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**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

Note by the secretariat*

Addendum

**Common challenges, options and case studies/best practices available to
countries and possible means of facilitating the development and long-
term sustainability of processes for the preparation of national
communications**

Summary

This document, prepared by the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, contains an analysis of a survey conducted on problems related to the sustainability of the national communications process and the maintenance of national technical teams for the preparation of the national communications of Parties not included in Annex I to the Convention, including national greenhouse gas inventories, on a continuous basis. This document also provides a compilation of the recommendations resulting from the analysis of the survey, which were aimed at identifying common challenges and at presenting options and case studies/best practices available to countries and possible means of facilitating the development and long-term sustainability of processes for the preparation of national communications.

* This document was submitted after the due date in order to include the outcomes of the discussions that took place at the workshop held on 21–23 March 2011, and of those that took place at the fourth meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, held on 24–26 March 2011.

Contents

	<i>Paragraphs</i>	<i>Page</i>
I. Introduction	1–6	3
A. Mandate	1–3	3
B. Scope of the note	4–5	3
C. Possible action by the Subsidiary Body for Implementation	6	4
II. Process of generation of information	7–9	4
A. Survey	7–8	4
B. Results	9	4
III. Compilation of survey results on problems related to the sustainability of the national communications process and maintenance of national technical teams for the preparation of national communications, including greenhouse gas inventories, on a continuous basis	10–30	4
A. Institutional concerns	10–17	4
B. Financial concerns	18–21	5
C. Greenhouse gas inventory software	22–27	6
D. Cross-cutting issues: capacity-building and training	28–30	7
IV. Recommendations	31–39	8
A. Institutional concerns	31	8
B. Financial concerns	32–35	8
C. Greenhouse gas inventory software	36–37	9
D. Cross-cutting issues: capacity-building and training	38–39	9
Annex		
Survey on identification of technical problems and constraints affecting non-Annex I Parties in the process of preparation of their national communications and assessment of capacity-building needs		11

I. Introduction

A. Mandate

1. The terms of reference of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) stipulate that the CGE, in fulfilling its mandate, shall provide technical advice to Parties not included in Annex I to the Convention (non-Annex I Parties) in order to facilitate the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, including greenhouse gas (GHG) inventories, on a continuous basis.¹

2. In response, the CGE developed its work programme for 2010–2012² at its first meeting, held in Bonn, Germany, from 29 to 31 March 2010. The Subsidiary Body for Implementation (SBI), at its thirty-second session, took note of and welcomed³ the work programme of the CGE.

3. The CGE included the following tasks in its work programme:

(a) To conduct a survey to collect information from countries and multilateral and bilateral agencies on problems related to the sustainability of the national communications process and the maintenance of national technical teams for the preparation of national communications, including GHG inventories, on a continuous basis;

(b) To synthesize information collected through the survey, as well as information contained in national communications, in order to identify common challenges, options and case studies/best practices available to countries and possible means of facilitating the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, including GHG inventories, on a continuous basis.

B. Scope of the note

4. To assist in the preparation and delivery of the above-mentioned tasks, the CGE conducted a survey to help it to generate feedback from national experts, national focal points and national communications project coordinators on their technical and capacity needs and on the problems and challenges in sustaining and maintaining national technical teams for the preparation of national communications.

5. This report provides information on the problems related to the sustainability of non-Annex I Parties' national communications processes and the maintenance of national technical teams for the preparation of national communications, including GHG inventories, on a continuous basis, as identified in the survey referred to in paragraph 4 above.

¹ Decision 5/CP.15, annex, paragraph 2(c).

² Contained in annex I to document FCCC/SBI/2010/INF.2.

³ FCCC/SBI/2010/10, paragraph 21.

C. Possible action by the Subsidiary Body for Implementation

6. The SBI, having considered this report, may wish to provide further guidance to the CGE on the implementation of its mandate relating to paragraph 2(c) of its terms of reference on the provision of technical advice to non-Annex I Parties.

II. Process of generation of information

A. Survey

7. The SBI, at its thirty-second session, took note of the surveys planned⁴ by the CGE in the context of the implementation of its work programme and invited non-Annex I Parties to provide the CGE with the required information in a timely manner.⁵

8. The survey referred to in paragraph 4 above was sent to all non-Annex I Parties, as well as to multilateral and bilateral agencies supporting the national communications process. The CGE received responses from experts representing 39 non-Annex I Parties and three multilateral and bilateral agencies. The survey questionnaire is contained in the annex to this document.

B. Results

9. As only about 26 per cent of the non-Annex I Parties provided responses, the CGE recognized the limitations of the survey results when conducting its analysis. The survey was web-based, which could have caused some difficulties for Parties, not only with regard to access to the survey through a reliable Internet connection, but also with regard to completion of the online response. Nonetheless, the survey results provided an important input into the compilation of this report.

III. Compilation of survey results on problems related to the sustainability of the national communications process and maintenance of national technical teams for the preparation of national communications, including greenhouse gas inventories, on a continuous basis

A. Institutional concerns

10. The survey results indicated that the majority of the respondents selected “Not at all difficult” to “Moderately difficult” in response to questions regarding building on existing procedures and organizational experience.

11. When preparing their new national communications, respondents reported that the update of data from each of the sections, and gaining access to experts that performed the tasks related to the previous national communications, were “Slightly difficult” to “Moderately difficult”.

⁴ One addressing the tasks referred to in paragraph 2(a) and (b) of the terms of reference of the CGE and a second survey covering the task referred to in paragraph 2(c).

⁵ FCCC/SBI/2010/10, paragraph 24.

12. Most of the respondents found that building on existing procedures and organizational experience in the preparation of mitigation and adaptation project proposals for funding was “Very difficult”.

13. It should be noted that respondents found the section on the national GHG inventory “Very difficult” to update. This section was identified as one of the most difficult areas in which to build on past procedures and organizational experiences with regard to the following:

- (a) Obtaining a high-level of support within the country;
- (b) Achieving coordination among the various ministries within the country;
- (c) Attaining an agreement that enables interaction with relevant national authorities.

14. With respect to the completion of the national GHG inventory section, respondents found it overall “Moderately difficult” to conduct all related activities (e.g. obtaining expertise in GHG management systems, developing relationships with outside organizations, and ensuring consistent availability of staff and access to the appropriate organizations). Among these activities, ensuring access to the appropriate outside organizations appeared to be one of the most challenging.

15. When looking specifically at building and maintaining the national communications team, the respondents found maintaining both the technical and the administrative personnel to be “Moderately difficult” to “Very difficult”. The survey results indicated that staff with expertise in GHG inventories, mitigation and adaptation programmes are “Moderately difficult” to “Very difficult” to identify and maintain. This is mainly because of funding limitations, time lag between projects (e.g. the gap between the submission of the initial national communication and the commencement of the second), high demand for experts within the country and difficulties in getting experts on short-term contracts. Other aspects related to building and maintaining teams, such as identifying qualified in-house staff and qualified national and international organizations, ranged widely from “Not at all difficult” to “Very difficult”, depending on the Party.

16. The main institutional issues with regard to the ability to build and maintain the national communications team, for which the survey results showed “Moderate concern”, are linked to the recruitment of staff and hiring delays. Other issues, such as team member schedules and time availability, delays in purchasing necessary equipment and spending limits, also posed “Slight concern” to “Moderate concern”.

17. In their overall comments, in response to questions on maintaining the sustainability of national technical teams, the respondents highlighted the changes in national administration structures, the lack of expertise and capacity and the lack of adequate personnel to conduct the work, as well as other competing priorities, as issues affecting the national communications process.

B. Financial concerns

18. The majority of survey respondents indicated they were concerned about a number of financial difficulties that constrain their ability to sustain the national communications process and/or build and maintain national communications teams. For example, respondents were concerned about obtaining sufficient and consistent funding for in-house technical and administrative staff. In addition, they were concerned about hiring technical consultants and purchasing equipment and other resources to prepare the national communications. Delays in the disbursement of funds, currency depreciation and

difficulties in identifying and mobilizing sources of funding and co-funding were also of concern.

19. A number of respondents elaborated on the financial difficulties they have encountered. Some indicated that delays in the disbursement of funds from implementing agencies have led not only to delays in completing projects relating to national communications, but also to gaps in their national teams. Further, insufficient levels of funding (e.g. to pay the coordinator and technical advisers, to generate data, and to cover the scope of work to develop scenarios and/or make use of modelling techniques) have affected the ability of some countries to complete their national communications in a comprehensive way.

20. The manner in which the Global Environment Facility (GEF) allocates funding for the preparation of national communications (i.e. a top-down approach that does not address the specific needs and circumstances of countries), which leads to many countries having insufficient resources, was also highlighted by respondents as a major concern. In addition, some respondents identified the high costs of international consultants as a reason why the current level of funding is insufficient. Finally, a major concern noted by respondents was exchange rate fluctuations, which led to a reduction in project budgets of 10–15 per cent in some cases and up to 50 per cent in one case.

21. In addition to concerns about financial difficulties, respondents indicated that various types of technical assistance and support would be helpful to address financial and funding concerns related to sustaining their national communications process. For example, almost all of the respondents were of the view that training on financial management for the national communications project coordinator and staff would be “Slightly useful” to “Very useful”. Further, most of the respondents stated that it would be “Moderately useful” to “Very useful” to benefit from:

- (a) Training on available funding mechanisms and sources of funding and on issues of co-financing;
- (b) Increased opportunities for information exchange and collaboration on financial management and/or funding sources among non-Annex I Parties;
- (c) Other assistance, such as South–South and triangular cooperation.

C. Greenhouse gas inventory software

22. Two types of issue were identified in the use of the current UNFCCC GHG inventory software (version 1.3.2), namely:

- (a) The inventory compiler encounters technical problems in using the software, such as:
 - (i) Problems with macros (macros do not work well in some cases);
 - (ii) Problems with different language versions;
 - (iii) Lack of information technology skills/knowledge to use the software;
 - (iv) Lack of the necessary understanding of the Intergovernmental Panel on Climate Change (IPCC) *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories* referred to in the annex to decision 17/CP.8 to use the software efficiently;
- (b) The inventory compiler wishes to use or implement the latest IPCC guidelines and/or higher-tier methods that the current software does not support.

23. More questions were skipped in this part of the survey than in other parts. This may be due to a lack of good institutional arrangements, reflecting the GHG inventory preparation at the national level.
24. About half of the survey respondents that are using the current UNFCCC software reported that they do so without a problem.
25. It should also be noted that more than one third of the respondents are not using the UNFCCC software. According to the survey results, some are not using the software because of the problems mentioned in paragraph 22 above. In addition, some respondents indicated that the external consultants who compile their inventories do not use the software and do not provide explanations as to why they are not using it. This implies a lack of internal communication and/or too much reliance on external expertise.
26. The majority of the survey respondents were interested in testing the next version of the UNFCCC software, which indicates that many are looking for a better tool for GHG inventory preparation.
27. In terms of the number of experts involved in the preparation of national GHG inventories, more experts are generally allocated to the energy and land use, land-use change and forestry (LULUCF) sectors than to other sectors, which indicates that these two sectors generally require more work than the others. However, on average, there seems to be a limited number of experts involved in the GHG inventory work in many non-Annex I Parties, although there are exceptions for some countries. The lack of experts makes it difficult to ensure the sustainability of the inventory preparation, in particular in cases where consultants play a major role in the inventory preparation process.

D. Cross-cutting issues: capacity-building and training

28. In response to the question related to the type of technical assistance and support that would be helpful in sustaining the national communications process and maintaining the national communications team, respondents found the following “Very useful” to “Extremely useful”:
- (a) Increasing the opportunities for information exchange and collaboration among Parties;
 - (b) Providing on-the-job and hands-on training, and developing a train-the-trainers programme;
 - (c) Assistance through web-based e-learning tools;
 - (d) South–South cooperation, triangular cooperation and twinning with reporting institutes in Parties included in Annex I to the Convention.
29. Hands-on training on methodologies, the provision of material giving an overview of available tools, and information-sharing on best practices and developments in other countries were in particularly high demand. Such information-sharing and training could enhance the quality of information provided through national communications.
30. A continuous monitoring process should support the transfer of knowledge, which was felt essential to address the loss of skills through the loss of personnel entrusted with the preparation of national communications.

IV. Recommendations

A. Institutional concerns

31. Based on the information provided by Parties in the survey, the CGE recommends that assistance be provided to non-Annex I Parties in:

- (a) Exchanging information and increasing collaboration and cooperation with all Parties;
- (b) Identifying the nationally most appropriate institutional arrangements and structures;
- (c) Identifying adequate incentives, career opportunities and means to retain the staff involved in the preparation of national communications;
- (d) Improving the management skills, including financial and administrative, of the staff involved in the preparation of national communications;
- (e) Providing hands-on training and on-the-job training;
- (f) Providing the most up-to-date information and tools.

B. Financial concerns

32. Based on the information provided by Parties in the survey, the CGE recommends that assistance be provided to non-Annex I Parties in accordance with Article 4, paragraph 3, of the Convention, which states that “The developed country Parties and other developed Parties included in Annex II to the Convention shall provide new and additional financial resources to meet the agreed full costs incurred by developing country Parties in complying with their obligations under Article 12, paragraph 1”.

33. Most of the financial concerns identified by non-Annex I Parties are related to funding provided by the GEF, as an operating entity of the financial mechanism of the Convention, through its implementing entities.

34. Based on the information provided by Parties in the survey, the CGE recommends that assistance be provided to non-Annex I Parties in:⁶

- (a) Sharing good practices in addressing financial and funding concerns related to sustaining their national communications processes and/or building and maintaining a national communications team;
- (b) Training on financial management skills (e.g. on controlling project costs and monitoring budgets), including on reporting procedures;
- (c) Training in the development of project proposals on a continuous basis;
- (d) Identifying and establishing networks with research and other institutions that can cooperate on a non-commercial basis;
- (e) Identifying synergy with other ongoing projects in order to increase cost-effectiveness.

35. The CGE considers the following points important in facilitating the improvement of the preparation of national communications:

⁶ Given that the mandate of the CGE is limited to technical advice, the recommendations are not related to levels of financial assistance.

- (a) The implementing agencies of the GEF should be encouraged to reduce delays in the disbursement of financial resources;
- (b) The GEF and the implementing agencies should be encouraged to take fully into account and to address the specific needs and circumstances of countries.

C. Greenhouse gas inventory software

36. Based on the information provided by Parties in the survey, the CGE recommends that assistance be provided to non-Annex I Parties in:

- (a) Enhancing training activities on the use of the UNFCCC GHG inventory software, in order to increase the number of sectoral experts from different institutions responsible for the various sectors of the national GHG inventory in a country;
- (b) Prioritizing the training of local staff in the use of the UNFCCC software, in order that local staff can replace international consultants;
- (c) Focusing the training on the most important sectors for Parties, for example energy and LULUCF;
- (d) Encouraging the national inventory teams to use the UNFCCC software or other specialized software to elaborate GHG inventories;
- (e) Establishing relevant procedures and practices, including institutional arrangements for inventory preparation, to enable non-Annex I Parties to build on past experiences and continue to improve their national communications, in particular GHG inventories.

37. The CGE considers the following points important in facilitating the improvement of the preparation of national communications:

- (a) The secretariat should accelerate the finalization of the new version of the UNFCCC software, taking into consideration the technical problems identified so far;
- (b) A forum for users and a frequently asked questions section should be established on the UNFCCC website. Support should be provided to facilitate the sharing of experiences among Parties in using tools/software other than the UNFCCC software so that higher-tier methods can be applied;
- (c) A national inventory team leader who coordinates the entire GHG inventory process and plays a central role in communication with the relevant ministries, agencies and international organizations should be nominated by each non-Annex I Party in order to increase the sustainability of the inventory preparation process.

D. Cross-cutting issues: capacity-building and training

38. Based on the information provided by Parties in the survey, the CGE recommends that assistance be provided to non-Annex I Parties to maintain and enhance the capacity of national communications teams. There is a need to focus on increasing the technical capacities of experts within the public sector, and to work continuously with these experts using several types of modalities for capacity development and enhancement.

39. The CGE considers the following points important in facilitating the improvement of national communications:

- (a) There is a need for continuous and sustained capacity-building in the coming years, because more complex and analytical methodologies and tools will become available

at the time that many Parties will start preparing their third national communications. Such capacity-building will assist Parties to ensure the continuity of technical teams and to maintain the knowledge required for the preparation of national communications;

(b) Global and regional mechanisms such as the National Communications Support Programme have proved to be useful in addressing the sustainability of the capacity of Parties; action to sustain this support is urgently required so that there is no gap in the institutional arrangements in place for providing the support.

Annex

[English only]

Survey on identification of technical problems and constraints affecting non-Annex I Parties in the process of preparation of their national communications and assessment of capacity-building needs

1. The survey entitled “Collection of information on problems related to the sustainability of the national communication process and the maintenance of national technical teams for the preparation of national communications, including greenhouse gas inventories, on a continuous basis” was sent to UNFCCC national focal points and/or coordinators of national communications of Parties not included in Annex I to the Convention (non-Annex I Parties) and multilateral and bilateral agencies supporting the national communication process. In responding to the survey, Parties either coordinated the inputs of the different agencies or circulated the survey among the experts in their country for them to respond individually. The survey was conducted between July and December 2010. A total of 39 non-Annex I Parties responded to the survey, representing 25.5 per cent of the total non-Annex I Parties. The following is the regional breakdown: 15 from Africa, 11 from Asia, four from Eastern Europe and nine from Latin America and the Caribbean.
2. The survey has four parts:
 - (a) **Part 1: Background Information:** asks about you and your role in preparing your country’s national communication or in helping non-Annex I Parties in the preparation of their national communications;
 - (b) **Part 2: Institutional Concerns and Solutions:** asks you to describe institutional constraints that you face in ensuring the sustainability of your national communication process over time and in maintaining a consistent national technical team to prepare your national communication;
 - (c) **Part 3: Financial Concerns and Solutions:** asks you to describe financial and funding constraints that you face in ensuring the sustainability of your national communication process over time and in maintaining a consistent national technical team to prepare your national communication;
 - (d) **Part 4: Greenhouse Gas (GHG) Inventory Software:** asks for information that will assist the UNFCCC in improving its existing GHG inventory software and to enable the UNFCCC to contact you for feedback about a prototype version of the software that it is currently developing.

I. Background information

1. Please indicate the type of organization you represent:
 - (a) Non-Annex I Party country;
 - (b) Multilateral or bilateral organization that provides national communication support to non-Annex I Party(s) (*Please skip to question number 7*).
2. Please provide the following information about yourself:
 - (a) Your country name;
 - (b) Your name;
 - (c) Your job title;

- (d) Your organization name;
 - (e) Your office name;
 - (f) Your phone number;
 - (g) Your email address.
3. Is there a Project Coordinator for your country's national communication?
- (a) Yes, I am Project Coordinator
 - (b) Yes, someone else is Project Coordinator (*Please provide name*)
 - (c) No, we do not have a Project Coordinator
4. What is your role in preparing the national communication?
5. Please indicate which national communications your country has completed (*Check all that apply*)
- (a) First national communication;
 - (b) Second national communication;
 - (c) Third national communication;
 - (d) Fourth national communication;
 - (e) Have not completed a national communication.
6. Please indicate if your country is in the process of preparing a national communication
- (a) First national communication;
 - (b) Second national communication;
 - (c) Third national communication;
 - (d) Fourth national communication.
 - (e) We are not currently working on a national communication (*Please skip to Part 2*).
7. Please provide the following information about yourself:
- (a) Your name;
 - (b) Your job title;
 - (c) Your organization name;
 - (d) Your office name;
 - (e) Your phone number;
 - (f) Your email address.
8. What non-Annex I country(s) have you worked with to help prepare their national communications?
9. What type of support do you provide to non-Annex I Parties relating to their national communications? (*Check all that apply*)
- (a) Technical support;
 - (b) Administrative and/or institutional support;
 - (c) Financial advice;
 - (d) Other.
10. Please use this box to provide more detail about the ways you support non-Annex I countries in preparing their national communications.
11. Which sections and/or tasks related to the national communications do you provide assistance on? (*Check all that apply*)
- (a) Preparation of the Executive Summary;
 - (b) Other information considered relevant to the achievement of the objective of the Convention;

- (c) National circumstances;
 - (d) Constraints and gaps, and related financial, technical, and capacity needs;
 - (e) National GHG inventory;
 - (f) National communication submission;
 - (g) Programmes containing measures to facilitate adequate adaptation to climate change;
 - (h) Preparation of project proposal for funding;
 - (i) Programmes containing measures to mitigate climate change.
12. When working with non-Annex I Parties on their national communications, with whom do you typically work? (*Check all that apply*)
- (a) Project Coordinator for national communication;
 - (b) Project technical staff;
 - (c) Project administrative staff;
 - (d) Ministry officials;
 - (e) Other.

II. Institutional Concerns and Solutions

1. Sustainability of the National Communication Process

1. Have you been involved in preparing or working with a non-Annex I Party to prepare more than one national communication?
- (a) Yes;
 - (b) No (Please skip to question 7).
2. Which of the following national communications have you participated in preparing? (*Please check all that apply*)
- (a) First national communication;
 - (b) Second national communication;
 - (c) Third national communication;
 - (d) Fourth national communication.
3. Based on your experience with non-Annex I Party national communications, have you built on your previous experience with national communications to help prepare your most recent national communications? For example, you might have built on previous experience by updating data and resources, using procedures developed for your first national communication, and/or learning from previous experiences. Have you been able to build on these past experiences *not at all, some of the time, most of the time, or all of the time*?
4. Overall, how easy/difficult has it been to build on your previous experience with national communications? Has it been *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult*?
5. Please characterize the extent to which you have found that when preparing a new national communication you can update data and resources from each of the sections or tasks related to the previous national communication. Is it *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult* to update data and resources?
- (a) Executive summary;
 - (b) National circumstances;
 - (c) National GHG inventory;

- (d) Programmes containing measures to facilitate adequate adaptation to climate change;
- (e) Programmes containing measures to mitigate climate change;
- (f) Other information considered relevant to the achievement of the objective of the Convention;
- (g) Constraints and gaps, and related financial, technical, and capacity needs;
- (h) Preparation of project proposal for funding.

6. Please characterize the extent to which you have found that when preparing a new national communication you can build on existing procedures and organizational experience from the sections or tasks related to the previous national communications. Is it *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult* to build on past procedures and organizational experience?

- (a) Executive summary;
- (b) National circumstances;
- (c) National GHG inventory;
- (d) Programmes containing measures to facilitate adequate adaptation to climate change;
- (e) Programmes containing measures to mitigate climate change;
- (f) Other information considered relevant to the achievement of the objective of the Convention;
- (g) Constraints and gaps, and related financial, technical, and capacity needs;
- (h) Preparation of project proposal for funding.

7. One area of the national communication for which it is particularly important to update data and to build on past experiences is the National GHG Inventory section. Please characterize the level of ease/difficulty involved in conducting the following activities related to completing this section of your national communication. Are these activities *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult*?

- (a) Obtaining expertise in data management systems to prepare and update GHG inventories on a continuous basis;
- (b) Developing relationships with outside organizations (e.g. universities, private industry, consultants, associations) to coordinate activity data collection and update and maintain the GHG inventory;
- (c) Consistent availability of staff within your organization who have appropriate expertise on GHG inventory development;
- (d) Consistent access to appropriate outside organizations (e.g. universities, private industry, consultants, associations) on GHG inventory development.

2. Institutional Concerns and Solutions Related to the Sustainability of the National Communication Process and the Maintenance of the National Communication Team

8. Please characterize the level of ease/difficulty related to the following potential issues related to achieving a sustainable national communication process. Are these issues *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult*?

- (a) Obtaining high-level support within your country for preparing your national communication on a consistent basis;
- (b) Obtaining ministry-level approval of the national communication;
- (c) Achieving coordination among ministries in preparing the national communication;
- (d) Attaining agreements that enable interaction between relevant authorities in preparing the national communication;

- (e) Preparing project proposals for funding subsequent national communications;
- (f) Preparing project proposals for funding adaptation and mitigation projects recommended in your national communication;
- (g) Submitting project proposals;
- (h) Obtaining approval of project proposals;
- (i) Engaging national stakeholders in the national communication process.

9. Please use this box to expand on the types of institutional difficulties identified above, especially where your answer was A major concern, and to describe any other types of institutional concerns you have experienced related to achieving a sustainable national communication process.

10. Please characterize the level of ease/difficulty involved in building and maintaining your national communication team. Is it *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult*?

- (a) Identifying qualified in-house staff to manage the national communication team;
- (b) Identifying qualified in-house technical staff to help prepare the national communication;
- (c) Identifying qualified in-house administrative staff to help prepare the national communication;
- (d) Maintaining a consistent technical national communication team to work on two or more national communications;
- (e) Maintaining a consistent administrative national communication team to work on two or more national communications;
- (f) Identifying qualified national organizations (e.g. universities, private industry, consultants, associations) to assist with preparing the national communication;
- (g) Identifying qualified international organizations (e.g. universities, private industry, consultants, associations) to assist with preparing the national communication;
- (h) Identifying and maintaining consistent staff or outside consultants with specific expertise in preparing GHG inventories;
- (i) Identifying and maintaining consistent staff or outside consultants with specific expertise in developing programmes containing measures to facilitate adequate adaptation to climate change;
- (j) Identifying and maintaining consistent staff or outside consultants with specific expertise in developing programmes containing measures to mitigate climate change;
- (k) Identifying and maintaining consistent staff or outside consultants with specific expertise in completing the national communication section on Other information considered relevant to the achievement of the objective of the Convention.
- (l) Identifying and maintaining consistent staff or outside consultants with expertise in developing project proposals.

11. Please use this box to expand on the types of difficulties you encounter when building and maintaining a national communication team, especially where you responded that it is *Very difficult or Extremely difficult*. Please also describe any other difficulties you have encountered in building and maintaining a national communication team.

12. Following is a list of institutional concerns that could constrain your ability to build and maintain a national communication team. Please indicate whether each of these is *not at all a concern, a slight concern, a moderate concern, or a major concern* to you as you build and maintain your team.

- (a) Accommodating team member schedules, issues, or other problems;
- (b) Recruitment and hiring delays (e.g. for staff and consultants);

- (c) Delays due to Allowable Spending Limits;
- (d) Delays due to purchasing equipment and other resources for the national communication;
- (e) Availability of time to complete national communications;
- (f) Translating national communications.

13. Please use this box to expand on the types of institutional constraints identified above, especially where your answer was A major concern, and to describe any other types of institutional concerns that you have experienced.

14. Please rate how useful the following types of technical assistance and support would be in helping you sustain the national communication process and/or build and maintain your national communication team. Would they be *not at all useful, slightly useful, moderately useful, very useful, or extremely useful*?

- (a) On-the-job training for the national communication Project Coordinator and staff;
- (b) Hands-on training;
- (c) Web-based “e-learning” training tools and sessions;
- (d) Development of a train-the-trainers programme that will increase the number of qualified trainers who can provide in-country support on national communications;
- (e) Increased opportunities for information exchange and collaboration among non-Annex I Parties;
- (f) Other assistance (e.g. South-South cooperation, triangular cooperation, twinning with A1 reporting institutes).

15. Please use this box to expand on types of technical assistance and support that would be helpful in sustaining your national communication process and/or building and maintaining your national communication team, especially where your response was Very useful or Extremely useful. Please also suggest other types of technical assistance that would help you sustain the national communication process and/or build and maintain your national communication team.

16. Please provide any additional information you would like to share related to institutional concerns and solutions in sustaining your national communication process over time and/or maintaining a consistent national technical team to prepare your national communication.

III. Financial Concerns and Solutions

1. Following is a list of potential financial difficulties that could constrain your ability to sustain your national communication process and/or build and maintain a national communication team. Please indicate whether each of these is *not at all a concern, a slight concern, a moderate concern, or a major concern* to you as you build and maintain your team.

- (a) Obtaining sufficient and consistent funding for in-house technical staff;
- (b) Obtaining sufficient and consistent funding for in-house administrative staff;
- (c) Obtaining sufficient and consistent funding to hire external technical consultants;
- (d) Obtaining sufficient and consistent funding for purchasing equipment and other resources required to prepare your national communications;
- (e) Delays due to Allowable Spending Limits;
- (f) Currency appreciation;
- (g) Currency depreciation;

- (h) Identifying and mobilizing sources of funding and co-funding;
 - (i) Delays in disbursement of funds.
2. Please use this box to expand on the types of financial constraints identified above, especially where your answer was A major concern, and to describe any other types of financial difficulties and concerns you have experienced related to achieving a sustainable national communication process and/or building and maintaining a national communication team.
3. Please rate how useful the following types of technical assistance and support would be in helping to address financial and funding concerns related to sustaining your national communication process and/or building and maintaining a national communication team. Would they be *not at all useful, slightly useful, moderately useful, very useful, or extremely useful*?
- (a) Training on financial management for the national communication Project Coordinator and staff;
 - (b) Training about available funding mechanisms and sources of funding and co-funding;
 - (c) Increased opportunities for information exchange and collaboration on financial management and/or funding sources among non-Annex I Parties;
 - (d) Other assistance (e.g. triangular cooperation).
4. Please use this box to expand on types of technical assistance and support that would be helpful in addressing financial and funding concerns related to sustaining your national communication process and/or building and maintaining a national communication team, especially where your response was Very useful or Extremely useful. Please also suggest other types of assistance that would be useful.
5. Please provide any additional information you would like to share related to financial concerns and solutions in *sustaining your national communication process over time and/or maintaining a consistent national technical team* to prepare your national communication.

IV. Greenhouse Gas Inventory Software

1. The UNFCCC is currently improving the existing GHG inventory software (version 1.3.2) in order to facilitate the process for reporting GHG data for non-Annex I Parties' national communications. The UNFCCC will seek feedback on this prototype from interested non-Annex I Parties and will incorporate this information into a new version that better supports your needs in reporting GHG data.
2. Are you interested in testing the prototype and providing feedback to the UNFCCC?
3. Are you currently using a data management/reporting software for GHG inventory related information?
- (a) The UNFCCC GHG inventory software for non-Annex I Parties (version 1.3.2);
 - (b) An earlier version of the UNFCCC GHG inventory software;
 - (c) Another product (please provide name and detailed information);
 - (d) No, please indicate why.
4. If you are using the current version of the UNFCCC GHG inventory software (1.3.2), have you encountered any problems that you would like to see resolved in the new version (2.0)?

- (a) Yes, please describe the problems you have encountered and ways they might be resolved;
 - (b) No.
5. If you are not using the current version of the UNFCCC GHG inventory software (1.3.2), are you experiencing problems with the GHG Inventory software that your country is currently using?
- (a) Yes, please describe the problems you are facing and any initiatives to address these problems;
 - (b) No.
6. Do you plan to import/export GHG data between various systems?
- (a) Yes, please indicate the systems, language and version used;
 - (b) No.
7. Please indicate the number of experts, by sector, who are involved in preparing your GHG inventory.
8. Please provide the following details about the computer system where your GHG inventory software is installed:
- (a) Language of your computer system:
 - (i) Arabic;
 - (ii) Chinese;
 - (iii) English;
 - (iv) French;
 - (v) Spanish;
 - (vi) Russian;
 - (vii) Other (please specify).
 - (b) Screen resolution
 - (c) Screen size
 - (d) Operating system and version:
 - (i) MS Windows;
 - (ii) MAC;
 - (iii) Linux;
 - (iv) Unix;
 - (v) Other (please specify).
 - (e) Internet browser and version:
 - (f) FireFox version;
 - (i) Explorer version;
 - (ii) Safari version;
 - (iii) Other (please specify).
 - (g) Speed of internet connection
 - (h) Do you have Java?
9. Do you have sufficient technical resources to help you install and maintain GHG inventory software?
10. Do you have sufficient technical resources to help you install and maintain your computer system?
11. Please provide contact information for one or more people to whom we can send additional information about the UNFCCC GHG inventory software.
