



Work programme of the Consultative Group of Experts (CGE) for 2016–2018

<i>Output/products</i>	<i>Activities</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
<i>Decision 19/CP.19, annex, paragraph 2(a): “Identify and provide technical assistance regarding problems and constraints that have affected the process of and the preparation of national communications and biennial update reports”</i>				
<i>Decision 19/CP.19, annex, paragraph 2(g): “Provide information and technical advice based on, where possible, lessons learned and best practices in the process of and preparation of national communications and biennial update reports by non-Annex I Parties”</i>				
I. Technical report synthesizing the problems and constraints, lessons learned and best practices	1. Compilation of information on constraints, problems, lessons learned and best practices reported in:			
	1.1. Past CGE and Global Support Programme (GSP) surveys, complemented with additional CGE questions	x	x	x
	1.2. NCs		x	
	1.3. BURs	x		x
	1.4. Reports and other publications by the CGE and the GSP as well as other relevant institutions and agencies such as WRI, UNEP, UNDP, etc.	x	x	x
	2. Synthesis of the compiled information	x	x	x
	3. Provision of technical advice and support with respect to paragraph 2(g)	x	x	x
<i>Decision 19/CP.19, annex, paragraph 2(b): “Provide technical assistance and support to non-Annex I Parties to facilitate the process of and preparation of their national communications and biennial update reports”</i>				
<i>Decision 19/CP.19, annex, paragraph 2(c): “Provide technical advice to non-Annex I Parties to facilitate the development and long-term sustainability of processes of the preparation of national communications and biennial update reports”</i>				
I. BUR training materials in other official United Nations languages	1. Translate the CGE BUR training materials into other United Nations languages		x	
II. Updated CGE training materials and translated into other official UN languages	2. Update the CGE NC training materials to take into account the latest science and developments under the Convention, and translate into other UN languages	x	x	x
III. E-learning courses	3. Development, update, operation and maintenance of e-learning course	x	x	x

<p>IV. A pool of national experts trained on the preparation of BURs and NCs</p> <p>V. Technical reports on the regional hands-on training workshops</p> <p>VI. A technical report showcasing linkages and relationships between national policies, and adaptation and mitigation strategies.</p> <p>VII. Illustrative brochures on: (1) institutional arrangements, and (2) financial, technical and capacity-building resources</p>	<p>3.1 Define the objectives and expectations of the training programme, including identifying the target audience; the substantive theme and scope of the training; and the delivery methods</p>	x	x	x
	<p>3.2 Develop training programmes to meet the objectives and the expectations</p>	x	x	x
	<p>3.3 Develop products that indirectly contribute to capacity-building, learning-by-doing or on-the-job learning</p>	x	x	x
	<p>4. Conduct regional hands-on training workshops covering 3 regions (Latin America and the Caribbean, Africa and the Asia-Pacific) on:</p>			
	<p>4.1. The preparation of BURs</p>	x		
	<p>4.2. Vulnerability and adaptation assessment</p>			x
	<p>4.3. National greenhouse gas inventories</p>	x		
	<p>4.4. Mitigation assessment</p>		x	
	<p>5. Conduct webinars addressing targeted themes at the regional, sub-regional and national levels, subject to availability of technical resources, in English, French, Spanish and Arabic:</p>			
	<p>5.1. V&A</p>	x	x	x
	<p>5.2. GHG inventories</p>		x	x
	<p>5.3. Mitigation</p>	x		x
	<p>6. Explore and identify potential linkages and relationships between national policies and adaptation and mitigation strategies to help non-Annex I Parties to integrate and mainstream climate change adaptation and mitigation strategies, as well as reporting activities, into their national development planning processes</p>		x	
	<p>7. Develop tools and guidance materials that facilitate: (i) setting up and enhancing robust institutional arrangements that function on a continuous basis; and (ii) enhancing access to financial, technical and capacity-building resources</p>	x		x
	<p><i>Decision 19/CP.19, annex, paragraph 2(d): "Provide recommendations, as appropriate, on elements to be considered in a future revision of the guidelines for the preparation of national communications and biennial update reports"</i></p>			
<p>I. An analytical paper on recommendations on possible elements to be considered in a future revision of the guidelines for the preparation of NCs and BURs</p>	<p>1. Revisit CGE recommendations on elements to be considered in a future revision of the guidelines for the preparation of NCs</p>	x	x	
	<p>2. CGE recommendations on elements to be considered in a future revision of the guidelines for the preparation of BURs</p>		x	

	3. Revisit workshop reports and other CGE documents and conducted a survey to gather experiences and lessons learned by non-Annex I Parties in using the NC and BUR guidelines		x	
<i>Decision 19/CP.19, annex, paragraph 2(e): "Provide technical advice and support to Parties, upon request, and information on existing activities and programmes, including bilateral, regional and multilateral sources of financial and technical assistance, to facilitate and support the preparation of national communications and biennial update reports"</i>				
<i>Decision 19/CP.19, annex, paragraph 2(f): "Provide technical advice and support to Parties, upon request, on the provision of information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions"</i>				
I. Interactive electronic database with information on existing activities and programmes to facilitate and support the preparation of NCs and BURs II. Interactive electronic database with information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions	1. Compilation of information on existing activities and programmes to facilitate and support the preparation of NCs and BURs in collaboration with the GSP	x	x	x
	2. Compilation of information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions in collaboration with the GSP	x	x	x
	3. Update of information on 1 and 2 above in collaboration with the GSP	x	x	x
	4. Technical advice and support with respect to paragraph 2(e) and (f)	x	x	x
<i>Decision 19/CP.19, annex, paragraph 2(i): "Develop and organize...appropriate training programmes for nominated technical experts...based on the most updated training materials"</i>				
I. UNFCCC training programme for the team of technical experts II. Pool of experts nominated to the roster of experts trained and certified as the technical experts for conducting the technical analysis of BURs III. A paper identifying possible elements for the update/adjustment of the TTE training programme IV. Revised TTE training programme	1. Development of the team of technical experts training programme			
	<i>1.1 Deployment of the training programme for the TTE</i>	x	x	x
	<i>2.2 Certification workshop/examination for the technical experts</i>	x	x	x
	2. Conduct a needs analysis to understand and garner feedback on the expectations of experts and the impacts of the TTE training programme with respect to building their capacity	x	x	x
	3. Adjust the training programme, including materials and delivery mode on the basis of the needs analysis		x	
<i>Decision 19/CP.19, annex, paragraph 2(h): "Provide guidance and periodic advice to the secretariat to assist it in fulfilling the selection criteria for the composition of the team of technical experts"</i>				
I. Periodic guidance and advice to the secretariat on the selection of the team of	1. Consideration of periodic technical report on the selection of the team of technical experts, as appropriate	x	x	x

technical experts, as appropriate				
<i>Other elements of the work programme</i>				
<i>I. Participation in the technical assessment of proposed forest reference emission levels and/or forest reference levels</i>				
I. Enhanced capacity of the CGE members from non-Annex I Parties for the forest reference levels	1. Participate in the technical assessment of submissions from Parties on proposed forest reference emission levels and/or forest reference levels	x	x	x
<i>II. Collaboration and cooperation with other relevant stakeholders</i>				
I. Mapping of areas of collaboration and cooperation with other experts bodies and constituted bodies under the Convention II. Mapping of areas of collaboration and cooperation with other global initiatives, IGOs and other relevant stakeholders	1. Identify possibilities for and develop collaboration and cooperation with other expert groups and constituted bodies under the Convention			
	<i>1.1 Identify areas of overlap, in particular those relating to assessments and reporting</i>	x		
	<i>1.2 Collaborate and cooperate with the bodies to ensure coherency and to avoid duplication</i>	x	x	x
	2. Identify possibilities for and develop collaboration and cooperation with key global initiatives, and international non-governmental organizations, the research community and academia involved in climate change activities	x	x	x
<i>III. Collaboration and cooperation with other Convention bodies and global initiatives</i>				
I. List of relevant channels available to enhance communication and outreach II. Focused/targets communication products, such as brochure, pamphlets III. Online resource platform IV. Enhanced outreach to wider group of stakeholders	1. Identify existing mechanisms and networks whereby non-Annex I Parties collaborate for the development of their NCs and assess their potential as a tool to enhance communication and outreach between the CGE and its stakeholders	x	x	x
	2. Develop communication products targeting experts and global networks in non-Annex I Parties to disseminate 'quick-win' ideas and information on NCs and BURs, targeting national experts	x	x	x
	<i>3.1 Provide and use an existing web-based platform for accessing information and guidance on the preparation of NCs and BURs</i>	x	x	x
	<i>3.2 Develop/update/maintain a web platform for CGE members to collaborate between sessions and meetings</i>	x	x	x
	<i>3.3 Create a formal network of experts and practitioners involved in the process of and preparation of NCs and BURs, including a database of participants to CGE trainings, by region to serve as a vehicle for the dissemination of relevant information from the CGE to stakeholders</i>	x	x	x
	4. Side events of the CGE	x	x	x

<i>IV. Management aspect of the operations of the CGE</i>				
I. Provision of technical assistance to Parties in a cost-efficient manner	1. Identify and enhance the participation of the CGE in low-cost online tools such as webinars and remote participation via video conferencing tools, for participating in relevant events hosted outside of the UNFCCC process to present its work or serve as an information resource	x	x	x
II. Updated and revised work programme				
III. Availability of resources necessary to implement the work programme in a timely manner	2. Review and revise the five-year work programme, including development of a detailed annual work programme	x	x	x
	<i>2.1 Assess the human and financial resources needed to execute the work plan;</i>	x	x	x
	<i>2.2 Draw up performance monitoring indicators to measure the implementation progress</i>	x	x	x
	3. Promotion of the CGE long-term strategy and annual work plan to potential donors	x	x	x
	4. Submit to the SBI for its consideration, a CGE annual progress report using performance monitoring indicators identified in the annual work plan	x	x	x



(a) Detailed work plan of the Consultative Group of Experts (CGE) for 2016														
Output/products	Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<i>Decision 19/CP.19, annex, paragraph 2(a): "Identify and provide technical assistance regarding problems and constraints that have affected the process of and the preparation of national communications and biennial update reports"</i>														
<i>Decision 19/CP.19, annex, paragraph 2(g): "Provide information and technical advice based on, where possible, lessons learned and best practices in the process of and preparation of national communications and biennial update reports by non-Annex I Parties"</i>														
I. Technical advice and support	1. Provision of technical advice and support with respect to paragraph 2(g)	x	x	x	x	x	x	x	x	x	x	x	x	
	2. Compilation of information on constraints, problems, lessons learned and best practices reported in:			x	x	x	x							
	2.1. Past CGE and Global Support Programme (GSP) surveys, complemented with additional CGE questions			x	x	x	x							
	2.2. BURs			x	x	x	x							
	2.3. Reports and other publications by the CGE and the GSP as well as other relevant institutions and agencies such as WRI, UNEP, UNDP, etc.			x	x	x	x							

Decision 19/CP.19, annex, paragraph 2(b): “Provide technical assistance and support to non-Annex I Parties to facilitate the process of and preparation of their national communications and biennial update reports”

Decision 19/CP.19, annex, paragraph 2(c): “Provide technical advice to non-Annex I Parties to facilitate the development and long-term sustainability of processes of the preparation of national communications and biennial update reports”

I. Updated CGE training materials and translated into other official UN languages	1. Update of vulnerability and adaptation (V&A) assessment training materials												
	<i>1.1 Translation</i>			x	x	x	x	x	x	x	x	x	x
II. E-learning courses	<i>1.2 Outreach</i>		x	x	x	x	x	x	x	x	x	x	x
III. A pool of national experts trained on the preparation of BURs and NCs	2. Development, update, operation and maintenance of e-learning course	x	x	x	x	x	x	x	x	x	x	x	x
IV. Technical reports on the regional hands-on training workshops	3. Conduct regional hands-on training workshop on the preparation of BURs												
	<i>3.1 Africa</i>		x										
	<i>3.2 Asia and the Pacific</i>				x								
V. A technical report showcasing linkages and relationships between national policies, and adaptation and mitigation strategies.	<i>3.3 Latin America and the Caribbean</i>							x					
	4. Participate as resource person at the regional hands-on training workshops on GHG inventories												
	<i>4.1 Africa</i>			x									
VI. Illustrative brochures on: (1) institutional arrangements, and (2)	<i>4.2 Asia and the Pacific</i>									x			
	<i>4.3 Latin America and the Caribbean</i>						x						

financial, technical and capacity-building resources	5. Conduct webinars addressing targeted themes at regional, sub-national and regional level in English, French, Spanish and Arabic												
	5.1 V&A Assessments			x		x		x		x			
	5.2 Mitigation				x		x		x		x		
	6. Explore and identify with GSP potential linkages and relationships between national policies and adaptation and mitigation strategies to help non-Annex I Parties to integrate and mainstream climate change adaptation and mitigation strategies, as well as reporting activities, into their national development planning processes					x	x	x	x	x	x		
	7. Develop tools and guidance materials that facilitate: (i) setting up and enhancing robust institutional arrangements that function on a continuous basis; and (ii) enhancing access to financial, technical and capacity-building resources						x	x	x				

Decision 19/CP.19, annex, paragraph 2(d): "Provide recommendations, as appropriate, on elements to be considered in a future revision of the guidelines for the preparation of national communications and biennial update reports"

I. An analytical paper on recommendations on possible elements to be considered in a future revision of the guidelines for the preparation of NCs and BURs	1. Revisit CGE recommendations on elements to be considered in a future revision of the guidelines for the preparation of NCs		x	x	x	x	x	x	x	x			
	2. Revisit workshop reports and other CGE documents and survey reports to gather experiences and lessons learned by non-Annex I Parties in using the NC and BUR guidelines		x	x	x	x	x	x	x	x			
<i>Decision 19/CP.19, annex, paragraph 2(e): "Provide technical advice and support to Parties, upon request, and information on existing activities and programmes, including bilateral, regional and multilateral sources of financial and technical assistance, to facilitate and support the preparation of national communications and biennial update reports"</i>													
<i>Decision 19/CP.19, annex, paragraph 2(f): "Provide technical advice and support to Parties, upon request, on the provision of information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions"</i>													
I. Interactive electronic database with information on existing activities and programmes to facilitate and support the preparation of NCs and BURs	1. Compilation of information on existing activities and programmes to facilitate and support the preparation of NCs and BURs in collaboration with the Global Support Programme (GSP)		x	x	x	x	x						
	II. Interactive electronic database with information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions in collaboration with the GSP	2. Compilation of information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions in collaboration with the GSP		x	x	x	x	x	x				

economic and environmental policies and actions	3. Develop and deploy of online web-based user-interface to disseminate the information	x	x	x	x	x	x	x	x	x	x	x	x	x
	4. Update of information on 1 and 2 above in collaboration with the GSP		x	x	x	x	x	x	x	x	x	x	x	x
	5. Technical advice and support with respect to paragraph 2(e) and (f)					x	x	x	x	x	x	x	x	x
<i>Decision 19/CP.19, annex, paragraph 2(i): "Develop and organize...appropriate training programmes for nominated technical experts...based on the most updated training materials"</i>														
I. UNFCCC training programme for the team of technical experts	1. Development of the team of technical experts training programme													
II. Pool of experts nominated to the roster of experts trained and certified as the technical experts for conducting the technical analysis of BURs	<i>1.1 Deployment of the training programme for the TTE</i>	x	x	x	x	x	x	x	x	x	x	x	x	x
	<i>1.2 Certification workshop/examination for the technical experts</i>			x	x	x				x	x	x		
III. A paper identifying possible elements for the update/adjustment of the TTE training programme	2. Conduct a needs analysis to understand and garner feedback on the expectations of experts and the impacts of the TTE training programme with respect to building their capacity							x	x					
IV. Revised TTE training programme	3. Identify areas for further improvement of the training programme, including materials and delivery mode on the basis of the needs analysis									x	x			

	1.3 CGE to correspond with constituted bodies on potential areas for cooperation with the CGE		x	x	x	x	x	x	x	x	x		
	2. Identify possibilities for and develop collaboration and cooperation with key global initiatives, and international non-governmental organizations, the research community and academia involved in climate change activities				x	x	x	x	x	x	x	x	
<i>III. Collaboration and cooperation with other Convention bodies and global initiatives</i>													
I. List of relevant channels available to enhance communication and outreach	1. Identify existing mechanisms and networks whereby non-Annex I Parties collaborate for the development of their NCs and assess their potential as a tool to enhance communication and outreach between the CGE and its stakeholders			x	x	x	x	x	x	x	x		
II. Focused/targets communication products, such as brochure, pamphlets				x	x	x	x	x	x	x	x		
III. Online resource platform	2. Develop communication products targeting experts and global networks in non-Annex I Parties to disseminate 'quick-win' ideas and information on NCs and BURs, targeting national experts			x	x	x	x	x	x	x	x		
IV. Enhanced outreach to wider group of stakeholders				x	x	x	x	x	x				
	3. Provide and use an existing web-based platform for accessing information and guidance on the preparation of NCs and BURs	x	x	x	x	x	x	x	x				

necessary to implement the work programme in a timely manner	2. Review and revise the five-year work programme, including development of a detailed annual work programme			x									
	2.1 <i>Assess the human and financial resources needed to execute the work plan;</i>			x									
	2.2 <i>Draw up performance monitoring indicators to measure the implementation progress</i>			x	x	x	x						
	3. Promotion of the CGE long-term strategy and annual work plan to potential donors			x	x	x	x	x	x	x	x	x	x
	4. Submit to the SBI for its consideration, a CGE annual progress report using performance monitoring indicators identified in the annual work plan									x	x	x	