



## The regional training workshop for the Latin America and the Caribbean Region on the preparation of biennial update reports from non-Annex I Parties

Organized by the Consultative Group of Experts (CGE) on National Communications from Parties not included in Annex I to the Convention

Panama City, Panama  
16–18 July 2014

### Draft agenda

DAY 1: 16 July 2014

<b>Registration</b>	<b>8:00–9:00</b>
<b>Session I: Opening and overview of the workshop</b>	<b>9:00–10:00</b>
<ul style="list-style-type: none"><li>- Opening remarks – <i>Ms. Rhianna M. Neely, on behalf of the CGE Chair</i></li><li>- Welcome/keynote address – <i>Mr. Emilio Sempris, Deputy Administrator General of ANAM</i></li><li>- Self-introduction by participants</li><li>- Workshop objectives and agenda – <i>Mr. Jigme, UNFCCC secretariat</i></li></ul>	
<b>Coffee/tea break</b>	<b>10:00–10:30</b>
<b>Session II: Overview of measurement, reporting and verification (MRV) framework for developing countries under the Convention</b>	<b>10:30–11:30</b>
<ul style="list-style-type: none"><li>- BUR context and guidelines – <i>Mr. Dominique Revet, UNFCCC secretariat</i></li><li>- International consultation and analysis – process and outcome – <i>Mr. Jigme, UNFCCC secretariat</i></li><li>- Q&amp;A</li></ul>	
<b>Session III: Support for the preparation of biennial update reports</b>	<b>11:30–12:30</b>
<ul style="list-style-type: none"><li>- Results of the survey on problems and constraints, lessons learned and best practices – <i>Mr. Jigme, UNFCCC secretariat</i></li><li>- Technical support for the preparation of BURs – <i>Ms. Rhianna M. Neely, CGE</i></li><li>- Financial support for the preparation of BURs: funding type and processes – <i>GEF secretariat</i></li><li>- Supporting countries on the ground – <i>Mr. George Manful, CGE (remotely via videoconference)</i></li><li>- Q&amp;A</li></ul>	



**Lunch break and DSA payment** **12:30–14:00**

**Session IV: Reporting national circumstances and institutional arrangements for biennial update reports reflecting on previous national communications experiences** **14:00–15:30**

- Presentation of factual elements for reporting national circumstances and institutional arrangements in BURs - *Mr. Dominique Revet, UNFCCC secretariat*
- Reflecting experiences from National Communications: Building sustainable institutional arrangements - possible tools, and best practices and lessons learned and approaches for reporting national circumstances and institutional arrangements in the BUR – *Ms. Estefania Ardila Robles, CGE*
- Q&A

**Coffee/tea break** **15:30–16:00**

**Session IV: Reporting national circumstances and institutional arrangements for (cont.) biennial update reports reflecting on previous national communications experiences** **16:00–17:30**

- Interactive break-out group discussion: (*3 groups: 1 CGE member as a moderator per break-out group with country representatives as participants - see Annex B*)
  - a. What are some of the essential elements necessary for setting up and maintaining institutional arrangements that respond sufficiently to the needs arising from producing BURs and keeping up with the ICA process?
  - b. What are some of the key factors and features of the national circumstance that facilitate the efficient functioning of institutional arrangements in the country, for example, political support, awareness among senior policy and decision makers, support from external entities, etc.?
  - c. What are the key challenges in setting up and maintaining sustainable institutional arrangements functioning on a continuous basis?
  - d. Is the current institutional arrangement in place to deal with National Communication preparation in your country adequate to cope with the challenges of producing BURs every two years?
  - e. Is there clear understanding among institutions involved, of their roles in the institutional arrangements of the country for the preparation of the BURs in responding to the requirements of the ICA process? (e.g. who will be responsible for providing feedback during the three months period that the Party will have to review and comment on the draft summary report prepared by the team of technical experts? Who will be responsible to provide answers to the Parties questions during the facilitative sharing of views? Who will be responsible to treat the comments and questions received during the ICA process during the preparation of the following BURs?)
- The moderator of each break-out group will provide a summary of the discussions of the breakout group to the plenary (5 minutes each moderator)
- Interactive discussion



**DAY 2: 17 July 2014**

**Session V: Reporting on national GHG inventories 9:00–10:30**

- Key provisions in the BUR guidelines on reporting information on national GHG inventories in the BUR – *Ms. Nouf A. Aburas, CGE*
- Q&A
- Overview of the tables and methods presented in the IPCC Guidelines referred in annex III of the Decision 2/CP.17, tools available for estimating national GHG inventories, key considerations in applying potential updates on activity data, and minimum requirements with regard to the inventory years, frequency and submission dates – *Mr. Takeshi Enoki, CGE*
- Q&A

**Coffee/tea break 10:30–11:00**

**Session V: Reporting on national GHG inventories (cont.) 11:00–12:30**

- Dealing with reporting of elements that are encouraged: GHG inventory preparation and management, compilation, documentation and archiving, and final inventory approval processes/procedures – *Mr. Takeshi Enoki, CGE*
- Q&A

**Lunch break 12:30–14:00**

**Session V: Reporting on national GHG inventories (cont.) 14:00–15:30**

- Interactive break-out group discussion: (*1 CGE member as a moderator for each of the 3 break-out groups with country representatives as participants- see Annex B*)
  - a. As per the guidelines for the preparation of BURs, the scope of BUR includes providing update on national GHG inventory, including a national inventory report. Is the current institutional arrangement in place to deal with the preparation of national GHG inventory in your country, and adequately cope with the challenges of producing updates every two years?
  - b. What are some of the key considerations that Parties need to take into account in their endeavour to produce national GHG inventories and an update of the data every two year?
  - c. What are the specific challenges your Party may face to fulfil the following requirements present in decision 2/CP.17 and BUR Guidelines:
    - i. The first biennial update report submitted by non-Annex I Parties shall cover, at a minimum, the inventory for the calendar year no more than four years prior to the date of the submission, or more recent years if information is available, and that subsequent biennial update reports shall cover a calendar year that does not precede the submission date by more than four years;



- ii. Any change to the emission factor may be made in the subsequent full national communication;
  - iii. Each non-Annex I Party is encouraged to provide a consistent time series back to the years reported in the previous national communications;
  - d. Are there any additional challenges in developing and reporting national GHG inventories using the guidelines for the preparation of BURs? If so, what are they and how would one possibly address them?
- The moderator of each break-out group will provide a summary of the discussions of the breakout group to the plenary (5 minutes each moderator)
  - Interactive discussion

**Coffee/tea break** **15:30–16:00**

**Session VI: Reporting on mitigation actions and their effects** **16:00–17:30**

- Key provisions in the BURs guidelines and approaches for reporting mitigation actions and their effects in the BUR – *Mr. Thiago de Araujo Mendes, CGE*
- Reporting methodologies and assumptions, objectives and steps taken or envisaged, progress of implementation and the results achieved in the BUR: approaches and examples – *Ms. Tania Zamora Ramos, CGE*
- Q&A

### DAY 3: 18 July 2014

**Session VI: Reporting on mitigation actions and their effects (cont.)** **9:00–10:30**

- Mock exercise - details of the mock exercise are contained in annex A of the agenda.

**Coffee/tea break** **10:30–11:00**

**Session VI: Reporting on mitigation actions and their effects (cont.)** **11:00–12:30**

- Interactive breakout group discussion based on the mock exercise done in the previous slot: (*1 CGE member as a moderator for each of the 3 break-out groups with country representatives as participants- see Annex B*)
  - a. Are there any challenges in identifying and reporting information on mitigation actions and their effects using the guidelines for the preparation of BURs? If so, what are they and how would one possibly address them?
  - b. What are some of the challenges experienced in assessing the progress of implementation of mitigation actions and also their effects? How have these challenges been addressed?
  - c. What preparations have been made or will be needed at the national level to enhance existing, or set up new, institutional arrangements to facilitate domestic measurement, reporting and verification as well as reporting information on mitigation actions every two years?
  - d. Are the institutions involved in the monitoring of the mitigation actions the same as the ones involved in the GHG inventory preparation?



- The moderator of each break-out group will provide a summary of the discussions of the breakout group to the plenary (5 minutes each moderator)
- Interactive discussion

**Lunch break** **12:30–14:00**

**Session VII: Reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received** **14:00–15:30**

- Key provisions in the BUR guidelines and approaches for reporting constraints and gaps, and related finance, technology and capacity-building needs and support received –  
*Ms. Estefania Ardila Robles, CGE*
- Q&A
- Mock exercise - details of the mock exercise is contained in annex A of the agenda

**Coffee/tea break** **15:30–16:00**

**Session VII: Reporting on constraints and gaps, and related finance, technology (cont.) and capacity-building needs and support received** **16:00–17:30**

- Interactive breakout group discussion based on the mock exercise done in the previous slot:  
*(1 CGE member as a moderator for each of the 3 break-out groups with country representatives as participants- see Annex B)*
  - a. What are the key barriers/challenges/bottlenecks that may hinder the preparation and timely submission of BURs?
  - b. What are the key barriers/challenges/bottlenecks in compiling and reporting information on constraints and gaps, and related finance, technology and capacity-building needs and support received?
  - c. What are some of the possible approaches that could be used to identify and report, in a robust manner, constraints and gaps, and related financial, technical, capacity-building, and development and transfer of technology needs?
  - d. What are some of the key considerations that Parties need to take into account in their endeavour to compile and report, every two years, information on financial, technical, capacity-building, and development and transfer of technology support received for climate change activities as well as for the preparation of the BUR?
- The moderator of each break-out group will provide a summary of the discussions of the breakout group to the plenary (5 minutes each moderator)
- Interactive discussion

**Feedback and evaluation** **17:30–17:50**

**Session VIII: Wrap-up and closing** **17:50–18:00**



## ANNEX A – Design, structure and content of the interactive mock exercises

### Note to the participants

All the participants are urged to bring to the workshop the copies of latest national communication submitted to the Convention by your country and any other relevant background material that was used in the preparation of that document, either in print or digital format. This information will serve as a valuable input to be consulted during the mock exercises detailed below.

It is also strongly recommended as a preparatory activity that participants to read and be thoroughly familiar with your latest national communication submitted to the Convention before coming to the workshop. This will also serve an important background input to the interactive discussions.

### 1. Mock exercise on Session VI: Reporting on mitigation actions and their effects

Each participant will be provided with three suggested tabular formats to cover the information about mitigation actions and their effects, to the extent possible:

- a) Name and description of the mitigation action, including information on the nature of the action, coverage (i.e. sectors and gases), quantitative goals and progress indicators;
- b) Information on methodologies and assumptions;
- c) Objectives of the action and steps taken or envisaged to achieve that action;
- d) Information on the progress of implementation of the mitigation actions and the underlying steps taken or envisaged, and the results achieved, such as estimated outcomes (metrics depending on type of action) and estimated emission reductions, to the extent possible;
- e) Information on international market mechanisms;
- f) One of the objectives of the UNFCCC BURs guidelines, for Non-Annex I Parties contained in Annex III to decision 2/CP.17, is to facilitate reporting, to the extent possible, on any economic and social consequences of response measures.

Each participant will be instructed to choose one mitigation action (already communicated by the Party concerned or created by the participant). Based on the chosen mitigation action, the participant will be asked to try to individually fill 3 tables provided below with the information listed above in bullets a - f. 30 minutes will be given to this individual exercise. CGE members and UNFCCC secretariat will be available as resource person to facilitate and assist the participants in undertaking the exercise.



Suggested Tabular Format 6.1:  
**Description of Mitigation Actions**

<b>Name: State the name of the action here</b>				
<b>Description: Provide a description of the action here and provide further details in the columns below</b>				
Nature of the action	Coverage		Quantitative goals	Progress indicators
	Sectors	Gases		
Eg.	i.	i.	i.	i.
	ii.	ii.	ii.	ii.

Suggestion Tabular Format 6.2:  
**Details of Mitigation Actions**

<b>Name: State the name of the action here</b>				
<b>Information</b>				
Methodologies			Assumptions	
i.			1.a	
ii.			2.a	
			3.b	
<b>Objectives and progress of implementation</b>				
Objectives of the action	Steps taken or envisaged to achieve the action		Results achieved, such as estimated outcomes (metrics depending on type of action)	Estimated emission reductions, to the extent possible
	Steps taken	Steps envisaged		
i.	i.	i.	i.	i.
	ii.	ii.	ii.	ii.
<b>Information on international market mechanisms</b>				
State information on international mechanisms relevant to the action's implementation				



Suggestion Tabular Format 6.3:

**Reporting information on any economic and social consequences of response measures**

<b>Response measures action</b>	<b>Social and economic consequences from the response measures action</b>	<b>Challenges and barriers to address the consequences</b>	<b>Support needed to address the consequences</b>
<p><i>1. In this column, non-Annex I Parties could provide a description of specific action(s) of response measures</i></p>	<p><i>2. In this column, Parties could report on the consequences of the specific action identified in column 1, including any information regarding how the consequence has been linked to the action. -Disaggregate the information in terms of intensity and magnitude in: Low; Medium or moderate; and High (to create specific criteria for disaggregation)</i></p>	<p><i>3. In this column, Parties could report on challenges and barriers in address/coping with the consequences identified in column 2.  Parties may also provide further elaboration under the section on reporting finance, technology and capacity-building needs and support received</i></p>	<p><i>4. In this column, Parties could report on the support needed for economic diversification.  Parties may also provide further elaboration under the section on reporting finance, technology and capacity-building needs and support received</i></p>
<p>.....</p>	<p>.....</p>		<p>.....</p>
<p>.....</p>	<p>.....</p>		<p>.....</p>
<p>.....</p>	<p>.....</p>		<p>.....</p>

At the end of the exercise, the tables will be collected by the moderators and 3 breakout groups will be formed where, the tables will be presented by the participants (2-3 minutes each). After the presentations, the breakout groups will be motivated to identify the areas where no information was available and/or reporting of such information was not considered to be possible by the participants as well as challenges in filling the tables.

The moderators of the breakout groups will summarize the presentation and subsequent discussions and present to the plenary as the initial inputs for the continuation of the session.





**2. Mock exercise on Session VII: Reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received**

Each Participant will be provided with three suggested tabular formats to cover the information about constraints and gaps, and related finance, technology and capacity-building needs and support received:

- a) Constraints and gaps, and related financial, technical and capacity-building needs;
- b) Financial resources, technology transfer, capacity-building and technical support received from the Global Environment Facility, Parties included in Annex II to the Convention and other developed country Parties, the Green Climate Fund and multilateral institutions for activities relating to climate change, including for the preparation of the current biennial update report;
- c) Technology needs, which must be nationally determined, and on technology support received.

Based on the information reported in the latest national communications submitted to the Convention and/or any other relevant background document, each participant will be asked to engaged in an exercise of individually fill the tables with the information requested above in bullets a - c. 30 minutes will be given to this individual exercise. CGE members and UNFCCC secretariat will be available as resource person in case of doubts of the participants.

Suggested Tabular Format 7.1:

**Reporting information on financial, technical and capacity building support needs**

	Status (ongoing/ planned/completed)	Overall support needed (a)	Support received (b)	Additional support needed (c)
Activity 1				
Activity 2				
Activity 3				
Activity n				

Suggested Tabular Format 7.2:

**Reporting information on nationally determined technology needs and technology support received**

	Reporting period:			
	Status (ongoing/ planned/ completed)	Overall support needed	Support received	Additional support needed
Activity 1				
Activity 2				
Activity n				



Suggested Tabular Format 7.3:

**Reporting information on support received: technical, financial, capacity building and transfer of technology**

<b>Reporting period:</b>						
<b>Type</b>		Description of support, including USD (exchange rate)				
		Multilateral sources	Funding from Annex II and other developed country Parties	Party contribution	Multilateral financial institutions, including regional development banks	Other sources
<i>Preparation of BUR</i>	<i>Financial</i>					
	<i>Capacity-building</i>					
	<i>Technical support</i>					
	<i>Technology transfer</i>					
<i>Climate change activities contained in the BUR</i>	<i>Financial</i>					
	<i>Capacity-building</i>					
	<i>Technical support</i>					
	<i>Technology transfer</i>					

At the end of the exercise, the tables will be collected by the moderators and 3 breakout groups will be formed where, the tables will be presented by the participants (2-3 minutes each). After the presentations, the breakout groups will be motivated to identify the areas where no information was available and/or reporting of such information was not considered to be possible by the participants as well as challenges in filling the tables.

The moderators of the breakout groups will summarize the presentation and subsequent discussions and present to the plenary as the initial inputs for the continuation of the session.

**ANNEX B – Break out groups**

**Interactive break-out group**

**Session IV**

**Day 1, 16:00–17:30**

**Group A**

**Moderator: Ms. Estefania Ardila Robles**

1	Jewel	Batchasingh	Trinidad and Tobago
2	Rafael Elías	Berigüete Peña	Dominican Republic
3	Marta	Bernal	Panama
4	Daniel Michael	Brisard	Haiti
5	Helena	Brown	Antigua and Barbuda
6	Ana	Chacon	Costa Rica
7	Josana	de Oliveira Lima Esser	Brazil
8	Martina	Duncan	Grenada
9	Consuelo Lucia	Luna Acosta	Bolivia
10	Jorge	Martinez Trabuco	Paraguay
11	Carmen	Prieto	Panama

**Group B**

**Moderator: Mr. Kamel Djemouai**

1	Laura Carolina	Cadilhac Leoti	Ecuador
2	Telsy	Chanis	Panama
3	Paulo	Cornejo	Chile
4	Danielly	Godiva Santana Molleta	Brazil
5	Cheryl	Jeffers	Saint Kitts and Nevis
6	Graciela	Martiz	Panama
7	Irene María	Ortega Flores	Honduras
8	Marcel	Oseida de Leon	Guatemala
9	María Eugenia	Rallo	Argentina
10	Kimisha	Thomas	Dominica
11	Carla	Zilli	Uruguay

**Group C**

**Moderator: Ms. Rihanna M. Neely**

1	Julio Moisés	Álvarez	Dominican Republic
2	Alexandre	Avelino	Brazil
3	Cornelis R.	Becker	Suriname
4	Antonio	Cañas Calderon	El Salvador
5	Gitanjali	Chandarpal	Guyana
6	Gerald	Lindo	Jamaica
7	Colin	Mattis	Belize
8	Juan Gabriel	Osorio Osuna	Colombia
9	Renzo	Silva	Venezuela
10	Daysi	Vargas González	Panama
11	Lisbeth	Vergara	Panama

Interactive break-out group  
**Session V**  
**Day 2, 14:00–15:30**

**Group A**  
**Moderator: Mr. Thiago de Araujo Mendes**

1	Rafael Elías	Berigüete Peña	Dominican Republic
2	Daniel Michael	Brisard	Haiti
3	Helena	Brown	Antigua and Barbuda
4	Laura Carolina	Cadilhac Leoti	Ecuador
5	Paulo	Cornejo	Chile
6	Josana	de Oliveira Lima Esser	Brazil
7	Cheryl	Jeffers	Saint Kitts and Nevis
8	Graciela	Martiz	Panama
9	Irene María	Ortega Flores	Honduras
10	María Eugenia	Rallo	Argentina
11	Daysi	Vargas González	Panama

**Group B**  
**Moderator: Mr. Takeshi Enoki**

1	Jewel	Batchasingh	Trinidad and Tobago
2	Cornelis R.	Becker	Suriname
3	Marta	Bernal	Panama
4	Antonio	Cañas Calderon	El Salvador
5	Ana	Chacon	Costa Rica
6	Martina	Duncan	Grenada
7	Gerald	Lindo	Jamaica
8	Consuelo Lucia	Luna Acosta	Bolivia
9	Colin	Mattis	Belize
10	Juan Gabriel	Osorio Osuna	Colombia
11	Carmen	Prieto	Panama

**Group C**  
**Moderator: Ms. Nouf A. Aburas**

1	Julio Moisés	Álvarez	Dominican Republic
2	Alexandre	Avelino	Brazil
3	Gitanjali	Chandarpal	Guyana
4	Telsy	Chanis	Panama
5	Danielly	Godiva Santana Molleta	Brazil
6	Jorge	Martinez Trabuco	Paraguay
7	Marcel	Oseida de Leon	Guatemala
8	Renzo	Silva	Venezuela
9	Kimisha	Thomas	Dominica
10	Lisbeth	Vergara	Panama
11	Carla	Zilli	Uruguay

Interactive break-out group

**Session VI**

**Day 3, 11:00–12:30**

**Group A**

**Moderator: Mr. Thiago de Araujo Mendes**

1	Cornelis R.	Becker	Suriname
2	Ana	Chacon	Costa Rica
3	Josana	de Oliveira Lima Esser	Brazil
4	Martina	Duncan	Grenada
5	Consuelo Lucia	Luna Acosta	Bolivia
6	Graciela	Martiz	Panama
7	Colin	Mattis	Belize
8	Marcel	Oseida de Leon	Guatemala
9	Carmen	Prieto	Panama
10	Renzo	Silva	Venezuela
11	Kimisha	Thomas	Dominica

**Group B**

**Moderator: Ms.Tania Zamora Ramos**

1	Julio Moisés	Álvarez	Dominican Republic
2	Daniel Michael	Brisard	Haiti
3	Helena	Brown	Antigua and Barbuda
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**Group C**

**Moderator: Mr. Takeshi Enoki**

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11	Daysi	Vargas González	Panama

Interactive break-out group  
**Session VII**  
**Day 3, 16:00–17:30**

**Group A**  
**Moderator: Ms. Estefania Ardila Robles**

1	Julio Moisés	Álvarez	Dominican Republic
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**Group B**  
**Moderator: Mr. Thiago de Araujo Mendes**

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10	María Eugenia	Rallo	Argentina
11	Kimisha	Thomas	Dominica

**Group C**  
**Moderator: Ms. Rihanna M. Neely**

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8	Consuelo Lucia	Luna Acosta	Bolivia
9	Carmen	Prieto	Panama
10	Renzo	Silva	Venezuela
11	Lisbeth	Vergara	Panama