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**Subsidiary Body for Implementation**

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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**

**Technical problems and constraints affecting non-Annex I  
Parties in the process of and preparation of their national  
communications and the assessment of their capacity-  
building needs**

*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 the technical problems and constraints identified by Parties not included in Annex I to the Convention in undertaking the process of and preparation of their national communications and an assessment of their capacity-building needs, based on the results of a survey and the recently submitted national communications. The document also provides a compilation of the recommendations resulting from this analysis aimed at addressing constraints and gaps, and the related technical and capacity needs.

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## 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), as contained in the annex to decision 5/CP.15, stipulates that the CGE, in fulfilling its mandate, shall provide technical assistance to Parties not included in Annex I to the Convention (non-Annex I Parties) for the regular development of national greenhouse gas (GHG) inventories, vulnerability and adaptation assessment, mitigation assessment, research and systematic observation, education, training and public awareness, technology transfer and capacity-building, with a view to improving the accuracy, consistency and transparency of information in their national communications.<sup>1</sup>

2. In response to the above-mentioned mandate, the CGE included the following tasks in its work programme for 2010–2012:<sup>2</sup>

(a) To identify technical problems and constraints affecting non-Annex I Parties in the process of and preparation of their national communications and assess capacity-building needs, by conducting a survey<sup>3</sup> of non-Annex I Parties;

(b) To assess information in recently submitted national communications to identify concerns and difficulties and related capacity gaps highlighted by Parties in preparing their national communications;

(c) To assess technical assistance provided by other groups and institutions with a view to identifying gaps and avoiding duplication;

(d) To compile the above information and recommendations for addressing constraints and gaps, and related technical and capacity needs.

### B. Work undertaken by the Consultative Group of Experts under its work programme for 2003–2007

3. In undertaking its current work, the CGE noted the following products delivered in the context of its work programme for 2003–2007:

(a) Organization of six regional workshops on vulnerability and adaptation assessment and national GHG inventories, and one global workshop on mitigation assessment, involving 325 experts from 125 non-Annex I Parties;

(b) Development of training materials and handbooks on GHG inventories, vulnerability and adaptation assessment and mitigation assessment;

(c) Preparation of technical papers on the following subjects:

(i) Ways to improve access to financial and technical support to prepare second and subsequent national communications (FCCC/SBI/2006/24);

(ii) Outcomes of the examination of initial national communications from non-Annex I Parties (FCCC/SBI/2006/4);

<sup>1</sup> Decision 5/CP.15, annex, paragraph 2 (a).

<sup>2</sup> FCCC/SBI/2010/INF.2, annex I.

<sup>3</sup> This survey also covers the task referred to in paragraph 2 (b) of the terms of reference of the CGE. However, the survey results relevant to this task will be analysed in a separate technical report.

- (iii) Template on cross-cutting themes in national communications from non-Annex I Parties (FCCC/SBI/2007/3);
  - (iv) Cost-effective and comprehensive training strategy to support the preparation of national communications (FCCC/SBI/2007/6);
  - (v) Ways to improve the reporting of projects identified in national communications from non-Annex I Parties (FCCC/SBI/2007/7);
  - (vi) Integration of information contained in national adaptation programmes of action into second and subsequent national communications (FCCC/SBI/2007/27).
4. The CGE also noted that the group had no mandate to continue its work during the period 2008–2009 and, therefore, was not operational during this period.

### **C. Scope of the note**

5. This technical report provides information on the technical problems and constraints affecting non-Annex I Parties in the process of and preparation of their national communications and on their capacity-building needs, as identified in the survey referred to in paragraph 7 below. It also provides information on the concerns and difficulties and related capacity gaps with regard to preparing national communications, as identified by Parties in their recently submitted national communications. This report also includes recommendations for addressing constraints and gaps, and related technical and capacity needs.

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

6. The Subsidiary Body for Implementation (SBI), after having considered this technical report, may wish to provide further guidance to the CGE on the implementation of its mandate relating to the provision of technical assistance to non-Annex I Parties in the preparation of their national communications.

## **II. Process of generation of information**

### **A. Survey**

7. In response to paragraph 2 (a) of its terms of reference, the CGE conducted a survey to collect information from non-Annex I Parties on technical problems and constraints and capacity-building needs in the process of preparing national communications.

8. The SBI, at its thirty-second session, in the context of the implementation by the CGE of its work programme, took note of the planned surveys<sup>4</sup> by the CGE and invited non-Annex I Parties to provide the group with the required information in a timely manner.<sup>5</sup>

9. The survey referred to in paragraph 7 above was sent to all non-Annex I Parties. The CGE received responses from experts representing 56 non-Annex I Parties.<sup>6</sup> The survey questionnaire is contained in the annex.

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<sup>4</sup> 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).

<sup>5</sup> FCCC/SBI/2010/10, paragraph 24.

10. As just over a third of the total non-Annex I Parties provided responses, the CGE recognized the limitations of the survey results in conducting its analysis. Nonetheless, the survey results provided an important input to the compilation of this report.

11. The CGE noted that achieving a higher response rate was necessary to ensure the accuracy of the analysis and robustness of the recommendations contained in this report. It decided to extend the survey deadline to allow more Parties to respond. The CGE also decided to assess, at a later stage, whether the analysis and recommendations contained in the report should be updated to reflect the broader range of responses.

## **B. Compilation of information contained in recently submitted national communications**

12. In implementing its work programme in relation to paragraph 2 (a) of its terms of reference, the CGE identified the need to assess information contained in recently submitted national communications in order to identify concerns and difficulties and related capacity gaps highlighted by Parties in preparing their national communications.

13. The CGE assessed the information contained in the second national communications submitted to the secretariat as at 10 September 2010 based on the above-mentioned objective. The secretariat received 27 second national communications from non-Annex I Parties.<sup>7</sup> Of the countries that have submitted their second national communications, three submitted them before 2005.<sup>8</sup>

## **III. The results of the analysis of technical problems and constraints affecting non-Annex I Parties in the process of preparing their national communications and the assessment of their capacity-building needs**

### **A. Greenhouse gas inventories**

14. The survey results indicated that many Parties have a limited number of experts working on their national communications. In particular, there appears to be an insufficient number of national experts for the preparation of a comprehensive GHG inventory, which is considered a 'resource heavy' and time-consuming task. For this reason, increased cooperation with government agencies, universities, research centres and private-sector organizations within each country is needed.

15. The survey results also showed that many GHG inventory teams are supported by independent consultants and other external qualified technical experts. Several respondents stated that there is a need to involve a larger number of technical experts in this process, particularly from the public sector (e.g. various government ministries).

<sup>6</sup> One Party expressed its reservations with regard to certain sub-items of the question on measures related to mitigation (see chapter V, question 1 (a) of the annex), stating that these questions are not in accordance with decision 17/CP.8.

<sup>7</sup> Albania, Argentina, Armenia, Bolivia (Plurinational State of), Burundi, Congo, Costa Rica, Côte d'Ivoire, Democratic Republic of the Congo, Dominican Republic, Egypt, Georgia, Jordan, Kazakhstan, Kyrgyzstan, Malta, Mauritania, Mexico, Niger, Republic of Korea, Republic of Moldova, Samoa, Tajikistan, the former Yugoslav Republic of Macedonia, United Arab Emirates, Uruguay and Uzbekistan.

<sup>8</sup> Mexico, Republic of Korea and Uruguay.

16. Capacity-building is necessary to enhance not only individual but also institutional capacity, such as through training of government staff and local consultants and through enhancing cooperation among government agencies. Hence, developing national expertise should be a main step in establishing new institutional arrangements.

17. The majority of respondents selected “Extremely difficult”, “Very difficult” or “Moderately difficult” in response to questions regarding the technical difficulty of completing the national GHG inventory section of the national communication. Although developing country experts have been provided with various kinds of technical assistance, the survey results showed that this is still recognized as one of the most challenging sections of the national communication, and that providing non-Annex I Parties with technical assistance is still considered necessary.

18. The survey results also showed that obtaining activity data was particularly difficult. Parties considered it easy to determine the kind of activity data needed but difficult to obtain them. Difficulties in obtaining appropriate activity data were noted for all inventory sectors, and in particular for the land use, land-use change and forestry sector (e.g. land converted to forest and grassland, fuel-wood consumption, intensively managed organic soils), energy balance, international bunker fuel consumption, bio-fuel consumption, industrial processes, agriculture (e.g. data on each type of animal waste management systems) and waste. Many respondents emphasized the need for sharing information with other sources of data (public and private) and training. In a number of Parties energy data are not provided by private companies. In some cases, excessive aggregation of data also hinders the elaboration of GHG inventories.

19. Low awareness of GHG inventories and the lack of willingness to provide data among data providers for all sectors are regarded as barriers. These data providers may not be adequately motivated or trained and may not be directly involved in the preparation of GHG inventory data. Moreover, data providers for all sectors are not always obliged to provide relevant data. The lack of a legal framework that mandates the provision of data and/or of institutional arrangements to ensure data collection is still considered to be an important issue.

20. While obtaining activity data seems to be difficult for many Parties, updating activity data from previous national communications is found less difficult. This may not only be a matter of the availability of information but could also be a question of communication and accessibility to data by the national entities and experts. Once information is successfully obtained and reliable communication with the data managers is established, accessibility to data should be much easier. However, data updates remain an issue as primary data providers do not provide such updates.

21. Most respondents mentioned some difficulties in obtaining appropriate emission factors, and most Parties seem to rely on default emission factors rather than generating country-specific emission factors, owing to financial, human and technical constraints.

22. Concerning the use of data management systems and data archiving, the survey results vary. Although the results show that some Parties would find the development of such data management systems helpful, many Parties may not have a data management system in operation, and thus are not in a good position to respond to the questions related to their use.

23. It should be noted that no Party responded “Extremely difficult” to the question regarding the difficulty of implementing quality assurance and quality control (QA/QC) procedures. However, difficulty in conducting QA/QC was mentioned in the section on specific comments provided by Parties. It is possible that Parties did not report QA/QC as “Difficult” because they have not yet engaged in this activity. It should also be noted that in

order to conduct QA/QC, the QA/QC system and practices must be fully incorporated into the overall national system before a GHG inventory can be developed.

24. Many respondents considered it to be “Difficult” to prepare national GHG inventories on a continuous basis. However, the survey results showed that several Parties also responded with “Not at all difficult”. These different responses may reflect the fact that some Parties have not yet put in place such processes.

25. The majority of the respondents indicated that “Understanding and using relevant IPCC guidelines for national GHG inventories and methodologies” and “Understanding and using IPCC good practice guidance” is “Not at all difficult”, “Slightly difficult” or “Moderately difficult”. This reflects the varied technical capacity with regard to using these guidelines among the respondents. The use of the Intergovernmental Panel on Climate Change (IPCC) *Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories* (hereinafter referred to as the IPCC good practice guidance) is not yet a requirement under the “Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention” (hereinafter referred to as the UNFCCC reporting guidelines for non-Annex I Parties), and it is implemented or reported by few Parties.

26. To update their inventories, Parties need not only to obtain updated data but also to gather the necessary information and documentation used in preparing previous inventories. This clearly highlights the importance of the continuity of inventory preparation activities and of documentation and archiving, and the value of obtaining data for the full time series.

27. The survey results showed that many respondents found that the experts outside their organizations were often in a better position to assist in the elaboration of the inventory than the experts within their own organizations. This could be because such external experts are selected to cover specific and potentially more difficult areas of the inventory. The ad hoc arrangement for the development of GHG inventories is one reason why recruiting external experts to carry out the work might be better than training internal experts, who leave the government once the project is completed. In this regard, it is important to consider how to build the capacity of institutions responsible for the GHG inventory process so that they can retain the internal experts.

28. Lack of sufficient funds for GHG inventories was mentioned by several respondents. The need to build capacity for activities related to GHG inventory preparation was repeatedly observed. The funds available via the expedited procedures under the Global Environment Facility (GEF) for the funding of national communications are often considered limited while the preparation of a full-sized GEF project proposal is considered difficult by most non-Annex I Parties because it is time-consuming and resource-intensive.

29. Lack of capacity to make best use of information technology potential was identified as a technical constraint by some respondents. Some of the respondents found the current UNFCCC GHG inventory software not very user-friendly, and a number of them experienced technical problems. The problem seems to be caused by insufficient training and information sharing. The updated UNFCCC GHG software to be released in the near future (which has a data archiving function) is expected to be more user-friendly.

## **B. Vulnerability and adaptation assessment**

30. In most cases identifying and obtaining data was considered to be “Moderately difficult”, but the issues listed under paragraphs 31 to 34 below were in many cases considered to be “Very difficult”. The following technical constraints and problems were reported as the most difficult:

- (a) Obtaining relevant data;
- (b) Accessing appropriate impact assessment models and tools;
- (c) Accessing methodologies for integrated climate and socio-economic assessment;
- (d) Applying existing models and approaches to the country's unique situation;
- (e) Developing climate change scenarios at the national level;
- (f) Applying the concept of downscaling to identify the most critical vulnerable areas.

31. Parties reported the following significant problems in identifying, obtaining and using adequate and reliable data (e.g. weather observations, climate change projections, environmental, socio-economic and/or health data) for the assessment of the impacts of climate change or enhanced climate variability:

- (a) Available data sets are often incomplete and verification of the data is often difficult;
- (b) Some countries reported barriers to computing and processing data.

32. Countries reported methodological difficulties in working with multiple variables and systems. They also reported lack of cooperation between data providers as a barrier to obtaining appropriate data.

33. The survey results indicated that baseline data for vulnerability analyses of various sectors are often difficult to obtain. In addition, some Parties encountered methodological challenges in dealing with baselines for adaptation. The major challenges indicated in the survey are as follows:

- (a) Adaptation measures identified and designed need to take into account the possible adverse impacts of development and increasing poverty (such as deforestation and increasing water demand linked to urbanization). Identifying the difference between adaptation to climate change and addressing development is indicated as posing certain methodological difficulties;

- (b) Few international studies are available at regional level. Such studies could allow countries to compare the adequacy of the adaptation measures designed for a region.

34. Many respondents reported technical problems in regard to the application of appropriate models and tools for assessing climate impacts and related socio-economic aspects of vulnerability. In particular, the following technical problems were identified:

- (a) Capacity gaps and lack of access to country-specific and regional climate scenarios (especially in small islands) such as MAGICC-SCENGEN (the Model for the Assessment of Greenhouse Gas-Induced Climate Change: A Regional Climate Scenario Generator);

- (b) Tools for assessing the socio-economic impact of climate change, human health and cross-sectoral impacts, including a holistic approach to assessments are inadequately developed and often reported as difficult to use;

- (c) Lack of technical expertise and knowledge with regard to the impacts of climate change and socio-economic vulnerability assessments (e.g. coastal systems, protection of low-lying coastal areas vulnerable to flooding risks, including early warning) gives rise to uncertainty of projections;



(d) Development and/or use of reliable models for analysing water resources, including underground aquifers, supported by adequate hydrometeorological data and network of stations remains as one of the challenges;

(e) Knowledge and capacity gaps regarding the selection of models appropriate to different sectors and national circumstances, including operating assessment models, remain a challenge;

(f) Limited availability of analytical tools for assessing climate change impacts on high mountain ecosystems (e.g. the cryosphere and glacial lakes), on biodiversity, including fragile ecosystems such as mountain forests, and wetlands.

35. Other technical problems and constraints were reported as “Moderately difficult” to “Very difficult”, including the following:

(a) Time constraints within the national team, for example, the need for team-building and the slow process of involving consultants;

(b) Gaps in the identification of key criteria for the selection of appropriate technologies for adaptation;

(c) Financial constraints;

(d) The need to improve international standards/protocols and models for assessing vulnerability.

36. Most countries considered technical assistance and capacity-building to be “Useful” to “Very useful”. Written guidance and training materials as well as sharing of information on best practices in particular were considered “Very useful” to “Extremely useful”. Public consultation and validation was considered “Helpful”.

37. The survey results indicated that technical training is considered “Useful” to “Very useful”. Parties also reiterated that technical assistance should match the specific needs of the countries. The survey also identified the following gaps in regard to technical assistance:

(a) The need for training, in particular, for the assessment of cross-sectoral linkages to maximize synergies and avoid secondary impacts;

(b) The need for training materials and guidelines that cover the whole national communication process;

(c) International consultants operating from outside of the country, who are not familiar with local circumstances;

(d) The need for training of trainers on recent scientific research and best practices, particularly in the access to and use of models;

(e) Weak capacity of national technical and political focal points;

(f) Lack of strategy to generate technical support;

(g) Insufficient public awareness programmes with regard to adaptation to climate change;

(h) Inability of consultants to share information with national technical bodies;

(i) Insufficient assistance from national experts within and outside the government, including from non-governmental organizations, wider networks of stakeholders, the United Nations Environment Programme (UNEP) and the United Nations Development Programme (UNDP).

38. Non-Annex I Parties reported difficulties in translating the work into something that the public can understand. Parties also reiterated that technical assistance should match the specific needs of countries.

### **C. Mitigation assessment**

39. The section of national communications on “Programmes containing measures to mitigate climate change” was considered by most respondents to be “Moderately difficult”. However, this section still appeared as a “Fairly difficult” one to prepare among the different sections of the national communications.

40. The CGE noted that most of the respondents found it “Moderately difficult” to “Very difficult” to determine, have access to and use appropriate models for mitigation assessment and/or evaluation. Parties also considered it “Moderately difficult” to identify appropriate mitigation scenarios and describe the socio-economic framework and trends regarding climate change mitigation. Two Parties did not answer part of the section of the survey on Programmes containing measures to mitigate climate change”, as they considered that the sub-items related to the identification of mitigation scenarios and the description of the socio-economic framework were not in accordance with decision 17/CP.8.

41. Most of the respondents considered it “Moderately difficult” to “Very difficult” to obtain relevant data (e.g. sectoral data). They also considered “Slightly difficult” to “Moderately difficult” data updating, compilation and verification, and the reporting on implemented or planned programmes and measures that contribute to the mitigation of climate change.

42. In the specific comments provided by non-Annex I Parties on the types of technical difficulties encountered, the lack of availability of data and the difficulty in accessing available data were highlighted. Parties also noted the difficulty in selecting, having access to and using appropriate models for mitigation assessment. Many non-Annex I Parties indicated that their capacity with regard to using relevant models for mitigation analysis needed to be increased along with the technical capacity with regard to specific mitigation sectors.

43. Non-Annex I Parties considered that technical assistance provided by national actors (consultants, technical and political focal points) is still much needed. Most of the respondents considered the assistance provided by international consultants and other outside expertise to be “Very useful”, whether United Nations bodies or non-governmental experts. Sharing of best practices (country experiences) and preparation of training material and guidance were also highlighted as “Very useful”.

44. In their specific comments non-Annex I Parties again highlighted the need for assistance in collecting relevant and reliable data, in further developing the national technical expertise and in getting access to reliable projected information on climate change. Parties also noted the need for assistance with using the methodologies available for mitigation assessment, and with obtaining the necessary data to support the development of clean development mechanism projects, especially baseline scenarios. There is a general need among non-Annex I Parties for the provision of financial assistance for the implementation of measures that contribute to the mitigation of climate change.

## **D. Other information considered relevant to the achievement of the objective of the Convention**

45. A number of overarching constraints were identified by non-Annex I Parties that limit the implementation of activities relating to reporting under the section in national communications on “Other information considered relevant to the achievement of the objective of the Convention”. These related to: lack of financial resources; problems of coordinating and cooperating with relevant agencies and stakeholders to obtain the information needed to implement activities; and low capacity to undertake activities, in particular regarding education, training and public awareness, research activities, research and systematic observation, and technology transfer.

46. A number of Parties stated that more guidance is necessary on all aspects of reporting under this section to enable the provision of more accurate information for third national communications. Furthermore, it is important that any guidance produced (e.g. annotated guidelines, reporting templates) be more thoroughly disseminated to those responsible for preparing the national communications. A few Parties indicated that reporting for this section was “Very difficult” and suggested that reporting could be improved if some of its elements were integrated into the other sections of the national communication.

47. The specific needs and constraints identified by the respondents relating to each subsection on “Other information considered relevant to the achievement of the objective of the Convention” are described below:

### **1. Integrating climate change considerations in social, economic and environmental policies**

48. Over two thirds of the respondents found it “Moderately difficult” to “Extremely difficult” to take steps to integrate climate change considerations into their relevant economic, social and environmental policies. Specific issues identified include: constraints associated with integrating climate-related information into research and sectoral planning processes; insufficient understanding and capacity regarding how to approach integration, especially at the sectoral level; and lack of guidance on how to develop policies and best practices for the integration of climate change considerations into national development processes.

### **2. Transfer of technology**

49. Over three quarters of the respondents stated that it was “Moderately difficult” to “Extremely difficult” to implement activities relating to the transfer of, and access to, environmentally sound technologies, to develop and enhance local capacities and know-how and to enhance enabling environments for the development and transfer of technologies.

50. The main obstacles outlined by non-Annex I Parties related to: (a) national laws and/or policies not conducive to the conduct of technology transfer activities or the promotion of the use of low-carbon technologies, as well as fiscal policies (high taxes) that do not provide incentives for investment in low-carbon technologies; and (b) ineffective institutional frameworks. Parties also highlighted as significant barriers the insufficient knowledge at all levels (from technical staff to decision makers) of clean technology options, as well as limited expertise and a shortage of specialized staff in the public sector. Shortages in funding for technology transfer and research were also reported as a constraint.

51. Stated needs in this area were to develop local capacity and local markets for appropriate clean technologies, to secure capital to modernize technologies, to assist the evaluation of technology requirements and to enhance the involvement of both public- and private-sector actors in creating adequate enabling environments for technology innovation and research.

**3. Engaging in climate change research and systematic observation**

52. Almost two thirds of the respondents reported that it was “Moderately difficult” to “Very difficult” to participate in and contribute to activities and programmes related to climate change research and systematic observation (RSO).

53. Most of the constraints identified by non-Annex I Parties in this area related to a lack of: trained staff to collect and analyse data; medium and long-term financial resources to support the maintenance, repair and updating of monitoring equipment and set up the proper infrastructure to support a functioning observation system; a long-term national strategy for data collection, analysis and synthesis and for ensuring adequate availability of data for the scientific community and policymakers; and appropriate legal, policy and institutional frameworks to make national systems relevant to global systems. There was also a general sense of the need to raise awareness with stakeholders and decision makers in regard to the importance of RSO in addressing climate change issues, and the need to modernize and increase the number of observation stations countrywide to provide more reliable information for the analysis of the impacts of and vulnerability to climate change. Some countries noted the particular problem where decisions are being made to shut down individual observation stations because of economic constraints and lack of continuous financial resources to maintain and upgrade equipment, which has implications for the national capacity and ability to inform global observation systems.

**4. Involvement in research activities**

54. Almost two thirds of the respondents found it “Moderately difficult” to “Extremely difficult” to implement research programmes for climate change mitigation and adaptation.

55. Identified specific constraints included insufficient expertise to undertake research in various areas (including observation systems), lack of incentives for the development of research programmes (financial, cultural, political), and low international financing for national research activities. A few countries noted the need to enhance national capacity to carry out specialized research.

**5. Implementing programmes to increase education, training and public awareness activities and cooperation with other subregional, regional and international organizations to promote such activities**

56. Most non-Annex I Party respondents found it “Slightly difficult” to “Moderately difficult” to implement activities related to public awareness, as well as to effectively cooperate with other actors on these issues. Most Parties also found it “Slightly difficult” to “Moderately difficult” to implement activities related to training and education, while a few stated that it was “Extremely difficult” to undertake these activities.

57. In general, these difficulties were attributed to a low level of understanding of climate change issues by the general population in conjunction with the high financial and human resource costs of conducting public awareness campaigns and a lack of specialized media materials containing climate change information, as well as an inability to integrate climate change issues into school curricula.

58. Parties highlighted the need for information and guidance to develop education programming and materials and the importance of raising awareness of climate change

issues for decision makers and other national stakeholders, including the private sector. Specific challenges for education and awareness-raising include the high rate of illiteracy in many regions and difficulties in disseminating the right information to the right target groups.

#### **6. Information on capacity-building activities**

59. Over half of the respondents found it only “Slightly difficult” to provide information on how capacity-building activities are being implemented at national, subregional and/or regional levels. While there are numerous capacity-building challenges evident in non-Annex I Parties in relation to implementing all aspects of the section on “Other information considered relevant to the achievement of the objective of the Convention”, Parties were able to compile information on capacity-building activities for the purpose of preparing their national communications fairly easily. A few Parties suggested that reporting could be improved by developing a baseline of existing knowledge and capacity-building activities of different stakeholders, for example, universities, international organizations and the private sector.

#### **7. Conducting climate change information sharing and networking**

60. Most respondents found it “Slightly difficult” to “Moderately difficult” to conduct climate change information sharing and to develop information networks with other regions and countries. Nevertheless, no Parties expanded on the specific challenges faced in this area.

#### **8. Technical assistance that would be useful for reporting on “other information”**

61. While the respondents overwhelmingly indicated that a wide range of technical assistance to complete the “Other information considered relevant to the achievement of the objective of the Convention” section of the national communication would be “Useful”, over half felt that written guidance and training materials, information on best practices in preparing national communications, increased assistance from national experts from government departments and agencies, and increased assistance from UNEP or UNDP would be “Very useful” to “Extremely useful”. For example, implementing agencies could help with government-wide coordination and collaboration as well as with the production of training materials. A few respondents suggested that information on best practices could be developed and made available in the form of a toolkit to help with national capacity and to enhance institutional sustainability.

## **IV. Recommendations**

### **A. Greenhouse gas inventories**

62. Based on the information provided by Parties in the survey and the information available in submitted second national communications, the CGE recommends that assistance be provided to non-Annex I Parties:

(a) In the continuity of the preparation of the national GHG inventory, for example, by maintaining the inventory team. This could be done by planning and performing inventory activities beyond the reporting period in order to prepare in advance for subsequent inventory work. There is a need to focus on increasing the technical capacities of experts within the public sector and to work continuously with these experts. Training, information sharing and technical guidance or advice should be provided to enhance national GHG inventory development on a continuous basis and in all sectors;

(b) In improving data collection processes, for example, by communicating with other national data providers to exchange data and information that can be used in preparing GHG inventories;

(c) In developing country-specific emission factors, if necessary, and where emissions are significant, given that the key category analysis is a useful tool for setting priorities in the inventory preparation, as well as identifying where country-specific emission factors are really needed;

(d) In using the UNFCCC GHG inventory software to conduct key category analyses;

(e) In conducting completeness checks and accuracy improvement in key categories, given that QA/QC could improve GHG inventories;

(f) In using the IPCC Emission Factor Database, which contains updated information on emission factors;

(g) In conducting training activities to develop national expertise, given the importance of having as many experts as possible at a national level who are familiar with the UNFCCC reporting guidelines for non-Annex I Parties, IPCC Guidelines for National Greenhouse Gas Inventories and the IPCC good practice guidance;

(h) In using methodologies to conduct key category analyses to help Parties prioritize their inventory-related activities;

(i) In developing country-specific emission factors by including relevant guidance in any GHG inventory training package.

63. The CGE considers the following to be important in facilitating the improvement of the preparation of national communications:

(a) The continued support of the secretariat in the use by non-Annex I Parties of the UNFCCC GHG inventory software (including wide dissemination of and training on the new version of the software);

(b) The nomination by non-Annex I Parties of their experts to the UNFCCC roster of experts in order to participate in the review of the GHG inventories of Parties included in Annex I to the Convention, given that this constitutes a good opportunity for the inventory experts from non-Annex I Parties to be trained and to share experience with other experts, thus reinforcing the transfer of knowledge and know-how to the national GHG inventory team.

64. The CGE is of the opinion that the technical assistance needed could be provided, *inter alia*, in the form of:

(a) Hands-on training workshops conducted by the CGE, which could be an opportunity to gain more clarity on the responses given in the survey;

(b) Organization of regional workshops for training on the selection and use of emission factors from databases such as the IPCC Emission Factor Database, collection of activity data, data analysis, how to deal with gaps in the preparation of time series, key category analysis and use of the UNFCCC GHG inventory software. Such regional workshops would also be useful for networking experts to enhance information sharing and cooperation between inventory teams among non-Annex I Parties in the region.

## **B. Vulnerability and adaptation assessment**

65. Based on the information provided by Parties in the survey and the information available in submitted second national communications, the CGE recommends that assistance be provided to non-Annex I Parties:

- (a) In building the capacity to address the needs of line ministries and agencies that are repositories of the data;
- (b) In building capacity of countries to collect baseline data and to establish and implement practical data collection and management mechanisms;
- (c) In strengthening the capacity of project coordinators to work with policymakers to facilitate the process of preparing vulnerability and adaptation assessment;
- (d) In building regional centres of excellence, in particular as an interim arrangement to fill capacity gaps within regional expertise on a sustainable basis;
- (e) In training national communication teams in the use of participatory processes to ensure broad participation of stakeholders;
- (f) In strengthening technical support of the national communication process by building capacity in national and regional institutions of higher education and experts outside of government;
- (g) In training national experts in the selection and use of available models for vulnerability assessment, especially the socio-economic models and coastal, biodiversity and ecosystem models;
- (h) In training and building the capacity to develop national expertise, for example through training of trainers.

66. The CGE encourages Parties and agencies supporting the process of preparation of national communications:

- (a) To develop a holistic and participatory approach to the process of preparation of national communications, especially to the involvement and interaction of key ministries and government agencies, the private sector and members of civil society;
- (b) To consider the importance of enabling information exchanges between national experts and international consultants so that there can be a transfer of institutional and technical knowledge from the consultants to the national experts;
- (c) To ensure that adequate resources be provided to support public awareness activities.

67. The CGE considers the following points important to facilitate the improvement of the preparation of national communications.

- (a) The secretariat and the IPCC should be encouraged to investigate the viability of improving standards/protocols for vulnerability assessments;
- (b) The secretariat, the IPCC, Parties and other international institutions should be encouraged to provide support for the downscaling of size of the grids as well as the development of more scientifically robust models at a regional level;
- (c) Guidelines on the selection of appropriate sector-specific models should be improved and clarified;

(d) Opportunities should be explored for the development of new models for sectors for which none currently exist, as well as the improvement of the existing models, including socio-economic models.

### **C. Mitigation assessment**

68. Based on the information provided by Parties in the survey and the information available in Parties' second national communications, the CGE recommends that assistance be provided to non-Annex I Parties:

(a) In getting access to, compiling and updating relevant data and information that can support mitigation analysis and/or evaluation;

(b) In increasing the reliability of collected data;

(c) In selecting, accessing and using appropriate models to perform mitigation analysis and/or evaluation;

(d) In developing their national technical capacity and expertise to more effectively use the necessary tools and methodologies to identify and design appropriate socio-economic and mitigation scenarios;

(e) In strengthening human, institutional and legal capacity to identify opportunities related to measures that contribute to the mitigation of climate change;

(f) In performing cost-benefit analyses for the prioritization and implementation of measures to address climate change.

69. The CGE is of the opinion that the necessary technical assistance could be provided, inter alia, in the form of training material targeting the identified technical problems and workshops focusing on the dissemination of best practices (country experiences), as well as via the training of technical and political national focal points. The CGE also noted the need for further external assistance to be provided via, among other actors, UNEP and UNDP.

### **D. Other information considered relevant to the achievement of the objective of the Convention**

70. Based on the information provided by non-Annex I Parties in the survey and the information available in Parties' second national communications, the CGE recommends that assistance be provided to non-Annex I Parties:

(a) In providing guidance on how national communications can be used to support the integration of climate change considerations into development planning (e.g. through guidance documents and/or the exchange of experiences);

(b) In promoting greater private-sector involvement and cooperation to enable increased knowledge and more comprehensive reporting on technology transfer needs and priorities in national communications (one example would be through increased use of energy audits to identify appropriate clean technologies in the industrial sector);

(c) In promoting the development of appropriate national legislation or policies to enable or incentivize technology transfer activities;

(d) In strengthening the development and maintenance of regional networks to improve regional observation systems and promote and enhance the monitoring and prediction of climate change;



(e) In developing and highlighting priorities for improving national climate observation systems, for example, by building on national and relevant subregional activities such as action plans developed by the World Meteorological Organization for the Global Climate Observing System;

(f) In enhancing cooperation with research centres to provide enhanced information on current research, challenges and information needs, and to enhance reporting on how research is being used to develop climate change actions and strategies;

(g) In developing a guidance document on how to integrate climate change issues into educational curricula or materials for existing school programmes, and in promoting the exchange of information from countries that have already developed materials, in order to enhance education or public awareness of climate change under Article 6 of the Convention.

## 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**

1. The survey entitled “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” was sent to UNFCCC national focal points and/or coordinators of national communications of non-Annex I Parties. In responding to the survey, Parties either coordinated the inputs of the different agencies or circulated among the experts in their country to respond individually. The survey was conducted between July–September 2010. A total of fifty-six non-Annex I Parties have responded to the survey representing 36.6% of total non-Annex I Parties to the Convention. The following is the regional breakdown: 17 from Africa, 20 from Asia, 6 from Eastern European States and 13 from Latin America and the Caribbean.

2. The survey has three parts:

(a) **Part 1: Background Information:** asks about who the respondent is and its role in preparing the country’s national communication;

(b) **Part 2: Technical Concerns and Solutions:** asks the respondent to describe technical constraints faced in completing the national communication and to rate the usefulness of different types of technical assistance in overcoming these technical problems. This is the longest section of the survey. It is divided into separate sets of questions for each of the following sections and issues related to the National Communication:

- (i) All sections overall;
- (ii) National circumstances;
- (iii) National GHG inventory;
- (iv) Programmes containing measures to facilitate adequate adaptation to climate change;
- (v) Programmes containing measures to mitigate climate change;
- (vi) Other information considered relevant to the achievement of the objective of the Convention;
- (vii) Constraints and gaps, and related financial, technical and capacity needs;
- (viii) Preparation of the national communication project proposal.

(c) **Part 3: Usability and Clarity of UNFCCC Guidelines<sup>1</sup>:** asks for the respondent's opinions on the difficulties, challenges, and problems encountered in using the Guidelines when preparing the national communication.

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<sup>1</sup> This part of the survey was not analyzed for the purposes of this technical report as it will inform forthcoming work on task 2(b) of the CGE work programme.

## I. Background information

1. Is there a Project Coordinator for the second national communication?
2. What is your role in preparing the second national communication?
3. Do you have support from others within your organization in the technical aspects of preparing the second national communication?
4. Please list the names and describe the role(s) of the others in your organization who provide assistance on technical issues for the second national communication:
5. Do you have support from others outside your organization in the technical aspects of preparing the second national communication?
6. Please describe the name of each organization and the type of support provided by these outside technical resources:
7. Do you have staff who provide administrative support for the second national communication?
8. Please indicate all of the national communications your country has completed.
9. Which of the preceding national communications have you been involved in preparing?
10. Please indicate if your country is currently in the process of preparing a national communication:
11. Have you been involved in the preparation of a National Communication project proposal?
12. Are you the technical focal point of climate change- related issues in your country?

## II. Technical Constraints and Solutions

1. This part of the survey starts by asking for your input on the technical constraints you have encountered when completing your second national communication *as a whole*. Next, the survey asks more specific questions for *each section* of the second national communication – these include questions about both technical constraints and the types of technical assistance and guidance that could help address these constraints.
2. Please characterize the level of technical difficulty/ease you have experienced in completing each section of, or task related to, the national communication. Is it not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult?
  - (a) National communication as a whole;
  - (b) Executive summary;
  - (c) National circumstances;
  - (d) National GHG inventory;
  - (e) Programmes containing measures to facilitate adequate adaptation to climate change;
  - (f) Programmes containing measures to mitigate climate change;
  - (g) Other information considered relevant to the achievement of the objective of the Convention;

- (h) Constraints and gaps, and related financial, technical, and capacity needs;
  - (i) Preparation of national communication project proposals;
  - (j) National communication translation;
  - (k) Public consultation or other form of validation of the national communication;
  - (l) National communication submittal.
3. Please characterize the level of technical ease/difficulty involved in addressing each of the following issues as they relate to completing the **National Circumstances** section of the national communication. Is it not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult?
- (a) Linking social, economic, environmental and cultural circumstances to climate change;
  - (b) Determining the appropriate data needed to describe your national and regional development priorities, objectives, and circumstances;
  - (c) Obtaining relevant data;
  - (d) Verifying data;
  - (e) Compiling data;
  - (f) Updating data from the previous national communication.
4. Please expand on the types of difficulties that you identified above, especially where your answer was Very difficult or Extremely difficult.
5. Please describe any other technical constraints and/or areas for improvement related to the **National Circumstances** section of your national communication that are not listed above.
6. Please rate how useful the following types of technical assistance would be to help you prepare the **National Circumstances** portion of your second national communication. Would they be not at all useful, slightly useful, moderately useful, very useful, or extremely useful?
- (a) Increased access to national independent consultants;
  - (b) Increased access to international independent consultants;
  - (c) Increased assistance from National Technical Focal Points;
  - (d) Increased assistance from National Political Focal Points;
  - (e) Increased assistance from National Experts outside your organization (but within the government);
  - (f) National communication submittal;
  - (g) Increased assistance from National Experts outside your organization (and outside the government);
  - (h) Increased assistance from UNEP or UNDP;
  - (i) Other forms of public consultation or validation of your national communication to help assess technical constraints;
  - (j) Written guidance and training materials targeted to the problems you experience in completing the National Circumstances section;

(k) Best practices information to help in preparing National Circumstances section.

7. Please provide additional explanation about your responses related to the usefulness of technical assistance in preparing the **National Circumstances** section of your national communication, especially where your answer was Very Useful or Extremely Useful. Include information on the specific topics related to developing the **National Circumstances** section for which you would like to receive this type of technical assistance.

### III. National Greenhouse Gas Inventories

1. Please characterize the level of technical ease/difficulty involved in addressing each of the following issues as they relate to completing the National GHG Inventories section of the national communication. Is it not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult?

#### *Identifying and Obtaining Appropriate Activity Data and Emission Factors*

- (a) Determining the appropriate activity data;
- (b) Obtaining activity data (e.g., energy, industrial processes, agriculture, LULUCF, and waste);
- (c) Updating activity data from the previous national communication;
- (d) Verifying activity data;
- (e) Compiling activity data;
- (f) Obtaining appropriate emission factors;
- (g) Establishing data management systems and data archiving;
- (h) Accessing previous studies and research related to previous GHG inventories.

#### *Using Data and IPCC Guidelines and Methodologies*

- (i) Applying existing default emission factors to your country's unique situation;
- (j) Using data management systems and data archiving;
- (k) Implementing quality control/assurance procedures;
- (l) Understanding and using relevant IPCC guidelines for national GHG inventories and methodologies;
- (m) Understanding and using IPCC good practice guidance;
- (n) Describing the procedures and arrangements undertaken to collect and archive data for preparing your national GHG inventory;
- (o) Making the preparation of your national GHG inventory a continuous process.

2. If you indicated that obtaining appropriate activity data is a problem, what type(s) of data are most difficult to gather and why? For example, is it particularly difficult to obtain data on energy (including international aviation and marine bunker fuels), industrial processes, agriculture, LULUCF, and/or waste?

3. If you indicated that obtaining appropriate emission factors is a problem, what types of emission factors are difficult to obtain and why?
4. Please use this box to expand on technical difficulties relating to other technical constraints and/or areas for improvement relating to the **GHG Inventory** portion of your national communication (i.e., other than those relating to activity data and emission factors), especially where your answer was *Very difficult to complete* or *Extremely difficult*.
5. Please rate how useful the following types of technical assistance would be for you in completing the **GHG Inventory** portion of your national communication. Would they be not at all useful, slightly useful, moderately useful, very useful, or extremely useful?
  - (a) Increased access to *national* independent consultants;
  - (b) Increased access to *international* independent consultants;
  - (c) Increased assistance from National *Technical* Focal Points;
  - (d) Increased assistance from National *Political* Focal Points;
  - (e) Increased assistance from National Experts outside your organization (but *within* the government);
  - (f) Increased assistance from National Experts outside your organization (and *outside* the government);
  - (g) Increased assistance from UNEP or UNDP;
  - (h) Other forms of public consultation or validation of your national communication to help assess technical constraints;
  - (i) Written guidance and training materials targeted to the problems you experience in completing the GHG Inventory section;
  - (j) Best practices information to help in preparing the GHG Inventory section of national communications.
6. Please provide additional explanation about your responses related to the usefulness of technical assistance for preparing your **GHG inventory**, especially where your answer was *Very Useful* or *Extremely Useful*. Include information on the specific topics related to developing the **GHG Inventory** section for which you would like to receive this type of technical assistance

#### **IV. Programmes containing measures to facilitate adequate adaptation to climate change**

1. Please characterize the level of technical ease/difficulty involved in conducting the Programmes containing measures to facilitate adequate adaptation to climate change section of the national communication. Is it not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely?

##### *Identifying and Obtaining Appropriate Data, Models, and Tools*

- (a) Determining the appropriate data needed for analysis;
- (b) Determining the appropriate baseline;
- (c) Obtaining relevant data (e.g., weather observations climate change projections, environmental, socio-economic, and/or health data);
- (d) Updating data from the previous national communication;

- (e) Verifying data;
- (f) Compiling data;
- (g) Assessing the socio-economic aspects of vulnerability and adaptation;
- (h) Accessing appropriate impact assessment models and tools;
- (i) Accessing climate change scenarios and projections;
- (j) Accessing methodologies for integrated climate and socio-economic assessment;
- (k) Accessing previous studies and research on vulnerability and adaptation.

*Using Data, Models, and Tools*

- (a) Using climate change scenarios and projections;
- (b) Using methodologies for integrated climate and socio-economic assessment;
- (c) Applying existing models and approaches to your country's unique situation;
- (d) Understanding how to use other models and tools;
- (e) Developing climate change scenarios at the national level;
- (f) Applying the concept of downscaling to identify the most critical vulnerable areas;
- (g) Reporting on the scope of vulnerability and adaptation assessment.

2. Please use this box to expand on technical difficulties related to identifying and obtaining appropriate data, models, and tools, especially where your answer was Very difficult to complete or Extremely difficult:

3. Please use this box to expand on technical difficulties related to using data, models, and tools, especially where your answer was Very difficult to complete or Extremely difficult:

4. Please use this box to describe any other technical constraints and/or areas for improvement related to completing the Programmes containing measure to facilitate adequate adaptation to climate change portion of your national communication that are not listed above:

5. Please rate how useful the following types of technical assistance would be for you in completing the Programmes containing measures to facilitate adequate adaptation to climate change portion of your national communication. Would they be not at all useful, slightly useful, moderately useful, very useful, or extremely useful?

- (a) Increased access to *national* independent consultants;
- (b) Increased access to *international* independent consultants;
- (c) Increased assistance from National *Technical* Focal Points;
- (d) Increased assistance from National *Political* Focal Points;
- (e) Increased assistance from National Experts outside your organization (but *within* the government);
- (f) Increased assistance from National Experts outside your organization (and *outside* the government);
- (g) Increased assistance from UNEP or UNDP;

(h) Other forms of public consultation or validation of your national communication to help assess technical constraints;

(i) Written guidance and training materials targeted to the problems you experience in completing the section on Programmes containing measures to facilitate adequate adaptation to climate change;

(j) Best practices information to help in preparing national communications.

6. Please provide additional explanation about your responses related to the usefulness of technical assistance, especially where your response was *Very Useful or Extremely Useful*. Include information on the specific topics related to developing the **Programmes containing measures to facilitate adequate adaptation to climate change** section for which you would like to receive this type of technical assistance.

## V. Programmes containing measures to mitigate climate change

1. Please characterize the level of technical ease/difficulty involved in addressing each of the following issues as they relate to completing the Programmes containing measures to mitigate climate change section of the national communication. Is it not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult?

(a) Describing the socio-economic framework for climate change mitigation;

(b) Describing the main national economic and social trends (e.g., expected GHG emissions in energy, industrial processes, agriculture, LULUCF, and waste management);

(c) Determining the appropriate models and technical resources to use for mitigation assessment/evaluation;

(d) Access to appropriate models for mitigation assessment/evaluation;

(e) Using mitigation assessment/evaluation models;

(f) Determining the appropriate data needed for analysis;

(g) Determining the appropriate baseline;

(h) Identifying appropriate mitigation scenarios;

(i) Obtaining relevant data (e.g., sectoral data);

(j) Updating data from the previous national communication;

(k) Verifying data;

(l) Compiling data;

(m) Reporting information on implemented or planned programmes and measures especially sector-specific measures that contribute to mitigating climate change.

2. Please use this box to expand on the types of technical difficulties encountered when completing the Programmes containing measures to mitigate climate change portion of your national communication, especially where your answer was *Very difficult to complete* or *Extremely difficult*:

3. Please use this box to describe any other technical constraints and/or areas for improvement related to completing the Programmes containing measures to mitigate climate change section that are not listed above.



4. Please rate how useful the following types of technical assistance would be for you in completing the Programmes containing measures to mitigate climate change portion of your national communication. Would they be not at all useful, slightly useful, moderately useful, very useful, or extremely useful?

- (a) Increased access to *national* independent consultants;
- (b) Increased access to *international* independent consultants;
- (c) Increased assistance from National *Technical* Focal Points;
- (d) Increased assistance from National *Political* Focal Points;
- (e) Increased assistance from National Experts outside your organization (but *within* the government);
- (f) Increased assistance from National Experts outside your organization (and *outside* your government);
- (g) Increased assistance from UNEP or UNDP;
- (h) Other forms of public consultation or validation of your national communication to help assess technical constraints;
- (i) Written guidance and training materials targeted to the problems you experience in completing the Programmes containing measures to mitigate climate change section;
- (j) Best practices information to help in preparing national communications.

5. Please provide additional explanation about your responses related to the usefulness of technical assistance. Include information on the specific topics related to developing the Programmes containing measures to mitigate climate change section for which you would like to receive this type of technical assistance.

## VI. Other information considered relevant to the achievement of the objective of the Convention

1. Please characterize the level of technical ease or difficulty involved in implementing the following requirements in the Other information considered relevant to the achievement of the objective of the Convention section of the national communication. Is it not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult?

- (a) Integrating climate change considerations into social, economic, and environmental policies;
- (b) Conducting technology transfer activities;
- (c) Engaging in climate change research networks and systematic observation systems;
- (d) Involvement in research activities (e.g., on climate change mitigation, adaptation, and development of emission factors) with other bilateral and multilateral institutions, projects, and programmes;
- (e) Implementing programs to increase public awareness and understanding of climate change issues;
- (f) Implementing climate change education and/or training programmes;

- (g) Coordinating with other subregional, regional, and international organizations to promote climate change education, training, and public awareness;
  - (h) Providing information on how capacity-building activities are being implemented at national and, where appropriate, at sub-regional and/or regional levels;
  - (i) Conducting climate change information sharing and developing information networks with other regions and countries.
2. Please use this box to expand on the types of technical difficulties that you identified above, especially where your answer was *Very difficult to complete* or *Extremely difficult*:
  3. Please use this box to describe any other technical constraints and/or areas for improvement related to Other information considered relevant to the achievement of the objective of the Convention that are not listed above:
  4. Please rate how useful the following types of technical assistance would be for you in completing the Other information considered relevant to the achievement of the objective of the Convention portion of your national communication. Would they be not at all useful, slightly useful, moderately useful, very useful, or extremely useful?
    - (a) Increased access to *national* independent consultants;
    - (b) Increased access to *international* independent consultants;
    - (c) Increased assistance from National *Technical* Focal Points;
    - (d) Increased assistance from National *Political* Focal Points;
    - (e) Increased assistance from National Experts outside your organization (but *within* the government);
    - (f) Increased assistance from National Experts outside your organization (and *outside* the government);
    - (g) Increased assistance from UNEP or UNDP;
    - (h) Other forms of public consultation or validation of your national communication to help assess technical constraints;
    - (i) Written guidance and training materials targeted to the problems you experience in completing the Other information considered relevant to the achievement of the objective of the Convention section;
    - (j) Best practices information to help in preparing national communications.
  5. Please provide additional **explanation** about your responses related to the usefulness of technical assistance, particularly where your response was *Very Useful* or *Extremely Useful*. Include information on the specific topics related to developing the **Other information considered relevant to the achievement of the objective of the Convention** section for which you would like to receive this type of technical assistance.

## VII. Preparation of national communication project proposals

1. Please characterize the level of difficulty/ease involved in addressing each of the following issues as they relate to preparing national communication **project proposals**. Is it not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult?
  - (a) Determining which projects require proposals;

- (b) Determining proposal content that represents national communication priorities;
  - (c) Determining proposal format;
  - (d) Developing project proposal budgets;
  - (e) Determining who to submit proposal to.
2. Please use this box to expand on the types of technical difficulties that you identified, especially where your answer was *Very difficult or Extremely difficult*:
3. Please use this box to describe any other technical problems or and/or areas for improvement related to preparing project proposals that are not listed above.
4. Please rate how useful the following types of technical assistance would be in helping you prepare project proposals for the second national communication. Would they be not at all useful, slightly useful, moderately useful, very useful, or extremely useful?
- (a) Increased access to *national* independent consultants;
  - (b) Increased access to *international* independent consultants;
  - (c) Increased assistance from National *Technical* Focal Points;
  - (d) Increased assistance from National *Political* Focal Points;
  - (e) Increased assistance from National Experts outside your organization (but *within* the government);
  - (f) Increased assistance from National Experts outside your organization (and *outside* the government);
  - (g) Increased assistance from UNEP or UNDP;
  - (h) Other forms of public consultation or validation of your national communication to help assess technical constraints;
  - (i) Written guidance and training materials targeted to the problems you experience in completing project proposals;
  - (j) Best practices to help in preparing project proposals.
5. Please provide additional explanation about your responses related to the usefulness of technical assistance, particularly where your response was *Very Useful or Extremely Useful*.
6. Include information on the specific topics related to preparing project proposals for which you would like to receive this type of technical assistance.

### **VIII. Usability and clarity of UNFCCC guidelines**

1. The UNFCCC would like your opinions and suggestions on ways to improve the UNFCCC guidelines for preparing national communications that are currently contained in the annex of decision 17/CP.8 (see <http://unfccc.int/resource/docs/cop8/07a02.pdf#page=2>). The following questions refer to these *Guidelines*.
2. Please characterize the level of difficulty/ease you have experienced in using and understanding each section of the *Guidelines*. Is it not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult to use and understand?
- (a) Introduction;

- (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) Submission.

*National circumstances*

3. Please characterize the extent to which you agree or disagree with the following statements about the **National Circumstances** section of the *Guidelines* document. Do you disagree, disagree somewhat, agree somewhat, agree, or don't know?

- (a) The *Guideline* instructions are clear and easy to understand;
- (b) The format of the *Guidelines* is easy to use;
- (c) It is easy to find the information I am looking for in *Guidelines*.

4. Please use this box to expand on the statements listed above (especially where your answer was *Disagree* or *Disagree Somewhat*), and/or to describe other concerns or challenges you have encountered when using UNFCCC *Guidelines* as they relate to the **National Circumstances** section:

*National greenhouse gas inventory*

5. Please *characterize* the extent to which you agree or disagree with the following statements about the **National GHG Inventory** section of the *Guidelines* document. Do you disagree, disagree somewhat, agree somewhat, agree, or don't know?

- (a) The *Guideline* instructions are *clear* and easy to understand;
- (b) The format of the *Guidelines* is easy to use;
- (c) It is easy to find the information I am looking for in *Guidelines*.

6. Please use this box to expand on the statements listed above (especially where your answer was *Disagree* or *Disagree Somewhat*), and/or to describe other concerns or challenges you have encountered when using the UNFCCC *Guidelines* as they relate to the **National GHG Inventory** section:

## **IX. Programmes containing measures to facilitate adequate adaptation to climate change**

1. Please characterize the extent to which you agree or disagree with the following statements about the Programmes Containing Measures to Facilitate Adequate Adaptation to Climate Change section of the *Guidelines* document. Do you disagree, disagree somewhat, agree somewhat, agree, or don't know?

- (a) The *Guideline* instructions are clear and easy to understand;
- (b) The format of the *Guidelines* is easy to use;

(c) It is easy to find the information I am looking for in *Guidelines*.

2. Please use this box to expand on the statements listed above (especially where your answer was *Disagree* or *Disagree Somewhat*), and/or to describe other concerns or challenges you have encountered when using the UNFCCC *Guidelines* as they relate to the Programmes Containing Measures to Facilitate Adequate Adaptation to Climate Change section.

3. Please *characterize* the extent to which you agree or disagree with the following statements about the Programmes containing measures to mitigate climate change section of the *Guidelines* document. Do you disagree, disagree somewhat, agree somewhat, agree, or don't know?

(a) The *Guideline instructions* are clear and easy to understand;

(b) The format of the *Guidelines* is easy to use;

(c) It is easy to find the information I am looking for in *Guidelines*.

4. Please use this box to *expand* on the statements listed above (especially where your answer was *Disagree* or *Disagree Somewhat*), and/or to describe other concerns or challenges you have encountered when using the UNFCCC *Guidelines* as they relate to the Programmes containing measures to mitigate climate change section of the national communication.

*Other information considered relevant to the achievement of the objective of the Convention*

5. Please characterize the extent to which you agree or disagree with the following statements about the Other Information Considered Relevant to the Achievement of the Objective of the Convention section of the *Guidelines* document. Do you disagree, disagree somewhat, agree somewhat, agree, or don't know?

(a) The *Guideline instructions* are clear and easy to understand;

(b) The format of the *Guidelines* is easy to use;

(c) It is easy to find the information I am looking for in *Guidelines*.

6. Please use this box to expand on the statements listed above (especially where your answer was *Disagree* or *Disagree Somewhat*), and/or to describe other concerns or challenges you have encountered when using the UNFCCC *Guidelines* as they relate to the Other Information Considered Relevant to the Achievement of the Objective of the Convention section.

*Constraints and gaps, related financial, technical and capacity needs*

7. Please characterize the extent to which you agree or disagree with the following statements about the Constraints and gaps, related financial, technical and capacity needs section of the *Guidelines* document. Do you disagree, disagree somewhat, agree somewhat, agree, or don't know?

(a) The *Guideline instructions* are clear and easy to understand;

(b) The format of the *Guidelines* is easy to use;

(c) It is easy to find the information I am looking for in *Guidelines*.

8. Please use this box to expand on the statements listed above (especially where your answer was *Disagree* or *Disagree Somewhat*), and/or to describe other concerns or challenges you have encountered when using the UNFCCC *Guidelines* as they relate to the Constraints and gaps, related financial, technical and capacity needs section.

9. The following questions refer to the UNFCCC User Manual - *Reporting on Climate Change: User Manual for the Guidelines on National Communications from non-Annex Parties* (see [http://unfccc.int/national\\_reports/non-Annex\\_i\\_natcom/guidelines\\_and\\_user\\_manual/items/2607.php](http://unfccc.int/national_reports/non-Annex_i_natcom/guidelines_and_user_manual/items/2607.php)). This User Manual is intended to facilitate the use of the UNFCCC guidelines annexed to decision 17/CP.8.

*Reporting on climate change: User manual for the guidelines on national communications from non-Annex I Parties*

10. Please describe the extent to which you agree or disagree with the following statements about the *User Manual*. Do you disagree, disagree somewhat, agree somewhat, agree, or don't know?

- (a) The format of the *User Manual* is easy to use;
- (b) The *User Manual* instructions are clear and easy to understand;
- (c) It is easy to find the information I am looking for in the *User Manual*;
- (d) The *User Manual* provides a sufficient level of specificity when explaining the requirements of the national communication *Guidelines*;
- (e) The *User Manual* presents a sufficient number of examples and illustrations on how to develop the national communication;
- (f) The *User Manual* covers climate change issues that are relevant to my country;
- (g) The *User Manual* provides best practices to illustrate how to respond to requirements.

11. Please use this box to expand on the statements listed above (especially where your answer was *Disagree or Disagree Somewhat*) and/or to describe other ways to improve the usability and clarity of the UNFCCC *User Manual*.

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