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## 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. Part II**

**Note by the secretariat\***

### *Summary*

The 10<sup>th</sup> meeting of the reconstituted Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) took place in Bonn, Germany, from 19 to 20 September 2013. The CGE considered the progress made in the implementation of its work programme between May and September 2013 and the organization of its activities for the remainder of 2013. In addition, it took stock of the activities implemented under its work programme for 2013 and assessed the major achievements and lessons learned in implementing its work programme. This report summarizes the outcomes of the discussions of the CGE at its 10<sup>th</sup> meeting. It also includes recommendations that could be useful in further enhancing the effectiveness of the provision of technical assistance to Parties not included in Annex I to the Convention (non-Annex I Parties) for the preparation of their national communications and in addressing the specific needs resulting from new reporting requirements for non-Annex I Parties under the Convention.

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\* This document was submitted after the due date in order to take into account the outcomes of the 10<sup>th</sup> 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), by 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 three years, from 2010 to 2012,<sup>1</sup> 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).

2. The COP, by decision 18/CP.18, decided to extend for a term of one year the CGE, including its current membership. The COP also decided that the CGE, in fulfilling its mandate, shall function in accordance with the terms of reference contained in the annex to decision 5/CP.15. 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.<sup>2</sup>

3. By decision 5/CP.15, the COP requested the secretariat to facilitate the work of the CGE by organizing its meetings and workshops and by compiling reports of its meetings and workshops for consideration by the Subsidiary Body for Implementation (SBI).<sup>3</sup>

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

4. This report contains a summary of the proceedings of the 10<sup>th</sup> meeting of the reconstituted CGE, which was held in Bonn, Germany, from 19 to 20 September 2013, including the progress made in the implementation of the work of the CGE from May to September 2013, the outcome of a stocktaking exercise with regard to the implementation of its work programme for 2013, and the organization of its work for the remainder of 2013.

5. In addition to this report, there is an additional report that contains a summary of the proceedings of the global training workshop on the preparation of biennial update reports (BURs) that was organized under the work programme of the CGE and held in Bonn, Germany, from 16 to 18 September 2013.<sup>4</sup>

6. The reports referred to in paragraphs 4 and 5 above complement the progress reports prepared for consideration by the SBI at its thirty-eighth session.<sup>5</sup>

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

7. The SBI, having considered this report, may wish to consider the lessons learned and recommendations contained therein in its consideration of the term and mandate of the CGE, and the need for the continuation of the group, with a view to recommending a draft decision on that matter for adoption by COP 19.

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<sup>1</sup> Decision 5/CP.15, paragraph 1.

<sup>2</sup> Decision 18/CP.18, paragraphs 1–3.

<sup>3</sup> Decision 5/CP.15, paragraph 7(a).

<sup>4</sup> FCCC/SBI/2013/18.

<sup>5</sup> FCCC/SBI/2013/7 and FCCC/SBI/2013/INF.13.

## II. Proceedings of the 10<sup>th</sup> meeting of the Consultative Group of Experts

8. The 10<sup>th</sup> meeting of the reconstituted CGE was held in Bonn, Germany, from 19 to 20 September 2013. The meeting was held back to back with the global training workshop on the preparation of BURs that was organized under the work programme of the CGE and held from 16 to 18 September 2013 at the same venue.

9. The main objectives of the meeting were, inter alia: (a) to review the progress in the implementation of the work programme of the CGE for 2013 since its 9<sup>th</sup> meeting; (b) to organize its activities for the period between September and December 2013; and (c) to take stock of the implementation of the activities planned under its work programme for 2013, in accordance with its mandate.

10. The meeting was attended by 19 members of the CGE.<sup>6</sup>

11. Mr. Kamel Djemouai (Algeria), Chair of the CGE, opened the meeting on 19 September 2013 and welcomed the members to the meeting in his opening remarks.

12. The Chair outlined the organization of work of the CGE for the meeting, which included addressing the following:

(a) The implementation of the work programme of the CGE between May and September 2013, which included the development of training materials on the preparation of BURs, the stocktaking of the global training workshop on the preparation of BURs, and the enhancement of the CGE training materials on mitigation assessment in non-energy sectors;

(b) The stocktaking of the implementation of the work programme of the CGE for 2013, including the progress reports on the work of the CGE for consideration by the SBI at its thirty-ninth session;

(c) Cooperation with relevant bodies under the Convention and intergovernmental organizations.

## III. Implementation of the work programme of the Consultative Group of Experts since May 2013

### A. The 9<sup>th</sup> meeting of the Consultative Group of Experts

13. The 9<sup>th</sup> meeting of the reconstituted CGE took place in Bonn, Germany, from 4 to 5 May 2013. The meeting addressed substantive issues related to the implementation of the work programme of the CGE for 2013, which included the following:

(a) The conduct of a mini-survey that was administered electronically, between 19 March and 30 April 2013, to the UNFCCC national focal points from non-Annex I Parties. The survey was conducted to gain an overview of the status of the preparation of BURs by non-Annex I parties, to assess the technical assistance needs and requirements of Parties for the preparation of their BURs, and to seek views on the content and design of a

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<sup>6</sup> Representatives of Algeria, Angola, Bangladesh, Belgium, Brazil, Canada, China, Ethiopia, European Union, Gabon, Japan, Kenya, Netherlands, Sri Lanka, Thailand and Uruguay, in addition to three experts representing international organizations (the Intergovernmental Panel on Climate Change Task Force on National Greenhouse Gas Inventories, the United Nations Development Programme and the United Nations Environment Programme), attended the meeting.

training workshop on BURs. The CGE examined the compilation and synthesis of the results of the mini-survey, covering responses from 54 non-Annex I Parties;

(b) The enhancement of the CGE training materials on mitigation assessment in non-energy sectors, covering agriculture, land use, land-use change and forestry (LULUCF) and waste;

(c) The organization of an expert workshop<sup>7</sup> on the development of training materials on the preparation of BURs, which was held in Bonn, Germany, from 6 to 8 May 2013;

(d) The review of the draft training materials on the preparation of BURs, which cover the following areas:

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

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

(iii) 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;

(e) The establishment of the design and content of a global training workshop on the preparation of BURs, which was held in Bonn, Germany, from 16 to 18 September 2013;<sup>8</sup>

(f) The holding of a side event at the thirty-eighth sessions of the subsidiary bodies.

14. Further details on the implementation of the above-listed activities are provided in paragraphs 15–28 below.

## **B. Enhancement of the training materials of the Consultative Group of Experts on mitigation assessment in non-energy sectors**

15. In its progress report to SBI 37,<sup>9</sup> the CGE recommended that its existing training materials on mitigation assessment<sup>10</sup> be improved through the inclusion of more information on the non-energy sectors and additional country-related examples. As a follow-up to that recommendation, the secretariat was requested to assist the CGE in enhancing those training materials. Accordingly, the secretariat enhanced the training materials on mitigation assessment by including, among other things, the following:

(a) Additional information, including country-specific examples, on the non-energy sectors:

(i) Module C: Mitigation Assessment: Concepts, Structure and Steps;

(ii) Module D: Mitigation Options, Issues and Barriers by Sector;

(iii) Module E: Mitigation Analysis: Methods and Tools;

<sup>7</sup> For the report on the workshop, see document FCCC/SBI/2013/INF.13.

<sup>8</sup> For the report on the workshop, see document FCCC/SBI/2013/18.

<sup>9</sup> FCCC/SBI/2012/28, paragraph 58.

<sup>10</sup> The existing training materials on mitigation assessment are available at <[http://unfccc.int/national\\_reports/non-annex\\_i\\_natcom/training\\_material/methodological\\_documents/items/349.php](http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/349.php)>.

(b) A spreadsheet tool for demonstrating the concept of mitigation assessment, including the methods for constructing the cost curve and conducting screening exercises for the agriculture, LULUCF and waste sectors;

(c) A documentation toolkit containing guidance on using that spreadsheet tool, in particular explaining the context and scope of the tool and providing information on assumptions to be used, constructing a cost curve, establishing a baseline scenario and developing a screening matrix.

16. The CGE, after considering the enhanced training materials, agreed to continue reviewing them and to provide further guidance to the secretariat, aiming to ensure that the enhanced training materials sufficiently respond to the technical assistance needs of non-Annex I Parties.

### **C. Global training workshop on the preparation of biennial update reports**

17. The CGE conducted a global training workshop on the preparation of BURs from 16 to 18 September 2013 in Bonn, Germany. The workshop was attended by 47 national experts from non-Annex I Parties.<sup>11</sup> The objectives of the workshop were to provide technical support to non-Annex I Parties concerning how to report information in their BURs, pursuant to decision 2/CP.17, annex III, by using training materials developed by the CGE, and to seek feedback on those training materials, including on their design and technical content, with a view to ensuring that they respond effectively to the technical assistance needs of non-Annex I Parties.

18. The training workshop was conducted using the training materials developed by the CGE in 2013.

19. The CGE concurred that the workshop was well received by the participants and that the various sessions involved varied and rich discussions which resulted in useful feedback and recommendations.

20. The CGE took stock of the workshop proceedings, outlined some areas for further improvement of the training materials and provided its observations and recommendations with regard to the preparation of BURs by non-Annex I Parties and the organization and delivery of such workshops in the future:

(a) Institutional arrangements for national communications and BURs:

(i) The CGE noted that the United States Environmental Protection Agency's templates<sup>12</sup> on institutional arrangements for national inventory systems, adapted by the CGE<sup>13</sup> as part of its training materials on the preparation of national communications, which assist inventory teams in assessing and documenting the strengths and weaknesses of existing institutional arrangements for inventory development, can be further tailored to suit and align to the developing country context, in order to provide better guidance on institutional arrangements;

(ii) There are many models for the various approaches to institutional arrangements, and information on the strengths of those different approaches should be documented similar to that on their limitations;

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<sup>11</sup> For the report on the workshop, see document FCCC/SBI/2013/18.

<sup>12</sup> Available at <<http://www.epa.gov/climatechange/Downloads/EPAactivities/Template-1-Institutional-Arrangements.doc>>.

<sup>13</sup> Available at <[https://unfccc.int/files/national\\_reports/non-annex\\_i\\_natcom/training\\_material/methodological\\_documents/application/msword/1\\_bis\\_-\\_building\\_sustainable\\_national\\_ghg\\_inventory\\_management\\_systems.doc](https://unfccc.int/files/national_reports/non-annex_i_natcom/training_material/methodological_documents/application/msword/1_bis_-_building_sustainable_national_ghg_inventory_management_systems.doc)>.

- (iii) There is an opportunity to further enrich the training materials by including supplementary material focusing on providing guidance on how to report information on institutional arrangements in BURs and national communications;
- (iv) Guidance on institutional arrangements should not be designed and presented as ‘one size fits all’, but rather recognize that needs and requirements depend on national circumstances;
- (b) National greenhouse gas (GHG) inventories:
- (i) The CGE noted that the training materials on national GHG inventories could be further enriched by adding information on how to use information contained in, and addressing possible differences between, the Intergovernmental Panel on Climate Change (IPCC) *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories* and the *2006 IPCC Guidelines for National Greenhouse Gas Inventories*, and 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 “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” (hereinafter called the Guidelines for BURs);
- (ii) The CGE also noted that the workshop participants found the demonstration of the recently upgraded UNFCCC online Non-Annex I GHG Inventory Software Web Application for estimating and reporting national GHG inventories<sup>14</sup> useful, and encouraged the secretariat to conduct regional hands-on training on the use of the software, with a view to facilitating the efficient use of the software by non-Annex I Parties for developing their national GHG inventories for their first BURs;
- (iii) As observed by the workshop participants, the CGE acknowledged that there is a further need to enhance the national capacity of non-Annex I Parties to prepare their national GHG inventories;
- (c) Mitigation actions and their effects:
- (i) While the content of the training materials is rich and relevant, there is a need to further enhance the structure of the presentation of the information contained in the different parts of the training materials. Furthermore, improving the contextual information at the beginning of the training materials will establish a logical link between their different parts;
- (ii) The CGE noted that some workshop participants stressed the need to sufficiently address all of the elements defined under the objectives of the Guidelines for BURs, such as those relating to response measures and economic diversification;
- (iii) The CGE also noted a request to address within the training materials, in the form of simple examples, to the extent possible, domestic measurement, reporting and verification arrangements and international market mechanisms;
- (d) Cross-cutting issues:
- (i) There is a need to link and cross-reference information to be reported in the cross-cutting issues section to the information to be reported in other sections of the BUR, such as those on national GHG inventories and mitigation actions;

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<sup>14</sup> Available at <[http://unfccc.int/national\\_reports/non-annex\\_i\\_national\\_communications/non-annex\\_i\\_inventory\\_software/items/7627.php](http://unfccc.int/national_reports/non-annex_i_national_communications/non-annex_i_inventory_software/items/7627.php)>.

(ii) There is an opportunity to further improve the training materials by simplifying the reporting templates and illustrating them with examples, to the extent possible, while ensuring the relevant reporting requirements are addressed sufficiently;

(iii) The training materials can be further improved by including a column in the relevant template to facilitate the reporting, by source and type, of information on financial resources received, with a view to avoiding double counting and the possible overlap of reported information on financial flows.

21. The workshop participants requested the CGE to organize similar training workshops regionally and also requested the CGE to further enhance its training materials by including more relevant regional examples.

22. The CGE intends to use the feedback and recommendations received, to the extent possible, to serve as useful guidance as it endeavours to develop and improve its training materials so that they respond effectively to the technical assistance needs of non-Annex I Parties in the preparation of their first BURs.

#### **D. Training materials on the preparation of biennial update reports**

23. At its 8th meeting, as part of the provision of technical assistance to non-Annex I Parties for preparing their BURs, the CGE agreed to augment the existing CGE training materials by developing supplementary training materials addressing the elements within the scope of BURs, as outlined in decision 2/CP.17, annex III, that were not fully covered. The supplementary training materials were developed to facilitate the reporting of information by non-Annex I Parties in their BURs on 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;

(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.

24. Those training materials were further refined to incorporate recommendations and suggestions from the national experts from both Parties included in Annex I to the Convention (Annex I Parties) and non-Annex I Parties, as well as other experts, who were invited to attend the expert workshop on the development of training materials for the preparation of BURs, which was held from 6 to 7 May 2013 in Bonn, Germany.

25. The enhanced supplementary training materials, as well as the relevant components of existing CGE training materials, were subsequently used at the global training workshop on the preparation of BURs referred to in paragraph 17 above.

26. At its 10<sup>th</sup> meeting, the CGE considered the supplementary training materials with a view to assessing whether they required any further adjustments in the light of the recommendations and feedback received from participants at the global training workshop on BURs. While noting that the recommendations and feedback received are relevant and rich, in the light of the limited time available under its current mandate and the urgency of making the training materials available to non-Annex I Parties as soon as possible, the CGE agreed to address some of the key feedback and recommendations from the workshop participants, which the group consider to be essential improvements, before the training materials are made publicly available to non-Annex I Parties, including the following:



(a) Enhancing the training materials on reporting mitigation actions and their effects by including relevant elements relating to response measures and economic diversification;

(b) Further clarifying and explaining the contextual information in the training materials on cross-cutting issues, and further enhancing the suggested templates for reporting information on financial flows by adding additional columns to allow Parties to report the information by type and source.

27. The CGE, recognizing that the training materials are working documents which should undergo periodic revision to take into account the latest developments relating to reporting under the Convention, science and new and updated information, agreed to make the supplementary training materials, after the necessary revision as outlined in paragraph 26 above, available to non-Annex I Parties as soon as possible via the UNFCCC website.

## **E. Organization of work for the period from September to December 2013**

28. In the period from September to December 2013, the CGE agreed to undertake the following activities under its work programme:

(a) Review and provide further guidance on the improvement of the enhanced training materials on mitigation assessment in non-energy sectors, as outlined in paragraph 15 above;

(b) Further improve the supplementary training materials by addressing some of the key essential recommendations and feedback from the workshop participants (see paragraph 26 above) and make them available to non-Annex I Parties as soon as possible;

(c) Organize a side event to be held during COP 19 and the ninth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol to present the lessons learned, challenges and achievements of the CGE under its present term and mandate. In addition, the CGE will provide a brief overview of the training materials on the preparation of BURs.

## **IV. Cooperation with expert groups and other constituted bodies under the Convention and intergovernmental organizations**

### **A. Other expert groups and other constituted bodies under the Convention**

29. Upon invitation by the respective bodies, the CGE engaged in discussions with the Technology Executive Committee (TEC) and the Adaptation Committee with a view to exploring and identifying possible opportunities for further collaboration and cooperation:

(a) The TEC, in a letter dated 6 August 2013, invited the CGE to consider possible interactions and collaboration with the TEC, with a view to achieving synergies and coherence in the work undertaken by both bodies. Cognizant of the fact that the term and mandate of the CGE expire in 2013, the CGE noted that an opportunity exists for collaboration between the two groups, in particular by complementing each other's work within its mandate, in areas such as outreach, capacity-building and communication, and also by fostering an institutional linkage so as to link the technology needs assessment process with that of national communications and BURs;

(b) The Adaptation Committee, in a letter dated 4 July 2013, expressed its willingness to collaborate with the CGE, with a view to enhancing action on adaptation

under the Convention. Cognizant of the fact that the term and mandate of the CGE expire in 2013, the CGE noted that an opportunity exists for collaboration between the two groups, in particular by complementing each other's work within its mandate, in the area of adaptation assessment, planning and implementation. The CGE highlighted the benefit of regularly interacting with the Adaptation Committee, which could be achieved through, but not limited to, periodic joint meetings between the bodies and having representation in both of the bodies simultaneously.

30. The continuous exchange of information between the CGE and the Least Developed Countries Expert Group (LEG) and the coordination of the planning and implementation of activities under the work programmes of both groups are achieved through two members of the CGE also being members of the LEG, as well as by the secretariat.

31. The CGE noted that such discussions and collaboration will contribute towards avoiding duplication of work and making work more efficient among the different expert groups and other constituted bodies under the Convention. It reiterated its readiness and commitment to working with other expert groups and constituted bodies under the Convention and to continue exploring possible areas for collaboration.

## **B. Global Environment Facility secretariat**

32. The CGE held informal discussions with the Global Environment Facility (GEF) secretariat with a view to enhancing the understanding of the capacity-building needs of non-Annex I Parties for the preparation of their national communications and BURs, and to exploring other opportunities to further enhance the support for the provision of technical assistance to non-Annex I Parties. Both the CGE and the GEF secretariat acknowledged the usefulness of such discussion, albeit informal, and recommended that it continue in the future.

## **C. National Communications Support Programme**

33. The CGE continued its cooperation and collaboration with the National Communications Support Programme (NCSP) in addressing the capacity-building needs of non-Annex I Parties for the preparation of their national communications and BURs. The NCSP provided useful input to the work of the CGE on the development of the training materials on BURs and in conducting the global training workshop on the preparation of BURs.

## **D. Intergovernmental Panel on Climate Change**

34. The CGE thanked the IPCC Technical Support Unit Task Force on National Greenhouse Gas Inventories for its input in the preparation of the training materials on national communications.

# **V. Stocktaking – implementation of the work programme of the Consultative Group of Experts for 2013**

## **A. Background**

35. The COP, by decision 18/CP.18, decided to extend for a term of one year the CGE, including its current membership. The COP also decided that the CGE, in fulfilling its

mandate, shall function in accordance with the terms of reference contained in the annex to decision 5/CP.15. 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.<sup>15</sup>

36. Accordingly, in developing its one-year work programme, the CGE, guided by decision 18/CP.18 and cognizant of the importance of, and the need to have, a pragmatic and realistic work programme, decided to focus its work programme for 2013 on the provision of technical assistance to non-Annex I Parties for the preparation of their first BURs.

37. The CGE thanked those Annex I Parties that had made financial contributions for the implementation of the work programme of the CGE.

## **B. Provision of technical advice to the Subsidiary Body for Implementation**

38. With a view to reporting on the progress made in the implementation of its work programme and providing the relevant technical advice to the SBI, the CGE submitted four technical reports for consideration by the SBI. A summary of the reports prepared is provided in table 1.

Table 1

### **Summary of the technical reports prepared by the Consultative Group of Experts**

<i>Subject of the report</i>	<i>Document number</i>
The 8 <sup>th</sup> meeting of the reconstituted Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), held in Bonn, Germany, from 25 to 26 February 2013	FCCC/SBI/2013/7
The CGE expert workshop on the development of training materials for the preparation of biennial update reports, held in Bonn, Germany, from 6 to 7 May 2013	FCCC/SBI/2013/INF.13
The 10 <sup>th</sup> meeting of the CGE, held in Bonn, Germany, from 19 to 20 September 2013	FCCC/SBI/2013/17
The CGE global training workshop on the preparation of biennial update reports, held in Bonn, Germany, from 16 to 18 September 2013	FCCC/SBI/2013/18

## **C. Provision of advice and technical support to non-Annex I Parties**

39. In 2013, the CGE was able to develop a focused and pragmatic work programme and started implementing its work programme as early as possible in the year, allowing the CGE and the secretariat to make efficient use of the limited time available under the mandate of the CGE.

40. As a first step in assessing the technical assistance needs and requirements of non-Annex I Parties for the preparation of their BURs, the CGE conducted a mini-survey, which allowed it to gain:

<sup>15</sup> Decision 18/CP.18, paragraphs 1–3.

(a) An overview of the status of the preparation of BURs by non-Annex I Parties in response to decisions 1/CP.16, paragraph 60(c), and 2/CP.17, paragraph 41;

(b) A better understanding of the technical assistance needs and requirements of non-Annex I Parties for the preparation of their BURs.

41. The results of the mini-survey served as guidance to the CGE in ensuring that its planned activities target and respond to the needs and requirements of non-Annex I Parties.

42. The CGE, with the assistance of the secretariat, developed additional training materials to supplement the existing training materials, with a view to covering the full scope of BURs as outlined in decision 2/CP.17, annex III:

(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;

(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.

43. The CGE, with the assistance of the secretariat, organized an expert workshop on the development of training materials for the preparation of BURs, which was held from 6 to 7 May 2013 in Bonn, Germany. The CGE, recognizing the need to develop training materials that meet the requirements of non-Annex I Parties, organized the workshop in order to seek input from national experts through an in-depth peer review of the training materials. The workshop was attended by seven national experts from Annex I Parties, 19 national experts from non-Annex I Parties, five other experts and 21 members of the CGE.

44. A global training workshop on the preparation of BURs was also organized, which was held from 16 to 18 September 2013 in Bonn, Germany. The main objectives of the workshop were to provide technical support to non-Annex I Parties concerning 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 the training materials with a view to ensuring that they respond effectively to the technical assistance needs of non-Annex I Parties. The workshop was attended by 47 national experts from non-Annex I Parties and 19 members of the CGE.

45. The workshop participants recognized that the newly developed supplementary training materials could significantly facilitate non-Annex I Parties in the preparation and submission of their first BURs, and also highlighted the need for the periodic revision of the training materials. The workshop participants requested that the supplementary training materials be made publicly available as soon as possible.

46. A detailed summary of the outputs and products achieved or delivered in the implementation of the work programme of the CGE for 2013 is provided in table 2.

#### **D. Lessons learned and observations**

47. In implementing its work programme, the CGE identified the following as some of the key lessons learned and observations:

(a) The CGE has proven to be capable of developing training materials and conducting training workshops on national communications and BURs from non-Annex I Parties; however, this may not be feasible for all subjects within its mandate;

(b) The CGE encourages non-Annex I Parties to more actively participate in its training workshops by providing examples of case studies on best practices and lessons learned in the preparation and implementation of their national communications and BURs;

(c) The training materials to be used for regional workshops should be adjusted to contain examples of case studies specific to the particular region for which the training workshop has been organized.

48. The substantive and administrative support provided by the secretariat facilitated the successful implementation of the work programme of the CGE. In addition, the CGE acknowledged the valuable contributions made by the United Nations Development Programme, the United Nations Environment Programme and the IPCC to the work of the group, and expressed its gratitude to the Annex I Parties that provided financial resources for the implementation of the work programme of the CGE.

## **E. Challenges**

49. While acknowledging that it has managed to fulfil its mandate of providing technical assistance to non-Annex I Parties for the preparation of their national communications and BURs, the CGE encountered the following challenges that impeded the efficiency and effectiveness of the provision of its mandated activities:

(a) It was difficult to plan and implement its work programme with a long-term perspective owing to the limited term and mandate of the CGE and to uncertainty regarding the future mandate and continuity of the group, which is currently being considered by the SBI;

(b) It was also difficult to address the issues that are unresolved and currently under negotiation by the SBI and the COP, in particular matters relating to the reporting requirements for non-Annex I Parties;

(c) The lack of stable and predictable financial resources to support the work of the CGE adds an element of uncertainty to the development of the implementation of its work programme;

(d) In implementing the work programme of the CGE, its members had to shoulder additional tasks over and above their daily responsibilities in their respective countries.

## **F. Recommendations**

50. The CGE, drawing on the insights and experience gained from implementing its work programme, identified the following recommendations that could be useful in further enhancing the effectiveness of the provision of technical assistance to non-Annex I Parties for the preparation of their national communications. Furthermore, the recommendations also address specific needs to take into account new challenges, including BURs, resulting from new developments, in particular new reporting requirements for non-Annex I Parties under the Convention.

### **1. The long-term perspective**

51. The technical assistance to non-Annex I Parties for them to meet their reporting requirements should be provided in a comprehensive manner with a long-term perspective.

52. A long-term work programme to cover the activities of the CGE should be developed, in order to efficiently respond to the needs for technical assistance of non-Annex I Parties for meeting their reporting requirements.

53. Arrangements for predictable and long-term finance, including a long-term management plan, which will enable the efficient and sustainable implementation of the work programme, should be made.

54. Such a work programme of the CGE should include, inter alia:

- (a) A communication and outreach strategy;
- (b) Cost-effective and comprehensive tools to provide technical assistance to non-Annex I Parties, such as training workshops and the sharing of best practices and lessons learned;
- (c) Options and ways to enhance the provision of technical assistance to non-Annex I Parties at the regional and national levels;

## **2. Further enhancing participation and collaboration**

55. The CGE, in the delivery of its mandate, needs to work in close interaction with non-Annex I Parties through surveys, expert workshops, side events, the UNFCCC website and other means to ensure that what is planned and delivered under its work programme is in line with the needs of non-Annex I Parties.

56. The CGE also needs to continue to work in close collaboration with relevant bodies under the Convention and intergovernmental organizations, including United Nations agencies, by sharing information and collaboration on capacity-building activities, with a view to facilitating the provision of technical assistance and advice to non-Annex I Parties at the regional and national levels.

57. The CGE should continue to encourage the use of videoconferencing facilities for online participation in its workshops in order to increase the participation of Parties.

58. The CGE recommends that the SBI encourage Parties to continuously respond to the surveys and requests for information by the CGE.

## **3. Further enhancing the provision of capacity-building**

59. The provision of capacity-building for non-Annex I Parties could be further enhanced by the following:

- (a) Making enhanced use of communication tools, as appropriate;
- (b) Ensuring that e-learning products respond to the need expressed by workshop participants for in-country training, which could also contribute to facilitating exchange of knowledge, experiences and best practices among regional and national experts;
- (c) Stimulating the exchange of experiences and networking and emphasis on implementation issues, and encouraging the establishment of a network of experts, including at the regional level, in order to facilitate the sharing of knowledge, experiences and best practices;
- (d) Making the updated training materials publicly available and disseminating it to a wider audience.

60. The training materials should be updated and enriched on a periodic basis, 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. This includes the addition of practical

and relevant examples, case studies and best practices reflecting different regional and national circumstances and needs, to enhance the usefulness of the training materials.

Table 2

**Detailed summary of the outputs and products achieved or delivered in implementing the work programme of the Consultative Group of Experts for 2013**

<i>Activity planned</i>	<i>Implemented means to achieve the output or activity</i>	<i>Output or product achieved or delivered</i>
1. Conduct a mini-survey to assess the needs of Parties for the preparation of their biennial update reports (BURs) and participation in a training workshop on BURs	Conducted a survey to gain an overview of the status of the preparation of BURs by Parties not included in Annex I to the Convention (non-Annex I Parties) in response to decisions 1/CP.16, paragraph 60(c), and 2/CP.17, paragraph 41. The survey was open from 19 March to 30 April 2013 to all UNFCCC national focal points from non-Annex I Parties	A total of 54 non-Annex I Parties participated in the survey, which assisted the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) in gaining a better understanding of the technical assistance needs and requirements of non-Annex I Parties for the preparation of their BURs, and served as guidance to the CGE in ensuring that its planned activities target and respond to the needs and requirements of non-Annex I Parties
2. Develop training materials on the preparation of BURs	Developed training materials on the preparation of BURs by non-Annex I Parties, covering: (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; and (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	The supplementary training materials were developed and will be made available on the UNFCCC website



<i>Activity planned</i>	<i>Implemented means to achieve the output or activity</i>	<i>Output or product achieved or delivered</i>
3. Revise the tables on cross-cutting issues contained in document FCCC/SBI/2007/3	Revise the tables on cross-cutting issues contained in document FCCC/SBI/2007/3, which contains a set of tables as a template on cross-cutting themes based on the “Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention”. The revision of the template will take into account developments in the areas of reporting requirements for non-Annex I Parties under the Convention since 2007, which could be useful for the preparation of national communications and BURs by non-Annex I Parties	There was very limited or no new and additional guidance provided by the Conference of the Parties (COP) in this area and hence no update was envisaged. The parts relating to reporting information on these issues in BURs is covered separately as part of the supplementary training materials on the preparation of BURs
4. Organize workshops on BURs, including an expert workshop and a training workshop	<p>Organized an expert workshop with the objective of engaging experts in an in-depth peer review of the draft training materials on the preparation of BURs and seeking additional input from the experts in order to further enhance the draft training materials and to ensure that the training materials meet the technical requirements of non-Annex I Parties</p> <p>Organized a global training workshop to provide technical support to non-Annex I Parties concerning how to report information in their BURs, pursuant to decision 2/CP.17, annex III, by using training materials developed by the CGE, and to seek feedback on the training materials, including on their design and technical content, with a view to ensuring that they respond effectively to the technical assistance needs of non-Annex I Parties</p>	<p>An expert workshop on the development of training materials for the preparation of BURs was held in Bonn, Germany, from 6 to 7 May 2013. It was attended by 52 national experts from Parties included in Annex I to the Convention and non-Annex I Parties, members of the CGE and other experts. The report on the workshop is contained in document FCCC/SBI/2013/INF.13</p> <p>A global training workshop on the preparation of BURs was held in Bonn, Germany, from 16 to 18 September 2013. It was attended by 49 national experts from non-Annex I Parties. The report on the workshop is contained in document FCCC/SBI/2013/18</p>

<i>Activity planned</i>	<i>Implemented means to achieve the output or activity</i>	<i>Output or product achieved or delivered</i>
5. Enhance the training materials on mitigation in relation to non-energy sectors <sup>a</sup>	Enhanced the CGE training materials on mitigation assessment by enhancing the information on the non-energy sectors, including simple mitigation assessment tools and relevant country-related examples	<p>The draft materials were enhanced with the following additions, among other things:</p> <p>(a) Additional information, including country-specific examples, on the non-energy sectors: (i) Module C: Mitigation Assessment: Concepts, Structure and Steps; (ii) Module D: Mitigation Options, Issues and Barriers by Sector; (iii) Module E: Mitigation Analysis: Methods and Tools;</p> <p>(b) A spreadsheet tool for demonstrating the concept of mitigation assessment, including the methods for constructing the cost curve and conducting screening exercises for the agriculture, land use, land-use change and forestry and waste sectors;</p> <p>(c) A documentation toolkit containing guidance on using that spreadsheet tool, in particular explaining the context and scope of the tool and providing information on assumptions to be used, constructing a cost curve, establishing a baseline scenario and developing a screening matrix</p> <p>The draft materials are currently under further review by the CGE</p>
6. Follow up on other activities:		
(a) Translate the existing updated CGE training materials into the other official United Nations languages <sup>b</sup>	Translated the updated CGE training materials into the other official United Nations languages and other languages	The updated CGE training materials were translated into French <sup>d</sup> and Spanish <sup>e</sup> and are available on the UNFCCC website

<i>Activity planned</i>	<i>Implemented means to achieve the output or activity</i>	<i>Output or product achieved or delivered</i>
(b) Develop e-learning programmes <sup>c</sup>	A web-based e-learning programme will be developed on the basis of the concept note prepared by the CGE contained in document FCCC/SBI/2012/INF.15	Under implementation
7. Collaborate with intergovernmental organizations, multilateral programmes and other expert groups and constituted bodies under the Convention	Cooperation with other expert groups and constituted bodies under the Convention and intergovernmental organizations is ongoing	Received regular input from the United Nations Development Programme, the United Nations Environment Programme and the Intergovernmental Panel on Climate Change in the development of the CGE training materials on the preparation of national communications and BURs and regularly exchanged information with the constituted bodies under the Convention, such as the Least Developed Countries Expert Group, the Adaptation Committee and the Technology Executive Committee
8. Hold meetings of the CGE	Regular meetings of the CGE are held	Three meetings of the CGE were held in Bonn, Germany: <ul style="list-style-type: none"> <li>(a) The 8<sup>th</sup> meeting of the CGE, from 25 to 26 February 2013;</li> <li>(b) The 9<sup>th</sup> meeting of the CGE, from 4 to 5 May 2013;</li> <li>(c) The 10<sup>th</sup> meeting of the CGE, from 19 to 20 September 2013</li> </ul> The reports of the meetings are contained in document FCCC/SBI/2013/7 and this report
9. Organize two CGE side events	Regular side events to present the achievements of the CGE under its present term and mandate are held	One side event was held on the margins of the thirty-eighth sessions of the subsidiary bodies and another is planned to be held on the margins of COP 19 and the ninth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

<sup>a</sup> See document FCCC/SBI/2012/28, paragraph 58.

<sup>b</sup> See document FCCC/SBI/2012/33, paragraph 21.

<sup>c</sup> See document.FCCC/SBI/2012/33, paragraph 22.

<sup>d</sup> Available at <[http://unfccc.int/national\\_reports/non-annex\\_i\\_natcom/training\\_material/methodological\\_documents/items/7778.php](http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/7778.php)>.

<sup>e</sup> Available at <[http://unfccc.int/national\\_reports/non-annex\\_i\\_natcom/training\\_material/methodological\\_documents/items/7777.php](http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/7777.php)>.