and removals and the use of units from the market-based mechanisms and land use, land-use change and forestry activities

5. Projection

- Implementation of Convention commitments
- Approaches used
- Review of key data points

6. Provision of financial, technological and capacity-building support

- Review of key data points
- Implementation of Convention commitments

Annex III Outline for review reports from in-depth reviews of individual national communications from Annex

I Parties

1. Introduction and summary

- Convention ratification date
- Date of receipt of national communication
- Dates of review and dates of comment period
- Members of the review team
- National circumstances
- Summary and findings
 - Compliance with guidelines
 - Review of key data points
 - Approach to greenhouse gas mitigation
 - Expected progress in greenhouse gas mitigation
 - Approach to adaptation
 - Expected progress on adaptation
 - Implementation of Convention commitments
 - Summary of comments offered by the Party (when not reflected in the text)

2. Information on greenhouse gas emissions and trends

3. Policies and measures

- Implementation of Convention commitments
- Overview of measures by gas, sector and policy instrument
- Effects of individual measures, where possible
- Policies and measures under consideration or requiring international cooperation

4. Projections

- Implementation of Convention commitments
- Approaches used
- Review of key data points
- Projected progress in greenhouse gas mitigation

5. Expected impacts of climate change

6. Adaptation measures

- Implementation of Convention commitments

7. Provision of financial, technological and capacity-building support

- Review of key data points
- Implementation of Convention commitments

8. Research and systematic observation

- Implementation of Convention commitments

9. Education, training and public awareness

- Implementation of Convention commitments