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**Conferencia de las Partes**

**Informe de la Conferencia de las Partes sobre su 19º período de sesiones, celebrado en Varsovia del 11 al 23 de noviembre de 2013**

**Adición**

**Segunda parte  
Medidas adoptadas por la Conferencia de las Partes en su 19º período de sesiones**

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## Decisión 24/CP.19

### **Revisión de las directrices de la Convención Marco para la presentación de informes sobre los inventarios anuales de las Partes incluidas en el anexo I de la Convención**

*La Conferencia de las Partes,*

*Recordando* el artículo 4, párrafo 1, el artículo 10, párrafo 2, y el artículo 12, párrafo 1, de la Convención,

*Recordando también* sus decisiones 3/CP.5, 18/CP.8, 13/CP.9, 14/CP.11 y 15/CP.17,

*Observando* la necesidad de actualizar la versión revisada de las "Directrices para la preparación de las comunicaciones nacionales de las Partes incluidas en el anexo I de la Convención, primera parte: Directrices de la Convención Marco para la presentación de informes sobre los inventarios anuales", aprobadas mediante la decisión 3/CP.5 y posteriormente revisadas y complementadas mediante las decisiones 18/CP.8 y 14/CP.11, a fin de incorporar en ellas las *Directrices de 2006 del Grupo Intergubernamental de Expertos sobre el Cambio Climático para los inventarios nacionales de gases de efecto invernadero*,

1. *Aprueba* las Directrices revisadas para la preparación de las comunicaciones nacionales de las Partes incluidas en el anexo I de la Convención, primera parte: Directrices de la Convención Marco para la presentación de informes sobre los inventarios anuales de gases de efecto invernadero, que figuran en el anexo I, los cuadros revisados del formulario común para los informes que figuran en el anexo II y los valores de los potenciales de calentamiento atmosférico que figuran en el anexo III;

2. *Decide* que, a partir de 2015 y hasta que la Conferencia de las Partes adopte una nueva decisión, los valores de los potenciales de calentamiento atmosférico que utilizan las Partes incluidas en el anexo I de la Convención (Partes del anexo I) para calcular la equivalencia en dióxido de carbono de las emisiones antropógenas por las fuentes y de la absorción antropógena por los sumideros de los gases de efecto invernadero serán los enumerados en la columna titulada "*Global warming potential for given time horizon*" (Potencial de calentamiento atmosférico para un horizonte cronológico dado) del cuadro 2.14 que figura en la fe de erratas de la versión inglesa de la contribución del Grupo de Trabajo I al Cuarto Informe de Evaluación del Grupo Intergubernamental de Expertos sobre el Cambio Climático, correspondientes a los efectos de los gases de efecto invernadero en un horizonte cronológico de 100 años, como se recogen en el anexo III;

3. *Decide también* que las Partes del anexo I deberán utilizar las directrices a que se hace referencia en el párrafo 1 *supra* en la preparación de sus inventarios, que han de presentarse a más tardar el 15 de abril de cada año, a partir de 2015, siempre que se les haya facilitado la versión actualizada del programa informático CRF Reporter de conformidad con lo dispuesto en el párrafo 5 *infra*. En caso de que el programa informático CRF Reporter no esté disponible de conformidad con lo dispuesto en el párrafo 5 *infra*, las Partes podrán presentar los cuadros del formulario común para los informes (FCI) después del 15 de abril, pero con un retraso no superior a aquel con que se les haya facilitado el programa informático CRF Reporter;

4. *Alienta* a las Partes del anexo I a que utilicen el *Suplemento de 2013 de las Directrices del IPCC de 2006 para los inventarios nacionales de gases de efecto invernadero dedicado a los humedales*, elaborado por el Grupo Intergubernamental de Expertos sobre el Cambio Climático, en la preparación de los inventarios anuales que deben presentar en 2015 y después de esa fecha con arreglo a la Convención;

5. *Pide* a la secretaría que, en junio de 2014 a más tardar, ponga a disposición de las Partes del anexo I la versión actualizada del programa informático CRF Reporter, para que puedan presentar sus inventarios dentro del plazo previsto del 15 de abril de 2015;

6. *Invita* a las Partes del anexo I que estén en condiciones de hacerlo a que proporcionen fondos suplementarios para ultimar la versión actualizada del programa informático CRF Reporter;

7. *Toma nota* de las consecuencias presupuestarias estimadas de las actividades encomendadas a la secretaría en el párrafo 5 *supra*;

8. *Pide* que las medidas solicitadas a la secretaría en la presente decisión se lleven a efecto con sujeción a la disponibilidad de recursos financieros.

**Anexo I***[Inglés únicamente]***Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories****Contents**

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## **I. Introduction**

### **A. Mandate**

1. The Conference of the Parties (COP), by decision 24/CP.19, adopted the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories” (UNFCCC Annex I inventory reporting guidelines) and tables of the common reporting format to implement the use of the *2006 IPCC Guidelines for National Greenhouse Gas inventories* (2006 IPCC Guidelines).

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

2. This document contains the complete updated UNFCCC Annex I inventory reporting guidelines for all inventory sectors. The UNFCCC Annex I reporting guidelines on annual greenhouse gas inventories have been updated to reflect the implementation of the use of the 2006 IPCC Guidelines.

## **II. Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories**

### **A. Objectives**

1. The “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories” (hereinafter referred to as the UNFCCC Annex I inventory reporting guidelines) cover the estimation and reporting of anthropogenic<sup>1</sup> greenhouse gas (GHG) emissions and removals in both annual GHG inventories and inventories included in national communications, as specified by decision 11/CP.4 and other relevant decisions of the COP.

2. The objectives of the UNFCCC Annex I inventory reporting guidelines are:

(a) To assist Parties included in Annex I to the Convention (Annex I Parties) in meeting their commitments under Articles 4 and 12 of the Convention;

(b) To contribute to ensuring the transparency of emission reduction commitments;

(c) To facilitate the process of considering annual national inventories, including the preparation of technical analysis and synthesis documentation;

(d) To facilitate the process of verification, technical assessment and expert review of the inventory information;

(e) To assist Annex I Parties in ensuring and/or improving the quality of their annual GHG inventory submissions.

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<sup>1</sup> Any reference to GHG emissions and removals in the guidelines shall be understood as anthropogenic GHG emissions and removals.

## B. Principles and definitions

3. The annual GHG inventory should be transparent, consistent, comparable, complete and accurate.

4. In the context of these UNFCCC Annex I inventory reporting guidelines:

(a) *Transparency* means that the data sources, assumptions and methodologies used for an inventory should be clearly explained, in order to facilitate the replication and assessment of the inventory by users of the reported information. The transparency of inventories is fundamental to the success of the process for the communication and consideration of the information. The use of the common reporting format (CRF) tables and the preparation of a structured national inventory report (NIR) contribute to the transparency of the information and facilitate national and international reviews;

(b) *Consistency* means that an annual GHG inventory should be internally consistent for all reported years in all its elements across sectors, categories and gases. An inventory is consistent if the same methodologies are used for the base and all subsequent years and if consistent data sets are used to estimate emissions or removals from sources or sinks. Under certain circumstances referred to in paragraphs 16 to 18 below, an inventory using different methodologies for different years can be considered to be consistent if it has been recalculated in a transparent manner, in accordance with the *2006 IPCC Guidelines for National Greenhouse Gas Inventories* (hereinafter referred to as the 2006 IPCC Guidelines);

(c) *Comparability* means that estimates of emissions and removals reported by Annex I Parties in their inventories should be comparable among Annex I Parties. For that purpose, Annex I Parties should use the methodologies and formats agreed by the COP for making estimations and reporting their inventories. The allocation of different source/sink categories should follow the CRF tables provided in annex II to decision 24/CP.19 at the level of the summary and sectoral tables;

(d) *Completeness* means that an annual GHG inventory covers at least all sources and sinks, as well as all gases, for which methodologies are provided in the 2006 IPCC Guidelines or for which supplementary methodologies have been agreed by the COP. Completeness also means the full geographical coverage of the sources and sinks of an Annex I Party;<sup>2</sup>

(e) *Accuracy* means that emission and removal estimates should be accurate in the sense that they are systematically neither over nor under true emissions or removals, as far as can be judged, and that uncertainties are reduced as far as practicable. Appropriate methodologies should be used, in accordance with the 2006 IPCC Guidelines, to promote accuracy in inventories.

5. In the context of these reporting guidelines, the definitions of common terms used in GHG inventory preparation are those provided in the 2006 IPCC Guidelines.

## C. Context

6. The UNFCCC Annex I inventory reporting guidelines also cover the establishment and maintenance of national inventory arrangements for the purpose of the continued preparation of timely, complete, consistent, comparable, accurate and transparent annual GHG inventories.

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<sup>2</sup> According to the instrument of ratification, acceptance, approval or accession to the Convention of each Annex I Party.

7. An annual GHG inventory submission shall consist of an NIR and the CRF tables, as set out in annexes I and II to decision 24/CP.19. The annual submission also comprises information provided by an Annex I Party in addition to its submitted NIR and CRF tables.

#### D. Base year

8. The year 1990 should be the base year for the estimation and reporting of inventories. According to the provisions of Article 4, paragraph 6, of the Convention and decisions 9/CP.2, 11/CP.4 and 7/CP.12, the following Annex I Parties that are undergoing the process of transition to a market economy are allowed to use a base year or a period of years other than 1990, or a level of emissions as established by a decision of the COP, as follows:

Bulgaria:	1988
Croatia:	1990 <sup>3</sup>
Hungary:	the average of the years 1985 to 1987
Poland:	1988
Romania:	1989
Slovenia	1986

#### E. Methods

##### Methodology

9. Annex I Parties shall use the methodologies provided in the 2006 IPCC Guidelines, unless stated otherwise in the UNFCCC Annex I inventory reporting guidelines, and any supplementary methodologies agreed by the COP, and other relevant COP decisions to estimate anthropogenic emissions by sources and removals by sinks of GHGs not controlled by the Montreal Protocol.

10. Annex I Parties may use different methods (tiers) contained in the 2006 IPCC Guidelines, prioritizing these methods in accordance with the 2006 IPCC Guidelines. Annex I Parties may also use national methodologies which they consider better able to reflect their national situation, provided that these methodologies are compatible with the 2006 IPCC Guidelines and are well documented and scientifically based.

11. For categories<sup>4</sup> that are determined to be key categories, in accordance with the 2006 IPCC Guidelines, and estimated in accordance with the provisions in paragraph 14 below, Annex I Parties should make every effort to use a recommended method, in accordance with the corresponding decision trees in the 2006 IPCC Guidelines. Annex I Parties should also make every effort to develop and/or select emission factors (EFs), and collect and select activity data (AD), in accordance with IPCC good practice. Where national circumstances prohibit the use of a recommended method, then the Annex I Party shall explain in its annual GHG inventory submission the reason(s) as to why it was unable to implement a recommended method in accordance with the decision trees in the 2006 IPCC Guidelines.

<sup>3</sup> In accordance with decision 7/CP.12.

<sup>4</sup> The term “categories” refers to both source and sink categories as set out in the 2006 IPCC Guidelines. The term “key categories” refers to the key categories as addressed in the 2006 IPCC Guidelines.

12. The 2006 IPCC Guidelines provide default methodologies which include default EFs and in some cases default AD for the categories to be reported. As the assumptions implicit in these default data, factors and methods may not be appropriate for specific national circumstances, Annex I Parties should use their own national EFs and AD, where available, provided that they are developed in a manner consistent with the 2006 IPCC Guidelines and are considered to be more accurate than the defaults. If Annex I Parties lack country-specific information, they could also use EFs or other parameters provided in the IPCC Emission Factor Database, where available, provided that they can demonstrate that those parameters are appropriate in the specific national circumstances and are more accurate than the default data provided in the 2006 IPCC Guidelines. Annex I Parties shall transparently explain in their annual GHG inventory submissions what data and/or parameters have been used.

13. Parties are encouraged to refine estimates of anthropogenic emissions and removals in the land use, land-use change and forestry (LULUCF) sector through the application of tier 3 methods, provided that they are developed in a manner consistent with the 2006 IPCC Guidelines, and information for transparency is provided in accordance with paragraph 50(a) below.

#### Key category identification

14. Annex I Parties shall identify their key categories for the base year and the latest reported inventory year, using approach 1, level and trend assessment, including and excluding LULUCF. Parties are encouraged to also use approach 2 and to add additional key categories to the result of approach 1.

#### Uncertainties

15. Annex I Parties shall quantitatively estimate the uncertainty of the data used for all source and sink categories using at least approach 1, as provided in the 2006 IPCC Guidelines, and report uncertainties for at least the base year and the latest inventory year and the trend uncertainty between these two years. Annex I Parties are encouraged to use approach 2 or a hybrid of approaches 1 and 2 provided in the 2006 IPCC Guidelines, in order to address technical limitations of approach 1. The uncertainty of the data used for all source and sink categories should also be qualitatively discussed in a transparent manner in the NIR, in particular for categories that were identified as key categories.

#### Recalculations and time-series consistency

16. The inventory for a time series, including the base year and all subsequent years for which the inventory has been reported, should be estimated using the same methodologies, and the underlying AD and EFs should be obtained and used in a consistent manner, ensuring that changes in emission trends are not introduced as a result of changes in estimation methods or assumptions over the time series of estimates.

17. Recalculations should ensure the consistency of the time series and shall be carried out to improve accuracy and/or completeness. Where the methodology or manner in which underlying AD and EFs are gathered has changed, Annex I Parties should recalculate their inventories for the base year and subsequent years of the times series. Annex I Parties should evaluate the need for recalculations relative to the reasons provided in the 2006 IPCC Guidelines, in particular for key categories. Recalculations should be performed in accordance with 2006 IPCC Guidelines and the general principles set down in these reporting guidelines.

18. In some cases it may not be possible to use the same methods and consistent data sets for all years, owing to a possible lack of AD, EFs or other parameters directly used in the calculation of emission estimates for some historical years, including the base year. In such cases, emissions or removals may need to be recalculated using alternative methods



not generally covered by paragraph 9 above. In these instances, Annex I Parties should use one of the techniques provided in the 2006 IPCC Guidelines to estimate the missing values. Annex I Parties should document and report the methodologies used for the entire time series.

#### Quality assurance/quality control

19. Each Annex I Party shall elaborate an inventory quality assurance/quality control (QA/QC) plan and implement general inventory QC procedures in accordance with its QA/QC plan following the 2006 IPCC Guidelines. In addition, Annex I Parties should apply category-specific QC procedures for key categories and for those individual categories in which significant methodological changes and/or data revisions have occurred, in accordance with the 2006 IPCC Guidelines. In addition, Annex I Parties should implement QA procedures by conducting a basic expert peer review of their inventories in accordance with the 2006 IPCC Guidelines.

### **F. National inventory arrangements**

20. Each Annex I Party should implement and maintain national inventory arrangements for the estimation of anthropogenic GHG emissions by sources and removals by sinks. The national inventory arrangements include all institutional, legal and procedural arrangements made within an Annex I Party for estimating anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol, and for reporting and archiving inventory information.

21. National inventory arrangements should be designed and operated:

(a) To ensure the transparency, consistency, comparability, completeness and accuracy of inventories, as defined in paragraphs 3 and 4 above;

(b) To ensure the quality of inventories through the planning, preparation and management of inventory activities. Inventory activities include collecting AD, selecting methods and EFs appropriately, estimating anthropogenic GHG emissions by sources and removals by sinks, implementing uncertainty assessment and QA/QC activities, and carrying out procedures for the verification of the inventory data at the national level, as described in these reporting guidelines.

22. In the implementation of its national inventory arrangements, each Annex I Party should perform the following general functions:

(a) Establish and maintain the institutional, legal and procedural arrangements necessary to perform the functions defined in paragraphs 23 to 27 below, as appropriate, between the government agencies and other entities responsible for the performance of all functions defined in these reporting guidelines;

(b) Ensure sufficient capacity for the timely performance of the functions defined in these reporting guidelines, including data collection for estimating anthropogenic GHG emissions by sources and removals by sinks and arrangements for the technical competence of the staff involved in the inventory development process;

(c) Designate a single national entity with overall responsibility for the national inventory;

(d) Prepare national annual GHG inventories in a timely manner in accordance with these reporting guidelines and relevant decisions of the COP, and provide the information necessary to meet the reporting requirements defined in these reporting guidelines and in relevant decisions of the COP;

(e) Undertake specific functions relating to inventory planning, preparation and management.

#### Inventory planning

23. As part of its inventory planning, each Annex I Party should:

(a) Define and allocate specific responsibilities in the inventory development process, including those relating to choosing methods, data collection, particularly AD and EFs from statistical services and other entities, processing and archiving, and QA/QC. Such definition should specify the roles of, and the cooperation between, government agencies and other entities involved in the preparation of the inventory, as well as the institutional, legal and procedural arrangements made to prepare the inventory;

(b) Elaborate an inventory QA/QC plan as indicated in paragraph 19 above;

(c) Establish processes for the official consideration and approval of the inventory, including any recalculations, prior to its submission, and for responding to any issues raised in the inventory review process.

24. As part of its inventory planning, each Annex I Party should consider ways to improve the quality of AD, EFs, methods and other relevant technical elements of the inventory. Information obtained from the implementation of the QA/QC programme, the inventory review process and other verification activities should be considered in the development and/or revision of the QA/QC plan and the quality objectives.

#### Inventory preparation

25. As part of its inventory preparation, each Annex I Party should:

(a) Prepare estimates in accordance with the requirements defined in these reporting guidelines;

(b) Collect sufficient AD, process information and EFs as are necessary to support the methods selected for estimating anthropogenic GHG emissions by sources and removals by sinks;

(c) Make quantitative estimates of uncertainty for each category and for the inventory as a whole, as indicated in paragraph 15 above;

(d) Ensure that any recalculations are prepared in accordance with paragraphs 16–18 above;

(e) Compile the NIR and the CRF tables in accordance with these reporting guidelines;

(f) Implement general inventory QC procedures in accordance with its QA/QC plan, following the 2006 IPCC Guidelines.

26. As part of its inventory preparation, each Annex I Party should:

(a) Apply category-specific QC procedures for key categories and for those individual categories in which significant methodological and/or data revisions have occurred, in accordance with the 2006 IPCC Guidelines;

(b) Provide for a basic review of the inventory by personnel that have not been involved in the inventory development process, preferably an independent third party, before the submission of the inventory, in accordance with the planned QA procedures referred to in paragraph 19 above;

(c) Provide for a more extensive review of the inventory for key categories, as well as for categories where significant changes to methods or data have been made, in accordance with the 2006 IPCC Guidelines;

(d) On the basis of the reviews described in paragraph 26(b) and (c) above and periodic internal evaluations of the inventory preparation process, re-evaluate the inventory planning process, in order to meet the established quality objectives referred to in paragraph 24 above.

#### Inventory management

27. As part of its inventory management, each Annex I Party should:

(a) Archive all relevant inventory information for the reported time series, including all disaggregated EFs and AD, documentation on how these factors and data have been generated and aggregated for the preparation of the inventory, internal documentation on QA/QC procedures, external and internal reviews, and documentation on annual key categories and key category identification and planned inventory improvements;

(b) Provide review teams with access to all archived information used by the Party to prepare the inventory through the single national entity, in accordance with relevant decisions of the COP;

(c) Respond, in a timely manner, to requests for clarifying inventory information resulting from the different stages of the process of review of the inventory information and information on the national inventory arrangements.

## **G. Reporting**

### **1. General guidance**

#### Estimates of emissions and removals

28. Article 12, paragraph 1(a), of the Convention requires that each Party shall communicate to the COP, through the secretariat, inter alia, a national inventory of anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol. As a minimum requirement, inventories shall contain information on the following GHGs: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), perfluorocarbons (PFCs), hydrofluorocarbons (HFCs), sulphur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>).

29. In addition, Annex I Parties should provide information on the following precursor gases: carbon monoxide (CO), nitrogen oxides (NO<sub>x</sub>) and non-methane volatile organic compounds (NMVOCs), as well as sulphur oxides (SO<sub>x</sub>). Annex I Parties may report indirect CO<sub>2</sub> from the atmospheric oxidation of CH<sub>4</sub>, CO and NMVOCs. Annex I Parties may report as a memo item indirect N<sub>2</sub>O emissions from other than the agriculture and LULUCF sources. These estimates of indirect N<sub>2</sub>O should not be included in national totals. For Parties that decide to report indirect CO<sub>2</sub> the national totals shall be presented with and without indirect CO<sub>2</sub>.

30. GHG emissions and removals should be presented on a gas-by-gas basis in units of mass, with emissions by sources listed separately from removals by sinks, except in cases where it may be technically impossible to separate information on sources and sinks in the area of LULUCF. For HFCs and PFCs, emissions should be reported for each relevant chemical in the category on a disaggregated basis, except in cases where paragraph 36 below applies.

31. Annex I Parties should report aggregate emissions and removals of GHGs, expressed in CO<sub>2</sub> equivalent (CO<sub>2</sub> eq), using the global warming potential values as agreed by decision 24/CP.19 or any subsequent decision by the COP on global warming potentials.

32. Annex I Parties shall report actual emissions of HFCs, PFCs, SF<sub>6</sub> and NF<sub>3</sub>, providing disaggregated data by chemical (e.g. HFC-134a) and category in units of mass and in CO<sub>2</sub> eq, except in cases where paragraph 36 below applies. Annex I Parties should report emission estimates or notation keys in line with paragraph 37 below and trends for these gases for 1990 onwards, in accordance with the provisions of these reporting guidelines.

33. Annex I Parties are strongly encouraged to also report emissions and removals of additional GHGs, such as hydrofluoroethers (HFEs), perfluoropolyethers (PFPEs), and other gases for which 100-year global warming potential values are available from the IPCC but have not yet been adopted by the COP. These emissions and removals should be reported separately from national totals.

34. In accordance with the 2006 IPCC Guidelines, international aviation and marine bunker fuel emissions should not be included in national totals but should be reported separately. Annex I Parties should make every effort to both apply and report according to the method contained in the 2006 IPCC Guidelines for separating domestic and international emissions. Annex I Parties should also report emissions from international aviation and marine bunker fuels as two separate entries in their inventories.

35. Annex I Parties should clearly indicate how feedstocks and non-energy use of fuels have been accounted for in the inventory, under the energy or industrial processes sector, in accordance with the 2006 IPCC Guidelines.

36. Emissions and removals should be reported at the most disaggregated level of each source/sink category, taking into account that a minimum level of aggregation may be required to protect confidential business and military information.

#### Completeness

37. Where methodological or data gaps in inventories exist, information on these gaps should be presented in a transparent manner. Annex I Parties should clearly indicate the sources and sinks which are not considered in their inventories but which are included in the 2006 IPCC Guidelines, and explain the reasons for such exclusion. Similarly, Annex I Parties should indicate the parts of their geographical area, if any, not covered by their inventory and explain the reasons for their exclusion. In addition, Annex I Parties should use the notation keys presented below to fill in the blanks in all the CRF tables.<sup>5</sup> This approach facilitates the assessment of the completeness of an inventory. The notation keys are as follows:

(a) “NO” (not occurring) for categories or processes, including recovery, under a particular source or sink category that do not occur within an Annex I Party;

(b) “NE” (not estimated) for AD and/or emissions by sources and removals by sinks of GHGs which have not been estimated but for which a corresponding activity may occur within a Party.<sup>6</sup> Where “NE” is used in an inventory to report emissions or removals of CO<sub>2</sub>, N<sub>2</sub>O, CH<sub>4</sub>, HFCs, PFCs, SF<sub>6</sub> and NF<sub>3</sub>, the Annex I Party shall indicate in both the NIR and the CRF completeness table why such emissions or removals have not been estimated. Furthermore, a Party may consider that a disproportionate amount of effort

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<sup>5</sup> If notation keys are used in the NIR, they should be consistent with those reported in the CRF tables.

<sup>6</sup> The notation key “NE” could also be used when an activity occurs in the Party but the 2006 IPCC Guidelines do not provide methodologies to estimate the emissions/removals.

would be required to collect data for a gas from a specific category<sup>7</sup> that would be insignificant in terms of the overall level and trend in national emissions and in such cases use the notation key “NE”. The Party should in the NIR provide justifications for exclusion in terms of the likely level of emissions. An emission should only be considered insignificant if the likely level of emissions is below 0.05 per cent of the national total GHG emissions,<sup>8</sup> and does not exceed 500 kt CO<sub>2</sub> eq. The total national aggregate of estimated emissions for all gases and categories considered insignificant shall remain below 0.1 per cent of the national total GHG emissions.<sup>9</sup> Parties should use approximated AD and default IPCC EFs to derive a likely level of emissions for the respective category. Once emissions from a specific category have been reported in a previous submission, emissions from this specific category shall be reported in subsequent GHG inventory submissions;

(c) “NA” (not applicable) for activities under a given source/sink category that do occur within the Party but do not result in emissions or removals of a specific gas. If the cells for categories in the CRF tables for which “NA” is applicable are shaded, they do not need to be filled in;

(d) “IE” (included elsewhere) for emissions by sources and removals by sinks of GHGs estimated but included elsewhere in the inventory instead of under the expected source/sink category. Where “IE” is used in an inventory, the Annex I Party should indicate, in the CRF completeness table, where in the inventory the emissions or removals for the displaced source/sink category have been included, and the Annex I Party should explain such a deviation from the inclusion under the expected category, especially if it is due to confidentiality;

(e) “C” (confidential) for emissions by sources and removals by sinks of GHGs of which the reporting could lead to the disclosure of confidential information, given the provisions of paragraph 36 above.

38. Annex I Parties are encouraged to estimate and report emissions and removals for source or sink categories for which estimation methods are not included in the 2006 IPCC Guidelines. If Annex I Parties estimate and report emissions and removals for country-specific sources or sinks or of gases which are not included in the 2006 IPCC Guidelines, they should explicitly describe what source/sink categories or gases these are, as well as what methodologies, EFs and AD have been used for their estimation, and provide references for these data.

#### Key categories

39. Annex I Parties shall estimate and report the individual and cumulative percentage contributions from key categories to their national total, with respect to both level and trend. The emissions should be expressed in terms of CO<sub>2</sub> eq using the methods provided in the 2006 IPCC Guidelines. As indicated in paragraph 50 below, this information should be included in the NIR using tables 4.2 and 4.3 of the 2006 IPCC Guidelines, adapted to the level of category disaggregation that the Annex I Party used for determining its key categories.<sup>10</sup>

#### Verification

40. For the purposes of verification, Annex I Parties should compare their national estimates of CO<sub>2</sub> emissions from fuel combustion with those estimates obtained using the

<sup>7</sup> Category as defined in the CRF tables.

<sup>8</sup> “National total GHG emissions” refers to the total GHG emissions without LULUCF for the latest reported inventory year.

<sup>9</sup> As footnote 8 above.

<sup>10</sup> Table 4.1 of the 2006 IPCC Guidelines should be used as the basis for preparing the key category analysis but does not need to be reported in the NIR.

IPCC reference approach, as contained in the 2006 IPCC Guidelines, and report the results of this comparison in the NIR.

41. Annex I Parties that prepare their estimates of emissions and/or removals using higher-tier (tier 3) methods and/or models shall provide in the NIR verification information consistent with the 2006 IPCC Guidelines.

#### Uncertainties

42. Annex I Parties shall report, in the NIR, uncertainties estimated as indicated in paragraph 15 above, as well as methods used and underlying assumptions, for the purpose of helping to prioritize efforts to improve the accuracy of national inventories in the future and to guide decisions on methodological choice. This information should be presented using table 3.3 of volume 1 of the 2006 IPCC Guidelines. In addition, Annex I Parties should indicate in that table those categories that have been identified as key categories in their inventory.

#### Recalculations

43. Recalculations of previously submitted estimates of emissions and removals as a result of changes in methodologies, changes in the manner in which EFs and AD are obtained and used, or the inclusion of new sources or sinks which have existed since the base year but were not previously reported, shall be reported for the base year and all subsequent years of the time series up to the year for which the recalculations are made. Further, a discussion on the impact of the recalculations on the trend in emissions should be provided in the NIR at the category, sector and national total level, as appropriate.

44. Recalculations shall be reported in the NIR, with explanatory information and justifications for recalculations. Information on the procedures used for performing the recalculations, changes in the calculation methods, EFs and AD used, and the inclusion of sources or sinks not previously covered should be reported with an indication of the relevant changes in each source or sink category where these changes have taken place.

45. Annex I Parties shall report any other changes in estimates of emissions and removals, and clearly indicate the reason for the changes compared with previously submitted inventories (e.g. error correction, statistical reason or reallocation of categories), in the NIR as indicated in paragraph 50 below. Small differences (e.g. due to the rounding of estimates) should not be considered as recalculations.

#### Quality assurance/quality control

46. Annex I Parties shall report in the NIR on their QA/QC plan and give information on QA/QC procedures already implemented or to be implemented in the future. In addition, Annex I Parties are encouraged to report on any peer review of their inventory, apart from the UNFCCC review.

#### Corrections

47. Inventories shall be reported without corrections relating, for example, to climate variations or trade patterns of electricity.

## **2. National inventory report**

48. Annex I Parties shall submit to the COP, through the secretariat, an NIR containing detailed and complete information on their inventories. The NIR should ensure transparency and contain sufficiently detailed information to enable the inventory to be reviewed. This information should cover the base year, the most recent 10 years and any previous years since the base year ending with 0 or 5 (1990, 1995, 2000, etc.).

49. Each year, an updated NIR shall be electronically submitted in its entirety to the COP, through the secretariat, in accordance with the relevant decisions of the COP.

50. The NIR shall include:

(a) Descriptions, references and sources of information for the specific methodologies, including higher-tier methods and models, assumptions, EFs and AD, as well as the rationale for their selection. For tier 3 models, additional information for improving transparency;<sup>11</sup>

(b) An indication of the level of complexity (IPCC tier) applied and a description of any national methodology used by the Annex I Party, as well as information on anticipated future improvements;

(c) For key categories, an explanation if the recommended methods from the appropriate decision tree in the 2006 IPCC Guidelines are not used;

(d) A description of the national key categories, as indicated in paragraph 39 above, including:

(i) A summary table with the key categories identified for the latest reporting year (by level and trend);

(ii) Information on the level of category disaggregation used and the rationale for its use;

(iii) Additional information relating to the methodology used for identifying key categories;

(e) Information on how and where feedstocks and non-energy use of fuels have been reported in the inventory;

(f) Assessment of completeness, including information and explanations in relation to categories not estimated or included elsewhere, and information related to the geographical scope;

(g) Information on uncertainties, as requested in paragraph 42 above;

(h) Information on any recalculations relating to previously submitted inventory data, as requested in paragraphs 43 to 45 above, including changes in methodologies, sources of information and assumptions, in particular in relation to recalculations made in response to the review process;

(i) Information on changes in response to the review process;

(j) Information on the national inventory arrangements and changes to the national inventory arrangements, including a description of the institutional arrangements for inventory preparation, as well as information on verification as requested in paragraphs 40 and 41 above and on QA/QC as requested in paragraph 46 above.

51. The NIR should follow the outline and general structure contained in annex I to decision 24/CP.19.

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<sup>11</sup> Parties should, as applicable, report information on: basis and type of model, application and adaptation of the model, main equations/processes, key assumptions, domain of application, how the model parameters were estimated, description of key inputs and outputs, details of calibration and model evaluation, uncertainty and sensitivity analysis, QA/QC procedures adopted and references to peer-reviewed literature.

### 3. Common reporting format tables

52. The CRF tables are designed to ensure that Annex I Parties report quantitative data in a standardized format and to facilitate comparison of inventory data and trends. Explanation of information of a qualitative character should mainly be provided in the NIR rather than in the CRF tables. Such explanatory information should be cross-referenced to the specific chapter of the NIR.

53. Annex I Parties shall submit annually to the COP, through the secretariat, the information required in the CRF tables, as contained in annex II to decision 24/CP.19. This information shall be electronically submitted on an annual basis in its entirety to the COP, through the secretariat, in accordance with the relevant decisions of the COP. Parties should submit their CRF tables, generated by the CRF Reporter software, via the UNFCCC submission portal, with a view to facilitating the processing of the inventory information by the secretariat.

54. The CRF is a standardized format for reporting estimates of GHG emissions and removals and other relevant information. The CRF allows for the improved handling of electronic submissions and facilitates the processing of inventory information and the preparation of useful technical analysis and synthesis documentation.

55. The CRF tables shall be reported in accordance with the tables included in annex II to decision 24/CP.19 and as specified in these reporting guidelines. In completing the CRF tables, Annex I Parties:

(a) Shall provide a full set of CRF tables for the base year and all years from 1990 up to the most recent inventory year;

(b) Should provide completeness tables for the latest inventory year only, if the information applies to all years of the time series. If the information in those tables differs for each reported year, then either the tables or information on the specific changes must be provided for each year in the CRF tables;

(c) Should use the documentation boxes provided at the foot of the sectoral report and background data tables to provide cross references to detailed explanations in the NIR, or any other information, as specified in those boxes.

56. Annex I Parties should provide the information requested in the additional information boxes. Where the information called for is inappropriate because of the methodological tier used by the Annex I Party, the corresponding cells should be completed using the notation key "NA". In such cases, the Annex I Parties should cross-reference in the documentation box the relevant chapter in the NIR where equivalent information can be found.

57. Annex I Parties should use the notation keys, as specified in paragraph 37 above, in all the CRF tables to fill in the cells where no quantitative data are directly entered. Using the notation keys in this way facilitates the assessment of the completeness of an inventory.

### H. Record-keeping

58. Annex I Parties should gather and archive all relevant inventory information for each year of the reported time series, including all disaggregated EFs and AD, and documentation on how those factors and data were generated, including expert judgement where appropriate, and how they have been aggregated for their reporting in the inventory. This information should allow for the reconstruction of the inventory by the expert review teams. Inventory information should be archived from the base year and should include corresponding data on the recalculations applied. The 'paper trail', which can include



spreadsheets or databases used to compile inventory data, should enable estimates of emissions and removals to be traced back to the original disaggregated EFs and AD. Also, relevant supporting documentation related to QA/QC implementation, uncertainty evaluation or key category analyses should be kept on file. This information should facilitate the process of clarifying inventory data in a timely manner when the secretariat prepares annual compilations of inventories or assesses methodological issues.

## **I. Systematic updating of the guidelines**

59. The UNFCCC Annex I inventory reporting guidelines on annual GHG inventories shall be reviewed and revised, as appropriate, in accordance with decisions of the COP on this matter.

## **J. Language**

60. The NIR shall be submitted in one of the official languages of the United Nations. Annex I Parties are encouraged to submit an English translation of the NIR to facilitate its use by the expert review teams.

# **Appendix**

## **An outline and general structure of the national inventory report**

### **EXECUTIVE SUMMARY**

- ES.1. Background information on greenhouse gas (GHG) inventories and climate change (e.g. as it pertains to the national context)
- ES.2. Summary of national emission and removal-related trends
- ES.3. Overview of source and sink category emission estimates and trends
- ES.4. Other information (e.g. indirect GHGs)

### **Chapter 1: Introduction**

- 1.1. Background information on GHG inventories and climate change (e.g. as it pertains to the national context, to provide information to the general public)
- 1.2. A description of the national inventory arrangements
  - 1.2.1. Institutional, legal and procedural arrangements
  - 1.2.2. Overview of inventory planning, preparation and management
  - 1.2.3. Quality assurance, quality control and verification plan

*Indicate:*

- *Quality assurance/quality control (QA/QC) procedures applied*
- *QA/QC plan*
- *Verification activities*
- *Treatment of confidentiality issues*

1.2.4. Changes in the national inventory arrangements since previous annual GHG inventory submission

1.3. Inventory preparation, and data collection, processing and storage

1.4. Brief general description of methodologies (including tiers used) and data sources used

1.5. Brief description of key categories

*Provide a summary table with the key categories identified for the latest reporting year (by level and trend) on the basis of table 4.4 of volume 1 of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (hereinafter referred to as the 2006 IPCC Guidelines) and provide more detailed information in annex 1. Indicate whether the key category analysis differs from the one included in the common reporting format (CRF) table and, if so, give a short description of the differences.*

1.6. General uncertainty evaluation, including data on the overall uncertainty for the inventory totals

1.7. General assessment of completeness

*Provide, inter alia, information and explanations in relation to categories not estimated or included elsewhere, and information related to the geographical scope.*

## **Chapter 2: Trends in greenhouse gas emissions**

2.1. Description and interpretation of emission trends for aggregated GHG emissions

2.2. Description and interpretation of emission trends by sector

*Explain, inter alia, significant changes compared with 1990 and the previous year.*

## **Chapter 3: Energy (CRF sector 1)**

3.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

3.2. Fuel combustion (CRF 1.A), including detailed information on:

3.2.1. Comparison of the sectoral approach with the reference approach

3.2.2. International bunker fuels

3.2.3. Feedstocks and non-energy use of fuels

3.2.4. Category (CRF category number)

3.2.4.1. Category description (e.g. characteristics of sources)

3.2.4.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, information on carbon dioxide (CO<sub>2</sub>) capture, any specific methodological issues (e.g. description of national methods and models))

3.2.4.3. Uncertainties and time-series consistency

3.2.4.4. Category-specific QA/QC and verification, if applicable

3.2.4.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.2.4.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

3.3. Fugitive emissions from solid fuels and oil and natural gas and other emissions from energy production (CRF 1.B)

3.3.1. Category (CRF category number)

3.3.1.1. Category description (e.g. characteristics of sources)

3.3.1.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

3.3.1.3. Uncertainties and time-series consistency

3.3.1.4. Category-specific QA/QC and verification, if applicable

3.3.1.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.3.1.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

3.4. CO<sub>2</sub> transport and storage (CRF 1.C)

3.4.1. Category (CRF category number)

3.4.1.1. Category description (e.g. characteristics of sources)

3.4.1.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

3.4.1.3. Uncertainties and time-series consistency

3.4.1.4. Category-specific QA/QC and verification, if applicable

3.4.1.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.4.1.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

#### **Chapter 4: Industrial processes and product use (CRF sector 2)**

4.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

4.2. Category (CRF category number)

4.2.1. Category description (e.g. characteristics of sources)

4.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, information on CO<sub>2</sub> capture, any specific methodological issues (e.g. description of national methods and models))

4.2.3. Uncertainties and time-series consistency

4.2.4. Category-specific QA/QC and verification, if applicable

4.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

4.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

### **Chapter 5: Agriculture (CRF sector 3)**

5.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

5.2. Category (CRF category number)

5.2.1. Category description (e.g. characteristics of sources)

5.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission and removal estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

5.2.3. Uncertainties and time-series consistency

5.2.4. Category-specific QA/QC and verification, if applicable

5.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

5.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

### **Chapter 6: Land use, land-use change and forestry (CRF sector 4)**

6.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category, and coverage of pools)

6.2. Land-use definitions and the classification systems used and their correspondence to the land use, land-use change and forestry categories (e.g. land use and land-use change matrix)

6.3. Information on approaches used for representing land areas and on land-use databases used for the inventory preparation

6.4. Category (CRF category number)

6.4.1. Description (e.g. characteristics of category)

6.4.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission and removal estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

6.4.3. Uncertainties and time-series consistency

6.4.4. Category-specific QA/QC and verification, if applicable

6.4.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

6.4.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including those in response to the review process

#### **Chapter 7: Waste (CRF sector 5)**

7.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

7.2. Category (CRF category number)

7.2.1. Category description (e.g. characteristics of sources)

7.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

7.2.3. Uncertainties and time-series consistency

7.2.4. Category-specific QA/QC and verification, if applicable

7.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process

7.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including those in response to the review process

#### **Chapter 8: Other (CRF sector 6) (if applicable)**

#### **Chapter 9: Indirect CO<sub>2</sub> and nitrous oxide emissions<sup>12</sup>**

9.1. Description of sources of indirect emissions in GHG inventory

9.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

9.3. Uncertainties and time-series consistency

9.4. Category-specific QA/QC and verification, if applicable

9.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

9.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

#### **Chapter 10: Recalculations and improvements**

10.1. Explanations and justifications for recalculations, including in response to the review process

10.2. Implications for emission levels

10.3. Implications for emission trends, including time-series consistency

10.4. Planned improvements, including in response to the review process

<sup>12</sup> Content of this chapter should be consistent with paragraph 29.

## **Annexes to the national inventory report**

### **Annex 1: Key categories**

- Description of methodology used for identifying key categories, if different from the Intergovernmental Panel on Climate Change (IPCC) tier 1 approach
- Information on the level of disaggregation

Tables 4.2 and 4.3 of volume 1 of the 2006 IPCC Guidelines, including and excluding land use, land-use change and forestry

### **Annex 2: Assessment of uncertainty**

- Description of methodology used for identifying uncertainties
- Table 3.3 of volume 1 of the 2006 IPCC Guidelines

### **Annex 3: Detailed methodological descriptions for individual source or sink categories**

A.3.X (sector or category name)

### **Annex 4: The national energy balance for the most recent inventory year**

### **Annex 5: Any additional information, as applicable.**

## **References**

All references used in the national inventory report must be listed in the references list.

## Anexo II

*[Inglés únicamente]*

### **Common reporting format tables**

Owing to the complexity of and the importance of colour coding in the common reporting format (CRF) tables, they are not included in this document but can be downloaded from the UNFCCC website at

<[http://unfccc.int/national\\_reports/annex\\_i\\_ghg\\_inventories/reporting\\_requirements/items/5333.php](http://unfccc.int/national_reports/annex_i_ghg_inventories/reporting_requirements/items/5333.php)>.

## Anexo III

[Inglés únicamente]

Global warming potential values<sup>a</sup>

<i>Greenhouse gas</i>	<i>Chemical formula</i>	<i>Global warming potentials</i>
Carbon dioxide	CO <sub>2</sub>	1
Methane	CH <sub>4</sub>	25
Nitrous oxide	N <sub>2</sub> O	298
<b>Hydrofluorocarbons (HFCs)</b>		
HFC-23	CHF <sub>3</sub>	14 800
HFC-32	CH <sub>2</sub> F <sub>2</sub>	675
HFC-41	CH <sub>3</sub> F	92
HFC-43-10mee	CF <sub>3</sub> CHFCHFCF <sub>2</sub> CF <sub>3</sub>	1 640
HFC-125	C <sub>2</sub> HF <sub>5</sub>	3 500
HFC-134	C <sub>2</sub> H <sub>2</sub> F <sub>4</sub> (CHF <sub>2</sub> CHF <sub>2</sub> )	1 100
HFC-134a	C <sub>2</sub> H <sub>2</sub> F <sub>4</sub> (CH <sub>2</sub> FCF <sub>3</sub> )	1 430
HFC-143	C <sub>2</sub> H <sub>3</sub> F <sub>3</sub> (CHF <sub>2</sub> CH <sub>2</sub> F)	353
HFC-143a	C <sub>2</sub> H <sub>3</sub> F <sub>3</sub> (CF <sub>3</sub> CH <sub>3</sub> )	4 470
HFC-152	CH <sub>2</sub> FCH <sub>2</sub> F	53
HFC-152a	C <sub>2</sub> H <sub>4</sub> F <sub>2</sub> (CH <sub>3</sub> CHF <sub>2</sub> )	124
HFC-161	CH <sub>3</sub> CH <sub>2</sub> F	12
HFC-227ea	C <sub>3</sub> HF <sub>7</sub>	3 220
HFC-236cb	CH <sub>2</sub> FCF <sub>2</sub> CF <sub>3</sub>	1 340
HFC-236ea	CHF <sub>2</sub> CHFCF <sub>3</sub>	1 370
HFC-236fa	C <sub>3</sub> H <sub>2</sub> F <sub>6</sub>	9 810
HFC-245ca	C <sub>3</sub> H <sub>3</sub> F <sub>5</sub>	693
HFC-245fa	CHF <sub>2</sub> CH <sub>2</sub> CF <sub>3</sub>	1 030
HFC-365mfc	CH <sub>3</sub> CF <sub>2</sub> CH <sub>2</sub> CF <sub>3</sub>	794
<b>Perfluorocarbons</b>		
Perfluoromethane – PFC-14	CF <sub>4</sub>	7 390
Perfluoroethane – PFC-116	C <sub>2</sub> F <sub>6</sub>	12 200
Perfluoropropane – PFC-218	C <sub>3</sub> F <sub>8</sub>	8 830
Perfluorobutane – PFC-3-1-10	C <sub>4</sub> F <sub>10</sub>	8 860
Perfluorocyclobutane – PFC-318	c-C <sub>4</sub> F <sub>8</sub>	10 300
Perfluoropentane – PFC-4-1-12	C <sub>5</sub> F <sub>12</sub>	9 160
Perfluorohexane – PFC-5-1-14	C <sub>6</sub> F <sub>14</sub>	9 300
Perfluorodecalin – PFC-9-1-18 <sup>b</sup>	C <sub>10</sub> F <sub>18</sub>	>7 500
Perfluorocyclopropane <sup>c</sup>	c-C <sub>3</sub> F <sub>6</sub>	>17 340
<b>Sulphur hexafluoride (SF<sub>6</sub>)</b>		
Sulphur hexafluoride	SF <sub>6</sub>	22 800
<b>Nitrogen trifluoride (NF<sub>3</sub>)</b>		
Nitrogen trifluoride	NF <sub>3</sub>	17 200
<b>Fluorinated ethers</b>		
HFE-125	CHF <sub>2</sub> OCF <sub>3</sub>	14 900
HFE-134	CHF <sub>2</sub> OCHF <sub>2</sub>	6 320



<i>Greenhouse gas</i>	<i>Chemical formula</i>	<i>Global warming potentials</i>
HFE-143a	CH <sub>3</sub> OCF <sub>3</sub>	756
HCFE-235da2	CHF <sub>2</sub> OCHClCF <sub>3</sub>	350
HFE-245cb2	CH <sub>3</sub> OCF <sub>2</sub> CF <sub>3</sub>	708
HFE-245fa2	CHF <sub>2</sub> OCH <sub>2</sub> CF <sub>3</sub>	659
HFE-254cb2	CH <sub>3</sub> OCF <sub>2</sub> CHF <sub>2</sub>	359
HFE-347mcc3	CH <sub>3</sub> OCF <sub>2</sub> CF <sub>2</sub> CF <sub>3</sub>	575
HFE-347pcf2	CHF <sub>2</sub> CF <sub>2</sub> OCH <sub>2</sub> CF <sub>3</sub>	580
HFE-356pcc3	CH <sub>3</sub> OCF <sub>2</sub> CF <sub>2</sub> CHF <sub>2</sub>	110
HFE-449sl (HFE-7100)	C <sub>4</sub> F <sub>9</sub> OCH <sub>3</sub>	297
HFE-569sf2 (HFE-7200)	C <sub>4</sub> F <sub>9</sub> OC <sub>2</sub> H <sub>5</sub>	59
HFE-43-10pccc124 (H-Galden 1040x)	CHF <sub>2</sub> OCF <sub>2</sub> OC <sub>2</sub> F <sub>4</sub> OCHF <sub>2</sub>	1 870
HFE-236ca12 (HG-10)	CHF <sub>2</sub> OCF <sub>2</sub> OCHF <sub>2</sub>	2 800
HFE-338pcc13 (HG-01)	CHF <sub>2</sub> OCF <sub>2</sub> CF <sub>2</sub> OCHF <sub>2</sub>	1 500
	(CF <sub>3</sub> ) <sub>2</sub> CFOCH <sub>3</sub>	343
	CF <sub>3</sub> CF <sub>2</sub> CH <sub>2</sub> OH	42
	(CF <sub>3</sub> ) <sub>2</sub> CHOH	195
HFE-227ea	CF <sub>3</sub> CHFOCF <sub>3</sub>	1 540
HFE-236ea2	CHF <sub>2</sub> OCHF <sub>2</sub> CF <sub>3</sub>	989
HFE-236fa	CF <sub>3</sub> CH <sub>2</sub> OCF <sub>3</sub>	487
HFE-245fa1	CHF <sub>2</sub> CH <sub>2</sub> OCF <sub>3</sub>	286
HFE-263fb2	CF <sub>3</sub> CH <sub>2</sub> OCH <sub>3</sub>	11
HFE-329mcc2	CHF <sub>2</sub> CF <sub>2</sub> OCF <sub>2</sub> CF <sub>3</sub>	919
HFE-338mcf2	CF <sub>3</sub> CH <sub>2</sub> OCF <sub>2</sub> CF <sub>3</sub>	552
HFE-347mcf2	CHF <sub>2</sub> CH <sub>2</sub> OCF <sub>2</sub> CF <sub>3</sub>	374
HFE-356mcc3	CH <sub>3</sub> OCF <sub>2</sub> CHF <sub>2</sub> CF <sub>3</sub>	101
HFE-356pcf2	CHF <sub>2</sub> CH <sub>2</sub> OCF <sub>2</sub> CHF <sub>2</sub>	265
HFE-356pcf3	CHF <sub>2</sub> OCH <sub>2</sub> CF <sub>2</sub> CHF <sub>2</sub>	502
HFE-365mcf11 t3	CF <sub>3</sub> CF <sub>2</sub> CH <sub>2</sub> OCH <sub>3</sub>	11
HFE-374pc2	CHF <sub>2</sub> CF <sub>2</sub> OCH <sub>2</sub> CH <sub>3</sub>	557
	– (CF <sub>2</sub> ) <sub>4</sub> CH (OH) –	73
	(CF <sub>3</sub> ) <sub>2</sub> CHOCHF <sub>2</sub>	380
	(CF <sub>3</sub> ) <sub>2</sub> CHOCH <sub>3</sub>	27
<b>Perfluoropolyethers</b>		
PFPME	CF <sub>3</sub> OCF(CF <sub>3</sub> )CF <sub>2</sub> OCF <sub>2</sub> OCF <sub>3</sub>	10 300
<b>Trifluoromethyl sulphur pentafluoride (SF<sub>5</sub>CF<sub>3</sub>)</b>		
Trifluoromethyl sulphur pentafluoride	SF <sub>5</sub> CF <sub>3</sub>	17 700

<sup>a</sup> As listed in the column entitled “Global warming potential for given time horizon” in table 2.14 of the errata to the contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change, based on the effects of greenhouse gases over a 100-year time horizon.

<sup>b</sup> The CRF Reporter will use the value of 7,500 for perfluorodecalin.

<sup>c</sup> The CRF Reporter will use the value of 17,340 for perfluorocyclopropane.

*Décima sesión plenaria  
22 de noviembre de 2013*

## Decisión 25/CP.19

### Modalidades y procedimientos del Centro y Red de Tecnología del Clima y su Junta Consultiva

*La Conferencia de las Partes,*

*Recordando* las decisiones 1/CP.16, 2/CP.17 y 14/CP.18, y en particular la decisión 2/CP.17, párrafo 135, en que se pidió al Centro y Red de Tecnología del Clima que, una vez que estuviera en funcionamiento, elaborara sus modalidades y procedimientos y presentara un informe a la Conferencia de las Partes, por conducto de los órganos subsidiarios, con miras a que en el 19º período de sesiones de la Conferencia de las Partes se adoptara una decisión sobre este asunto,

1. *Acoge con reconocimiento* el informe sobre las modalidades y los procedimientos del Centro y Red de Tecnología del Clima<sup>1</sup>;

2. *Aprueba* las modalidades y procedimientos del Centro y Red de Tecnología del Clima, que figuran en el anexo I;

3. *Aprueba también* el reglamento de la Junta Consultiva del Centro y Red de Tecnología del Clima, que figura en el anexo II;

4. *Observa* que las modalidades y procedimientos elaborados por la Junta Consultiva del Centro y Red de Tecnología del Clima, que se basan en las funciones del Centro y Red de Tecnología del Clima<sup>2</sup>, incluyen los seis elementos fundamentales siguientes:

- a) Funciones y responsabilidades del Centro y Red de Tecnología del Clima;
- b) Tramitación de las solicitudes de las entidades nacionales designadas de los países en desarrollo y respuesta a esas solicitudes;
- c) Promoción de la colaboración y del acceso a la información y los conocimientos a fin de acelerar la transferencia de tecnología del clima;
- d) Fortalecimiento de las redes, las asociaciones y el fomento de la capacidad para la transferencia de tecnología del clima;
- e) Vínculos con el Comité Ejecutivo de Tecnología;
- f) Intercambio de información y conocimientos;

5. *Pide* al Centro y Red de Tecnología del Clima que, al llevar a la práctica sus modalidades y procedimientos, trabaje en conjunto con el Comité Ejecutivo de Tecnología para asegurar la coherencia y la sinergia en el seno del Mecanismo Tecnológico, con la intención de:

- a) Acelerar el desarrollo y la transferencia de tecnología, teniendo en cuenta las consideraciones de género;
- b) Ampliar la colaboración internacional en el desarrollo y la transferencia de tecnología;

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<sup>1</sup> FCCC/SB/2013/INF.7.

<sup>2</sup> Decisión 1/CP.16, párr. 123.

6. *Reconoce* los esfuerzos que han seguido desplegando el Centro y Red de Tecnología del Clima y el Comité Ejecutivo de Tecnología para asegurar la coherencia y la sinergia en el seno del Mecanismo Tecnológico;

7. *Pide* a la Junta Consultiva del Centro y Red de Tecnología del Clima y al Centro de Tecnología del Clima que, teniendo en cuenta las diferencias en el desarrollo tecnológico, entablen contactos con instituciones de Partes que sean países desarrollados y en desarrollo para ayudarlas a incorporarse a la Red, sin olvidar la necesidad de cumplir con los Principios rectores y criterios para el establecimiento de la Red de Tecnología del Clima<sup>3</sup>.

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<sup>3</sup> Disponibles en <http://www.unep.org/climatechange/ctcn/>.

## Anexo I

*[Inglés únicamente]*

### **Modalities and procedures of the Climate Technology Centre and Network**

#### **I. Definitions**

1. For the purpose of the modalities and procedures of the Climate Technology Centre and Network:

(a) “Convention” means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) “COP” means the Conference of the Parties to the Convention;

(c) “Parties” means Parties to the Convention;

(d) “Developing country Parties” means Parties to the Convention not included in Annex I to the Convention;

(e) “CTCN” means the Climate Technology Centre and Network formed by a Climate Technology Centre (CTC) and a Network managed by the CTC;

(f) “CTC” means the Climate Technology Centre that is hosted by the United Environment Programme (UNEP) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by a technical resource pool formed by 11 institutions;

(g) “Technical resource pool” means the 11 partner institutions that with UNEP and UNIDO submitted to the UNFCCC a proposal to host the CTCN;

(h) “Network” means the collection of institutions and other entities established in accordance with the criteria approved by the Advisory Board for the designation of members of the Network and its structure;

(i) “Advisory Board” means the Advisory Board of the CTCN;

(j) “TEC” means the Technology Executive Committee;

(k) “CTCN terms of reference” means the terms of reference of the Climate Technology Centre and Network included in annex VII to decision 2/CP.17;

(l) “National designated entity” (NDE) means the national entity designated under decision 4/CP.13;

(m) “Prioritization criteria” means the criteria for prioritizing the requests from NDEs;

(n) “Technology needs assessments” means the technology needs assessments conducted under the framework for meaningful and effective actions to enhance the implementation of Article 4, paragraph 5, of the Convention adopted by decision 4/CP.7 and enhanced by decision 3/CP.13;

(o) “National adaptation programmes of action” means national adaptation programmes of action referred to in decision 5/CP.7, paragraph 11(c);

(p) “Nationally appropriate mitigation actions” means nationally appropriate mitigation actions referred to in decision 1/CP.16, chapter III.B;

(q) “National adaptation plans” means national adaptation plans referred to in decision 1/CP.16, paragraph 15.

## **II. Roles and responsibilities of the Climate Technology Centre and Network**

2. The CTC, consistent with the terms of reference of the CTCN as described in decision 2/CP.17, paragraph 135, will:

- (a) Receive requests from developing country Parties through their NDE;
- (b) Assess with support from the technical resource pool the received requests and prioritize and refine those requests in conjunction with the NDE with the aim of determining their technical feasibility;
- (c) Respond to requests, through either the Centre or the Network, based on considerations of appropriate capacity, expertise and cost-effectiveness;
- (d) Build the CTC Network, applying the criteria for the structure of the Network and designation of organizations as members of the Network as approved by the CTCN Advisory Board;
- (e) Manage and coordinate the Network in executing the work related to the functions of the CTCN;
- (f) Monitor and evaluate the quality and effectiveness of responses in consultation with the requesting NDE;
- (g) Ensure the application of fiduciary standards, and legal and ethical integrity by the Network members in executing the work related to the functions of the CTCN.

3. The members of the Network of the CTCN will:

- (a) Undertake the substantive work as directed by the CTC to respond to requests made to the CTCN by NDEs.

## **III. Manage requests from developing country national designated entities and deliver responses**

4. In performing the functions described in decision 1/CP.16, paragraph 123(a)(i–iii) and (c)(iii), with regard to the management of requests from developing country Parties submitted through their NDEs, the modalities will consist of, inter alia, the following:

- (a) Support countries in developing draft proposals into fully articulated proposals, building on their technology needs assessments (TNAs), national adaptation programmes of action (NAPAs), other national climate change strategies including research, development and demonstration (RD&D) related activities, to enable implementation and action, also in the form of nationally appropriate mitigation actions and national adaptation plans, in collaboration with the financial mechanism of the Convention, international financial institutions, and the private sector;
- (b) Provide technical support and advice for development of TNAs, national technology road maps and actions plans, planning and implementation of climate technologies, and policies and measures in support of implementation;

- (c) Provide technical support and advice on tools for identifying, planning and implementing climate technologies;
- (d) Provide advice on policies and measures in support of implementation of climate technologies;
- (e) Match needs to available support and facilitate access to support.

#### **IV. Foster collaboration and access to information and knowledge to accelerate climate technology transfer**

5. In performing the functions described in decision 1/CP.16, paragraph 123(a)(ii), (b) and (c)(v), with regard to fostering collaboration and access to information and knowledge to accelerate technology transfer, the modalities will consist of, inter alia, the following:

- (a) Catalyse and develop information and knowledge regarding climate technologies including: needs for technologies, existing human resources development programmes and needs, best practices, RD&D programmes, analytical tools, training curriculums and academic programmes, technology deployment, etc., including online training packages;
- (b) Assess available support for 1) identifying gaps and 2) opportunities for helping developing countries access support;
- (c) Assess needs and opportunities for technology cooperation;
- (d) Recommend to the Advisory Board policies and programme priorities related to technology development and transfer, with special consideration given to least developed country Parties.

#### **V. Strengthen networks, partnerships and capacity-building for climate technology transfer**

6. In performing the functions as contained in decision 1/CP.16, paragraph 123(c)(i), (ii) and (iv), with regard to strengthen networks, partnerships and capacity-building for climate technology transfer, the modalities will include, inter alia, the following:

- (a) Catalyse and develop programmes to strengthen institutions and institutional capacities in developing countries;
- (b) Catalyse and develop regional/national training programmes for projects seeking a range of needs including financing;
- (c) Catalyse and develop capacity-building programmes targeted at developing technology cooperation and partnership forming capabilities of technology centres and institutes in developing countries;
- (d) Catalyse and support forums conducted by the Network to promote public-private partnerships and partnerships between relevant organizations to advance technology RD&D;
- (e) Catalyse forums to leverage resources from relevant agencies and centres and promote public and private investment (domestic and international) in the development and deployment of technologies.

## **VI. Linkages with the Technology Executive Committee**

7. The CTCN, also through its Advisory Board, will consult with the Technology Executive Committee in order to promote coherence and synergy and establish procedures for preparing a joint annual report as requested by decisions 2/CP.17 and 14/CP.18.

## **VII. Information and knowledge-sharing**

8. The CTCN should disseminate its outputs and facilitate knowledge-sharing through a well-functioning information platform that responds to the information and knowledge service requirements of its potential users, including NDEs, Parties and a wide range of technology actors, experts and stakeholders.

9. The platform would be a tool used to promote the collaboration between various actors and to seek cooperation with relevant international organizations and initiatives. It would support the efforts of the CTCN by, inter alia: facilitate online training, peer-to-peer exchange, and expert advice; capture experiences and results of technology cooperation activities to achieve continuous learning and improvements to knowledge; collect, analyse, and communicate CTCN results and lessons learned and continuously gather external feedback from a variety of CTCN stakeholders and partner organizations; serve as a comprehensive, up-to-date, and easily accessible library of information on technology availability, costs, and performance; policies; financing; and other topics for use by countries, with seamless links to resources available from sources around the world; provide information to support matchmaking of country requests with existing international programs; share information on current CTCN activities and results; enable internal tracking and evaluation of CTCN activities.

## Anexo II

*[Inglés únicamente]*

### **Rules of procedure of the Advisory Board of the Climate Technology Centre and Network**

#### **I. Scope**

1. These rules of procedure shall apply to the Advisory Board of the Climate Technology Centre and Network (CTCN) in accordance with decision 14/CP.18, paragraphs 7 and 15, and annex II thereto, on the constitution of the Advisory Board of the CTCN as well as on any other relevant decisions of the Conference of the Parties.

#### **II. Definitions**

2. For the purpose of these rules:

(a) The “Convention” means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) The “COP” means the Conference of the Parties to the Convention;

(c) “CTCN” means the Climate Technology Centre and Network;

(d) The “Board” means the Advisory Board of the CTCN;

(e) The “Chair” means the member of the Board elected as Chair of the Board;

(f) The “Vice-Chair” means the member of the Board elected as Vice-Chair of the Board;

(g) “Stakeholders” mean the entities that have a role in the implementation of the functions of the Board, or who may affect or be affected by the recommendations and actions of the Board;

(h) The “Secretary” means the Secretary of the Board, as per decision 14/CP.18, annex II, paragraph 3.

#### **III. Members**

3. The Board of the CTCN, with the aim of achieving fair and balanced representation, shall constitute the following:

(a) Sixteen government representatives, comprising equal representation from Parties included in Annex I to the Convention (Annex I Parties) and Parties not included in Annex I to the Convention (non-Annex I Parties);

(b) The Chair and the Vice-Chair of the Technology Executive Committee (TEC) in their official capacity as TEC representatives;

(c) One of the Co-Chairs, or a member designated by the Co-Chairs, of the Green Climate Fund Board in his/her official capacity as a Green Climate Fund representative;



(d) The Chair or the Vice-Chair of the Adaptation Committee, or a member designated by the Chair and the Vice-Chair, in his/her official capacity as an Adaptation Committee representative;

(e) One of the Co-Chairs, or a member designated by the Co-Chairs, of the Standing Committee in his/her official capacity as a Standing Committee representative;

(f) The Director of the CTCN in his/her official capacity as the CTCN representative;

(g) Three representatives, with one being selected by each of the following UNFCCC observer organization constituencies, taking into account balanced geographical representation: environmental non-governmental organizations, business and industry non-governmental organizations and research and independent non-governmental organizations, with relevant expertise in technology, finance or business, received by the host organization of the Climate Technology Centre (CTC), taking into account balanced geographical representation.

4. Government representatives shall be nominated by their respective groups or constituencies and elected by the Conference of the Parties (COP). Groups or constituencies are encouraged to nominate the government representatives to the Board, with a view to achieving an appropriate balance of expertise relevant to the development and transfer of technologies for adaptation and mitigation, taking into account the need to achieve gender balance in accordance with decisions 36/CP.7 and 23/CP.18.

5. Government representatives elected to the Board shall serve for a term of two years and shall be eligible to serve a maximum of two consecutive terms of office. The following rules shall apply:

(a) Half of the members shall be elected initially for a term of three years and half shall be elected for a term of two years;

(b) Thereafter, the COP shall elect half of the members every year for a term of two years;

(c) The members shall remain in office until their successors are elected.

6. If a government representative of the Board resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Board may decide, bearing in mind the proximity of the next session of the COP, to appoint another representative from the same constituency to replace said member for the remainder of that member's mandate, in which case the appointment shall count as one term.

7. The members of the Board referred to in paragraph 3(b) above shall serve in accordance with their term of office.

8. The members of the Board referred to in paragraph 3(c), (d) and (e) above shall serve in accordance with their term of office.

9. The members of the Board referred to in paragraph 3(g) above shall be eligible to serve for a maximum term of office of one year.

10. The term of office of a member shall start at the first meeting of the Board in the calendar year following his or her election and shall end immediately before the first meeting of the Board in the calendar year following the term ends, as applicable two or three years thereafter.

11. If a member is unable to participate in two consecutive meetings of the Board or is unable to perform the functions and tasks set out by the Board, the Chair of the Advisory

Board will bring this matter to the attention of the Advisory Board and will seek clarification from the regional group that nominated that member on the status of his or her membership.

#### **IV. Chair and Vice-Chair**

12. The Advisory Board shall elect annually a Chair and a Vice-Chair from among the members referred to in paragraph 3(a) above for a term of one year each, with one being from an Annex I Party and the other being from a non-Annex I Party. The term shall start at the end of first meeting of the calendar year until the end of first meeting of the following calendar year. The positions of Chair and Vice-Chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party. After the Chair completes her or his term, the Vice-Chair shall be elected as the Chair, and another member shall be elected as Vice-Chair.

13. If the Chair is temporarily unable to fulfil the obligations of the office, the Vice-Chair shall serve as Chair. In the absence of the Chair and the Vice-Chair at a particular meeting, any other members identified in paragraph 3(a) above designated by the Board shall temporarily serve as the Chair of that meeting.

14. If the Chair or the Vice-Chair is unable to complete the term of office, the Board shall elect a replacement to complete the term of office, taking into account paragraph 12 above.

15. The Chair and the Vice-Chair shall collaborate in chairing meetings of the Board and in executing the work of the Board throughout the year so as to ensure coherence between meetings.

16. The Chair shall, inter alia, declare the opening and closing of the meeting, ensure the observance of these rules, accord the right to speak and announce decisions. The Chair shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order.

17. The Chair and/or the Vice-Chair, or any member designated by the Board, shall report to the COP, to the Subsidiary Body for Implementation, and/or to the Subsidiary Body for Scientific and Technological Advice on behalf of the Board.

18. The Chair and/or the Vice-Chair, or any member designated by the Board, shall represent the Board at external meetings and shall report back to the Board on those meetings.

19. The Board may further define additional roles and responsibilities for the Chair and Vice-Chair.

20. The Chair and the Vice-Chair in the exercise of their functions remain under the authority of the Board.

#### **V. Secretary**

21. The Director of the CTCN shall be the Secretary of the Board.

22. The Secretary shall be responsible for facilitating and providing support to:

(a) Making the necessary arrangements for the meetings of the Board, including announcing meetings, issuing invitations and making available the documents for meetings;

(b) Maintaining meeting records and arranging for the storage and preservation of documents of meetings;

(c) Making available to the public documents of the meetings of the Board, unless a specific document is deemed confidential by the Board.

23. The Secretary shall be responsible for facilitating the tracking of the implementation of decisions on actions taken by the Board and report on the progress of these actions between meetings and at each meeting of the Board.

24. In addition, the Secretary shall facilitate support that the Board may require or that the COP may direct with respect to the work of the Board.

## **VI. Meetings**

25. The Board shall meet twice per year, or more frequently if necessary, to discharge its responsibilities.

26. The meetings of the Board shall take place at the premises of the CTC, unless otherwise decided by the Board and subject to the necessary arrangements being made by the Secretary in consultation with the Chair and the Vice-Chair. Decisions on the location of meetings other than at the premises of the CTC shall take into account the benefits of venue rotation, particularly in developing countries and facilitating the participation of key stakeholders.

27. At the first Board meeting of each calendar year, the Chair, in consultation with the Vice-Chair, shall propose, for the approval of the Board, a provisional schedule of meetings for that calendar year.

28. If changes to the schedule or additional meetings are required, the Secretary shall notify members of the dates and venues of those meetings by circulating a notification and posting such information on the CTCN website at least eight weeks prior to that meeting. Where it is essential to facilitate the work of the Board, the Chair and Vice-Chair may decide to shorten the notification period.

29. Members are requested to confirm their attendance at meetings of the Board as early as possible and at least four weeks prior to that meeting.

30. The Chair and the Vice-Chair, with the assistance of the Secretary, will decide on the organization of a planned meeting if confirmation by members does not ensure quorum, as defined in section VII.

## **VII. Quorum**

31. At least 11 of the Board members referred to in paragraph 3(a) above must be present to constitute a quorum, with a minimum of five being from Annex I Parties and a minimum of five being from non-Annex I Parties.

32. The quorum shall be verified by the Chair at the time of the adoption of decisions by the Board.

## **VIII. Agenda and documents for meetings**

33. The Chair of the Board shall, in consultation with the Vice-Chair and assisted by the Secretary, prepare the provisional agenda for each meeting as well as a draft report of the meeting.
34. The provisional agenda for each meeting shall be transmitted to members at least four weeks in advance of the meeting.
35. Members may propose additions or changes to the provisional agenda, in writing, to the Secretary within one week of receiving the provisional agenda, and these additions or changes shall be included in a revised provisional agenda by the Secretary in agreement with the Chair and the Vice-Chair.
36. The Secretary shall indicate the administrative and financial implications of all substantive items on the proposed agenda.
37. The Secretary shall transmit the provisional annotated agenda and any supporting documentation to the members at least two weeks prior to that meeting. Documents may be transmitted after that date with the approval of the Chair and the Vice-Chair.
38. Documents for a meeting of the Board shall be published on the CTCN website at least one week prior to that meeting, unless it has been decided by the Chair and Vice-Chair that the documentation should be restricted to protect confidential information.
39. The Board shall, at the beginning of each meeting, adopt the meeting agenda.
40. Any item included in the agenda for a meeting of the Board, consideration of which has not been completed at that meeting, shall automatically be included on the provisional agenda for the next meeting, unless otherwise decided by the Board.

## **IX. Decision-making**

41. Decisions of the Board will be taken by consensus of the Board members referred to in paragraph 3(a) and (b) above.
42. The Chair or Vice-Chair shall ascertain whether consensus has been reached. The Chair or Vice-Chair shall declare that a consensus does not exist if there is a stated objection to the proposed decision under consideration by a member of the Board referred to in paragraph 41 above.
43. If all efforts at reaching a consensus have been exhausted and no agreement has been reached, decisions shall be taken by a three-fourths majority of the members referred to in paragraph 41 above present and voting at the meeting. Members abstaining from voting shall be considered as not voting in determining the majority.
44. The Chair or Vice-Chair shall ensure quorum, as defined in section VII, before conducting a vote.
45. Decisions outside of official meetings may occur on an extraordinary basis when, in the judgement of the Chair and Vice-Chair, a decision must be taken by the Board that should not be postponed until the next meeting of the Board.
46. The Secretary, with the approval of the Chair and the Vice-Chair, shall transmit to each member a proposed decision with an invitation to approve the decision.
47. Each member's comments on the proposed decision shall be sent to the Secretary, and made available to all members including the attribution of those comments, during such period as the Secretary may prescribe, provided that such period is no less than two weeks.

48. At the expiration of the comments period, the decision shall be approved if there are a minimum of five votes in favour from members referred to in paragraph 3(a) above from Annex I Parties and five votes in favour from members referred to in paragraph 3(a) above from non-Annex I Parties and no objections from members referred to in paragraph 3(a) and (b) above.

49. Each member referred to in paragraph 3(a) and (b) above shall have one vote. For the purpose of this rule, the phrase “members present and voting” means members referred to in paragraph 3(a) and (b) above that are present at the meeting at which voting takes place, and casting an affirmative or negative vote.

## **X. Working language**

50. The working language of the Board shall be English.

## **XI. Participation of expert advisors at meetings**

51. The Advisory Board will invite expert observers to attend meetings based on specific requirements of the agenda.

52. The Chair may, in consultation with the Vice-Chair and members of the Board, invite representatives of intergovernmental and international organizations as well as the private sector and civil society to participate in the meeting of the Board as expert advisors on specific matters under consideration by the Board.

53. Secretary shall assist in identifying and arranging participation of expert observers as per the Board’s request.

## **XII. Participation of observers**

54. The meetings of the Board shall be open to attendance as observers, by Parties, the Secretary, and accredited members of observer organizations, except where otherwise decided by the Board.

55. The Board may decide on additional procedures for the participation of observer organizations other than those accredited to the UNFCCC.

56. The Board may, in the interests of economy and efficiency, decide to limit the physical attendance of observers at its meetings.

57. The Board may decide at any time that a meeting or part thereof should be closed to observers.

58. The Secretary shall notify observers of the date and venue of the meeting that they may attend. Observers shall notify the Secretary at least two weeks in advance of a meeting of their intention to attend.

59. The Chair or the Vice-Chair will open the floor for intervention by observers at least once per meeting. In addition observers may, upon invitation from the Chair or the Vice-Chair and if members raise no objection, make presentations relating to matters under consideration by the Board.

### **XIII. Use of electronic means of communication**

60. The Board will use electronic means of communication to facilitate work between meetings and to take decisions as described in paragraphs 45–48 above.

### **XIV. Amendments to the rules of procedure**

61. These rules of procedure may be amended by the Board in accordance with paragraphs 41–43 above and to be effective must be approved formally by the COP. Pending formal approval, the Board may decide to apply the amendment provisionally.

### **XV. Overriding authority of the Convention**

62. In the event of any conflict between any provisions of these rules and any provision of the Convention, the Convention shall take precedence.

*Décima sesión plenaria  
22 de noviembre de 2013*

## Decisión 26/CP.19

### Ejecución del presupuesto para el bienio 2012-2013

*La Conferencia de las Partes,*

1. *Toma nota* de la información que figura en los estados financieros provisionales para el bienio 2012-2013 al 31 de diciembre de 2012<sup>1</sup>, el informe sobre la ejecución del presupuesto relativo al período comprendido entre el 1 de enero de 2012 y el 30 de junio de 2013<sup>2</sup> y el estado de las contribuciones al Fondo Fiduciario del presupuesto básico de la Convención, el Fondo Fiduciario para actividades suplementarias y el Fondo Fiduciario para la participación en las reuniones de la Convención, al 31 de octubre de 2013<sup>3</sup>;

2. *Expresa su agradecimiento* a las Partes que abonaron puntualmente sus contribuciones al presupuesto básico;

3. *Insta* a las Partes que no hayan abonado sus contribuciones al presupuesto básico a que lo hagan sin más demora, teniendo presente que, de conformidad con los procedimientos financieros, las contribuciones son pagaderas al 1 de enero de cada año;

4. *Expresa su agradecimiento* a las Partes por las contribuciones hechas al Fondo Fiduciario para la participación en las reuniones de la Convención y al Fondo Fiduciario para actividades suplementarias;

5. *Reitera* su agradecimiento al Gobierno de Alemania por su contribución voluntaria anual al presupuesto básico por valor de 766.938 euros, y por su contribución especial de 1.789.522 euros en calidad de Gobierno anfitrión de la secretaría.

*Décima sesión plenaria  
22 de noviembre de 2013*

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<sup>1</sup> FCCC/SBI/2013/INF.4.

<sup>2</sup> FCCC/SBI/2013/14.

<sup>3</sup> FCCC/SBI/2013/INF.15.

## Decisión 27/CP.19

### Presupuesto por programas para el bienio 2014-2015

*La Conferencia de las Partes,*

*Recordando* el párrafo 4 de los procedimientos financieros de la Conferencia de las Partes en la Convención Marco de las Naciones Unidas sobre el Cambio Climático<sup>1</sup>,

*Habiendo examinado* el proyecto de presupuesto por programas para el bienio 2014-2015 presentado por la Secretaría Ejecutiva<sup>2</sup>,

1. *Reconoce* los esfuerzos realizados por la Secretaría Ejecutiva para mejorar la eficiencia en un 3% durante la ejecución del presupuesto por programas para 2012-2013;

2. *Conviene* en que el presupuesto por programas para 2014-2015 refleje un dividendo extraordinario de eficiencia del 3% equivalente a 1.355.094 euros en los gastos de los programas<sup>3</sup>;

3. *Aprueba* el presupuesto por programas para el bienio 2014-2015 por la cuantía de 54.648.484 euros para los fines indicados en el cuadro 1;

4. *Toma nota con reconocimiento* de la contribución anual del Gobierno anfitrión, de 766.938 euros, que se deduce de los gastos previstos;

5. *Aprueba* que se retiren 2.800.000 euros de los saldos o contribuciones no utilizados (saldo arrastrado) de los ejercicios económicos anteriores para sufragar una parte del presupuesto para el bienio 2014-2015;

6. *Aprueba también* la plantilla de personal (cuadro 2) prevista en el presupuesto por programas;

7. *Observa* que el presupuesto por programas contiene elementos relacionados con la Convención y con el Protocolo de Kyoto;

8. *Observa también* que el presupuesto por programas aprobado incluye consignaciones adicionales para llevar a cabo actividades que mejoren la ejecución de los mandatos nuevos o existentes, a fin de alcanzar los objetivos del Programa de Adaptación y del Programa de Mitigación, Datos y Análisis que se detallan en el documento FCCC/SBI/2013/6/Add.1;

9. *Pide* a la secretaría, con carácter excepcional y como parte de las medidas destinadas a mejorar la eficiencia en función de los costos, que, durante el bienio 2014-2015, examine una sola vez los inventarios anuales de gases de efecto invernadero de las Partes del anexo I que no hayan asumido compromisos cuantificados de reducción o limitación de las emisiones para el primer o el segundo período de compromiso del Protocolo de Kyoto;

<sup>1</sup> Decisión 15/CP.1, anexo I.

<sup>2</sup> FCCC/SBI/2013/6 y Add.1 a 3.

<sup>3</sup> Con exclusión de los gastos de los programas destinados a sufragar la implantación del régimen de medición, notificación y verificación en el marco de la Convención, puesto que las actividades conexas son nuevas e incluyen diversas medidas específicas de ahorro de costos que se aplicarán en el bienio 2014-2015.



10. *Destaca* la necesidad de que las Partes sigan ahorrando costos utilizando Bonn (Alemania) como principal lugar de reunión<sup>4</sup>;
11. *Aprueba* la escala indicativa de contribuciones para 2014 y 2015 que figura en el anexo, que abarca el 71,2% de las contribuciones indicativas especificadas en el cuadro 1;
12. *Invita* a la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto, en su noveno período de sesiones, a que apruebe los elementos del presupuesto recomendado que se aplican al Protocolo de Kyoto;
13. *Invita también* a la Asamblea General de las Naciones Unidas a que, en su sexagésimo octavo período de sesiones (17 de septiembre de 2013 a 15 de septiembre de 2014), adopte una decisión sobre la cuestión de sufragar los gastos de los servicios de conferencias con cargo a su presupuesto ordinario;
14. *Aprueba* un presupuesto de reserva para servicios de conferencias, por valor de 8.381.600 euros, que se añadirá al presupuesto por programas para el bienio 2014-2015 en caso de que la Asamblea General de las Naciones Unidas decida no asignar recursos para esas actividades en el presupuesto ordinario de las Naciones Unidas (cuadro 3);
15. *Pide* a la Secretaría Ejecutiva que, según proceda, informe al Órgano Subsidiario de Ejecución de la aplicación de los párrafos 8 y 14 *supra*;
16. *Autoriza* a la Secretaría Ejecutiva a efectuar transferencias entre las principales secciones de consignación que figuran en el cuadro 1, hasta un límite agregado del 15% del total de los gastos estimados para esas secciones de consignación, a condición de que ninguna sección se reduzca en más del 25%;
17. *Decide* mantener la cuantía de la reserva operacional en el 8,3% de los gastos estimados;
18. *Invita* a todas las Partes en la Convención a que tomen nota de que las contribuciones al presupuesto básico son pagaderas al 1 de enero de cada año, de conformidad con lo dispuesto en el párrafo 8 b) de los procedimientos financieros, y a que paguen puntual e íntegramente, para los años 2014 y 2015, las contribuciones necesarias para sufragar los gastos aprobados en el párrafo 3 *supra* y las contribuciones que puedan ser necesarias para sufragar los gastos resultantes de la decisión mencionada en el párrafo 14 *supra*;
19. *Autoriza* a la Secretaría Ejecutiva a aplicar las decisiones que adopte la Conferencia de las Partes en su 19º período de sesiones para las que no se hayan consignado créditos en el presupuesto aprobado, utilizando para ello las contribuciones voluntarias y los recursos disponibles del presupuesto básico;
20. *Insta* a las Partes a que hagan las contribuciones voluntarias que sean necesarias para facilitar el cumplimiento oportuno de todos los mandatos conferidos a la secretaría y para cubrir las necesidades de apoyo a la aplicación de los procesos relativos a la medición, la notificación y la verificación que no puedan ser plenamente sufragadas por el presupuesto básico en el nivel aprobado;
21. *Toma nota* de las necesidades estimadas de recursos del Fondo Fiduciario para la participación en las reuniones de la Convención Marco de las Naciones Unidas sobre el Cambio Climático especificadas por la Secretaría Ejecutiva (cuadro 4), e invita a las Partes a hacer contribuciones a ese Fondo;

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<sup>4</sup> Decisión 25/CP.18, párr. 10, y decisión 13/CMP.8, párr. 11.

22. *Toma nota asimismo* de las necesidades estimadas de recursos del Fondo Fiduciario para actividades suplementarias especificadas por la Secretaría Ejecutiva (47.790.786 euros para el bienio 2014-2015) (cuadro 5), e invita a las Partes a hacer contribuciones a ese Fondo;

23. *Pide* a la Secretaría Ejecutiva que informe a la Conferencia de las Partes en su 20º período de sesiones (diciembre de 2014) sobre los ingresos y la ejecución del presupuesto, y que proponga los ajustes que sean necesarios en el presupuesto por programas para el bienio 2014-2015.

## Cuadro 1

**Proyecto de presupuesto básico por programas para el bienio 2014-2015**

(En euros)

	2014	2015	Total
<b>A. Consignaciones por programas</b>			
Dirección y Gestión Ejecutivas	2 255 945	2 266 985	4 522 930
Mitigación, Datos y Análisis	6 723 151	7 985 348	14 708 499
Financiación, Tecnología y Fomento de la Capacidad	2 747 990	2 856 490	5 604 480
Adaptación	2 478 449	2 466 039	4 944 488
Mecanismos para el Desarrollo Sostenible	552 174	552 174	1 104 348
Asuntos Jurídicos	1 352 010	1 323 010	2 675 020
Servicios de Asuntos de Conferencias	1 711 631	1 732 131	3 443 762
Actividades de comunicación y extensión	1 611 090	1 611 090	3 222 180
Servicios de Tecnología de la Información	2 949 246	2 949 579	5 898 825
Servicios Administrativos <sup>a</sup>			
<b>B. Gastos de funcionamiento de toda la secretaría<sup>b</sup></b>	1 753 803	1 577 864	3 331 667
<b>Gastos de los programas (A + B)</b>	<b>24 135 489</b>	<b>25 320 710</b>	<b>49 456 199</b>
Menos el dividendo extraordinario de eficiencia	678 702	676 392	1 355 094
<b>C. Gastos revisados de los programas</b>	<b>23 456 787</b>	<b>24 644 318</b>	<b>48 101 105</b>
<b>D. Gastos de apoyo a los programas (gastos generales)<sup>c</sup></b>	<b>3 049 387</b>	<b>3 203 761</b>	<b>6 253 148</b>
<b>E. Ajuste de la reserva operacional<sup>d</sup></b>	<b>182 852</b>	<b>111 379</b>	<b>294 231</b>
<b>Total (C + D + E)</b>	<b>26 689 026</b>	<b>27 959 458</b>	<b>54 648 484</b>
<b>Ingresos</b>			
Contribución del Gobierno anfitrión	766 938	766 938	1 533 876
Saldos no utilizados o contribuciones de ejercicios económicos anteriores (saldo arrastrado)	1 400 000	1 400 000	2 800 000
Contribuciones indicativas	24 522 088	25 792 520	50 314 608
<b>Total de ingresos</b>	<b>26 689 026</b>	<b>27 959 458</b>	<b>54 648 484</b>

<sup>a</sup> Los Servicios Administrativos se financian con cargo a los gastos de apoyo a los programas (gastos generales).

<sup>b</sup> Los gastos de funcionamiento de toda la secretaría son gestionados por los Servicios Administrativos.

<sup>c</sup> Se aplica el 13% estándar en concepto de apoyo administrativo. Véase el capítulo XI del documento FCCC/SBI/2013/6.

<sup>d</sup> De conformidad con los procedimientos financieros (decisión 15/CP.1), el presupuesto básico debe mantener una reserva operacional del 8,3% (equivalente a las necesidades para un mes de funcionamiento). El total de la reserva operacional aumentará a 2.311.391 euros para el año 2015.

## Cuadro 2

**Dotación de personal de la secretaría con cargo al presupuesto básico**

	2014	2015
Cuadro orgánico y categorías superiores <sup>a</sup>		
SsG	1	1
D-2	3	3
D-1	7	7
P-5	15	15
P-4	35	35
P-3	41	43
P-2	15	16
<b>Subtotal del Cuadro Orgánico y categorías superiores</b>	<b>117</b>	<b>120</b>
<b>Subtotal del Cuadro de Servicios Generales</b>	<b>52,5</b>	<b>53,5</b>
<b>Total</b>	<b>169,5</b>	<b>173,5</b>

<sup>a</sup> Subsecretario General (SsG), Director (D), Cuadro Orgánico (P).

## Cuadro 3

**Necesidades de recursos para eventualidades en los servicios de conferencias**

(En euros)

	2014	2015	2014-2015
<i>Partida de gastos</i>			
Interpretación <sup>a</sup>	953 700	982 300	1 936 000
Documentación <sup>b</sup>			
Traducción	1 762 100	1 815 000	3 577 100
Reproducción y distribución	596 300	614 200	1 210 500
Apoyo a los servicios de reuniones <sup>c</sup>	194 100	199 900	394 000
<b>Subtotal</b>	<b>3 506 200</b>	<b>3 611 400</b>	<b>7 117 600</b>
Gastos de apoyo a los programas	455 800	469 500	925 300
Reserva operacional	328 800	9 900	338 700
<b>Total</b>	<b>4 290 800</b>	<b>4 090 800</b>	<b>8 381 600</b>

*Nota:* El presupuesto para necesidades eventuales de servicios de conferencias se ha calculado tomando como base las hipótesis siguientes:

- El número previsto de sesiones con servicios de interpretación no es superior a 40 por período de sesiones;
- El volumen previsto de la documentación se basa en los cálculos proporcionados por la Oficina de las Naciones Unidas en Ginebra;
- El apoyo a los servicios de reuniones comprende el personal que los servicios de conferencias de la Oficina de las Naciones Unidas en Ginebra proporcionan normalmente para la coordinación y prestación, durante los períodos de sesiones, de los servicios de interpretación, traducción y reproducción;
- En general, las cifras utilizadas son conservadoras y se han basado en el supuesto de que no se producirá ningún aumento importante de las necesidades durante el bienio.

<sup>a</sup> Incluye los sueldos, viajes y dietas de los intérpretes.

<sup>b</sup> Incluye todos los gastos de elaboración de la documentación para antes, durante y después del período de sesiones; los gastos de traducción incluyen la revisión y el mecanografiado de los documentos.

<sup>c</sup> Incluye los sueldos, viajes y dietas del personal de apoyo a los servicios de reuniones y los gastos de envío y de telecomunicaciones.

Cuadro 4

**Necesidades de recursos del Fondo Fiduciario para la participación en las reuniones de la Convención en el bienio 2014-2015**

(En euros)

<i>Número de delegados</i>	<i>Costo estimado</i>
Apoyo para permitir que un delegado de cada una de las Partes que reúnan los requisitos participe en un período de sesiones de una semana de duración organizado en Bonn (Alemania)	615 000
Apoyo para permitir que un delegado de cada una de las Partes que reúnan los requisitos participe en un período de sesiones de dos semanas de duración organizado en Bonn	950 000
Apoyo para permitir que un delegado de cada una de las Partes que reúnan los requisitos, más un segundo delegado en el caso de cada uno de los países menos adelantados y de cada pequeño Estado insular en desarrollo, participen en un período de sesiones de dos semanas de duración organizado en Bonn	1 485 000
Apoyo para permitir que dos delegados de cada una de las Partes que reúnan los requisitos participen en un período de sesiones de dos semanas de duración organizado en Bonn	1 905 000
Apoyo para permitir que dos delegados de cada una de las Partes que reúnan los requisitos, más un delegado en el caso de cada uno de los países menos adelantados y de cada pequeño Estado insular en desarrollo, participen en un período de sesiones de dos semanas de duración	2 465 000

Cuadro 5

**Necesidades de recursos del Fondo Fiduciario para actividades suplementarias en el bienio 2014-2015**

<i>Actividades que realizará la secretaría</i>	<i>Euros</i>
<i>Convención</i>	
Apoyo al Grupo de Trabajo Especial sobre la Plataforma de Durban para una acción reforzada (GPD)	1 973 613
Apoyo a cuatro reuniones adicionales del GPD	4 921 602
Apoyo al programa de trabajo para la elaboración de las modalidades y directrices de vigilancia, notificación y verificación para las Partes que son países desarrollados, dimanante de las decisiones 1/CP.16 y 2/CP.17	1 506 832
Apoyo a la labor relacionada con las comunicaciones nacionales de las Partes no incluidas en el anexo I y a la ejecución del programa de trabajo del Grupo Consultivo de Expertos sobre las comunicaciones nacionales de las Partes no incluidas en el anexo I de la Convención reconstituido	2 073 311
Apoyo a la implantación de los inventarios nacionales de gases de efecto invernadero por las Partes no incluidas en el anexo I y a las actividades conexas, incluidos el perfeccionamiento y el mantenimiento del programa informático para los inventarios de gases de efecto invernadero para las Partes no incluidas en el anexo I y el apoyo a los sistemas nacionales de vigilancia forestal	2 704 768

<i>Actividades que realizará la secretaría</i>	<i>Euros</i>
Apoyo a la intensificación de la labor relativa a la mitigación por las Partes que son países en desarrollo	3 649 527
Desarrollo, despliegue y funcionamiento del registro de las medidas de mitigación apropiadas para cada país	1 166 748
Compromisos o medidas de mitigación mensurables, notificables y verificables adecuados a cada país, incluidos objetivos cuantificados de limitación y reducción de las emisiones, por todas las Partes que son países desarrollados, asegurando la comparabilidad de las actividades entre sí y teniendo en cuenta las diferencias en las circunstancias nacionales	2 006 793
Apoyo a la ejecución del programa de trabajo relativo a la educación y la sensibilización del público sobre el cambio climático y a su participación en esta esfera	356 899
Apoyo a la labor del Comité Permanente de Financiación	1 304 834
Apoyo a la puesta en funcionamiento del Mecanismo Tecnológico y a la labor del Comité Ejecutivo de Tecnología, incluida la aplicación del marco para la adopción de medidas significativas y eficaces con el fin de promover la aplicación del artículo 4, párrafo 5, de la Convención	1 105 400
Apoyo a la aplicación del Marco de Adaptación de Cancún	4 643 441
Apoyo a los países menos adelantados y al Grupo de Expertos para los países menos adelantados	1 457 418
Apoyo a la aplicación del programa de trabajo de Nairobi sobre los efectos, la vulnerabilidad y la adaptación al cambio climático	1 507 601
Apoyo a las actividades relacionadas con la investigación y observación sistemática y la ciencia del cambio climático	352 567
Apoyo al examen periódico de la idoneidad del objetivo mundial a largo plazo que se menciona en la decisión 1/CP.16, párrafo 4	935 685
Participación de los interesados y gestión de los conocimientos	912 964
<b>Subtotal</b>	<b>32 580 001</b>
<i>Protocolo de Kyoto</i>	
Desarrollo y mantenimiento de la base de datos de recopilación y contabilidad con arreglo al Protocolo de Kyoto	429 369
Apoyo al Comité de Cumplimiento del Protocolo de Kyoto	515 079
<b>Subtotal</b>	<b>944 448</b>
<i>Convención y Protocolo de Kyoto</i>	
Apoyo a las actividades relacionadas con el uso de la tierra, el cambio de uso de la tierra y la silvicultura, la reducción de las emisiones debidas a la deforestación y la degradación forestal, la mejora de los sumideros de carbono y la función de los sumideros en las medidas de mitigación futuras	2 936 893
Suministro de capacitación para los equipos de expertos, y organización de reuniones de los examinadores principales	1 899 259
Apoyo a las actividades relacionadas con las repercusiones de la aplicación de las medidas de respuesta	555 282
Mantenimiento y desarrollo de los sistemas de información de la Convención Marco para la recepción, el procesamiento y el examen de los datos sobre gases de efecto invernadero, incluidos el portal de presentación de información de la Convención Marco, el espacio virtual de apoyo al examen de los inventarios y la interfaz de datos sobre gases de efecto invernadero	343 370

<i>Actividades que realizará la secretaría</i>	<i>Euros</i>
Facilitación de la aplicación del programa de trabajo sobre la revisión de las "Directrices para la preparación de las comunicaciones nacionales de las Partes incluidas en el anexo I de la Convención, primera parte: Directrices de la Convención Marco para la presentación de informes sobre los inventarios anuales", la puesta en práctica de las <i>Directrices de 2006 del Grupo Intergubernamental de Expertos sobre el Cambio Climático para los inventarios nacionales de gases de efecto invernadero</i> y la revisión de las disposiciones relativas a los artículos 5, 7 y 8 del Protocolo de Kyoto	174 020
Apoyo al programa informático actualizado (CRF Reporter) para la comunicación de las emisiones de gases de efecto invernadero de las Partes del anexo I	909 303
Apoyo a la aplicación del Marco para el fomento de la capacidad en los países en desarrollo establecido en virtud de la decisión 2/CP.7, y del Marco para el fomento de la capacidad en los países con economías en transición, establecido en virtud de la decisión 3/CP.7	402 099
Apoyo a la aplicación del artículo 7, párrafo 6, de la Convención y a la realización de exposiciones y actos paralelos durante los períodos de sesiones	836 923
Gestión de la documentación institucional de la secretaría	848 223
Prestación de servicios de archivo del historial de datos de la Convención	1 374 204
Digitalización de las grabaciones de audio y de vídeo	1 170 462
Elaboración de instrumentos y canales de comunicación interna dentro de la secretaría, a fin de garantizar la comunicación entre la administración y el personal, así como entre los funcionarios, con miras a fomentar la cultura institucional y el compromiso profesional	235 085
Reactivación del sitio web de la Convención, segunda fase: del apoyo a las negociaciones a la adopción de medidas en relación con el clima	1 802 034
Realización de una campaña en los medios de comunicación digitales para generar una oleada de interés por el 21º período de sesiones de la Conferencia de las Partes	330 005
Mantenimiento del portal de información en español sobre la Convención en Internet	184 755
Capacitación de los medios de comunicación de los países en desarrollo en vísperas de las conferencias de las Naciones Unidas sobre el cambio climático	264 420
<b>Subtotal</b>	<b>14 266 337</b>
<b>Total general</b>	<b>47 790 786</b>

## Anexo

### Cuadro 6

#### Escala indicativa de las contribuciones de las Partes en la Convención para el bienio 2014-2015

<i>Parte</i>	<i>Escala de contribuciones de las Naciones Unidas para 2014</i>	<i>Escala ajustada de la Convención para 2014</i>	<i>Escala ajustada de la Convención para 2015</i>
Afganistán	0,005	0,005	0,005
Albania	0,010	0,010	0,010
Alemania	7,141	6,963	6,963
Andorra	0,008	0,008	0,008
Angola	0,010	0,010	0,010
Antigua y Barbuda	0,002	0,002	0,002
Arabia Saudita	0,864	0,842	0,842
Argelia	0,137	0,134	0,134
Argentina	0,432	0,421	0,421
Armenia	0,007	0,007	0,007
Australia	2,074	2,022	2,022
Austria	0,798	0,778	0,778
Azerbaiyán	0,040	0,039	0,039
Bahamas	0,017	0,017	0,017
Bahrein	0,039	0,038	0,038
Bangladesh	0,010	0,010	0,010
Barbados	0,008	0,008	0,008
Belarús	0,056	0,055	0,055
Bélgica	0,998	0,973	0,973
Belice	0,001	0,001	0,001
Benin	0,003	0,003	0,003
Bhután	0,001	0,001	0,001
Bolivia (Estado Plurinacional de)	0,009	0,009	0,009
Bosnia y Herzegovina	0,017	0,017	0,017
Botswana	0,017	0,017	0,017
Brasil	2,934	2,861	2,861
Brunei Darussalam	0,026	0,025	0,025
Bulgaria	0,047	0,046	0,046
Burkina Faso	0,003	0,003	0,003
Burundi	0,001	0,001	0,001
Cabo Verde	0,001	0,001	0,001
Camboya	0,004	0,004	0,004
Camerún	0,012	0,012	0,012
Canadá	2,984	2,909	2,909
Chad	0,002	0,002	0,002

<i>Parte</i>	<i>Escala de contribuciones de las Naciones Unidas para 2014</i>	<i>Escala ajustada de la Convención para 2014</i>	<i>Escala ajustada de la Convención para 2015</i>
Chile	0,334	0,326	0,326
China	5,148	5,019	5,019
Chipre	0,047	0,046	0,046
Colombia	0,259	0,253	0,253
Comoras	0,001	0,001	0,001
Congo	0,005	0,005	0,005
Costa Rica	0,038	0,037	0,037
Côte d'Ivoire	0,011	0,011	0,011
Croacia	0,126	0,123	0,123
Cuba	0,069	0,067	0,067
Dinamarca	0,675	0,658	0,658
Djibouti	0,001	0,001	0,001
Dominica	0,001	0,001	0,001
Ecuador	0,044	0,043	0,043
Egipto	0,134	0,131	0,131
El Salvador	0,016	0,016	0,016
Emiratos Árabes Unidos	0,595	0,580	0,580
Eritrea	0,001	0,001	0,001
Eslovaquia	0,171	0,167	0,167
Eslovenia	0,100	0,098	0,098
España	2,973	2,899	2,899
Estados Unidos de América	22,000	21,450	21,450
Estonia	0,040	0,039	0,039
Etiopía	0,010	0,010	0,010
ex República Yugoslava de Macedonia	0,008	0,008	0,008
Federación de Rusia	2,438	2,377	2,377
Fiji	0,003	0,003	0,003
Filipinas	0,154	0,150	0,150
Finlandia	0,519	0,506	0,506
Francia	5,593	5,453	5,453
Gabón	0,020	0,020	0,020
Gambia	0,001	0,001	0,001
Georgia	0,007	0,007	0,007
Ghana	0,014	0,014	0,014
Granada	0,001	0,001	0,001
Grecia	0,638	0,622	0,622
Guatemala	0,027	0,026	0,026
Guinea	0,001	0,001	0,001
Guinea-Bissau	0,001	0,001	0,001



<i>Parte</i>	<i>Escala de contribuciones de las Naciones Unidas para 2014</i>	<i>Escala ajustada de la Convención para 2014</i>	<i>Escala ajustada de la Convención para 2015</i>
Guinea Ecuatorial	0,010	0,010	0,010
Guyana	0,001	0,001	0,001
Haití	0,003	0,003	0,003
Honduras	0,008	0,008	0,008
Hungría	0,266	0,259	0,259
India	0,666	0,649	0,649
Indonesia	0,346	0,337	0,337
Irán (República Islámica del)	0,356	0,347	0,347
Iraq	0,068	0,066	0,066
Irlanda	0,418	0,408	0,408
Islandia	0,027	0,026	0,026
Islas Cook	0,001	0,001	0,001
Islas Marshall	0,001	0,001	0,001
Islas Salomón	0,001	0,001	0,001
Israel	0,396	0,386	0,386
Italia	4,448	4,337	4,337
Jamaica	0,011	0,011	0,011
Japón	10,833	10,562	10,562
Jordania	0,022	0,021	0,021
Kazajstán	0,121	0,118	0,118
Kenya	0,013	0,013	0,013
Kirguistán	0,002	0,002	0,002
Kiribati	0,001	0,001	0,001
Kuwait	0,273	0,266	0,266
Lesotho	0,001	0,001	0,001
Letonia	0,047	0,046	0,046
Líbano	0,042	0,041	0,041
Liberia	0,001	0,001	0,001
Libia	0,142	0,138	0,138
Liechtenstein	0,009	0,009	0,009
Lituania	0,073	0,071	0,071
Luxemburgo	0,081	0,079	0,079
Madagascar	0,003	0,003	0,003
Malasia	0,281	0,274	0,274
Malawi	0,002	0,002	0,002
Maldivas	0,001	0,001	0,001
Mali	0,004	0,004	0,004
Malta	0,016	0,016	0,016
Marruecos	0,062	0,060	0,060

<i>Parte</i>	<i>Escala de contribuciones de las Naciones Unidas para 2014</i>	<i>Escala ajustada de la Convención para 2014</i>	<i>Escala ajustada de la Convención para 2015</i>
Mauricio	0,013	0,013	0,013
Mauritania	0,002	0,002	0,002
México	1,842	1,796	1,796
Micronesia (Estados Federados de)	0,001	0,001	0,001
Mónaco	0,012	0,012	0,012
Mongolia	0,003	0,003	0,003
Montenegro	0,005	0,005	0,005
Mozambique	0,003	0,003	0,003
Myanmar	0,010	0,010	0,010
Namibia	0,010	0,010	0,010
Nauru	0,001	0,001	0,001
Nepal	0,006	0,006	0,006
Nicaragua	0,003	0,003	0,003
Níger	0,002	0,002	0,002
Nigeria	0,090	0,088	0,088
Niue	0,001	0,001	0,001
Noruega	0,851	0,830	0,830
Nueva Zelandia	0,253	0,247	0,247
Omán	0,102	0,099	0,099
Países Bajos	1,654	1,613	1,613
Pakistán	0,085	0,083	0,083
Palau	0,001	0,001	0,001
Panamá	0,026	0,025	0,025
Papua Nueva Guinea	0,004	0,004	0,004
Paraguay	0,010	0,010	0,010
Perú	0,117	0,114	0,114
Polonia	0,921	0,898	0,898
Portugal	0,474	0,462	0,462
Qatar	0,209	0,204	0,204
Reino Unido de Gran Bretaña e Irlanda del Norte	5,179	5,050	5,050
República Árabe Siria	0,036	0,035	0,035
República Centroafricana	0,001	0,001	0,001
República Checa	0,386	0,376	0,376
República de Corea	1,994	1,944	1,944
República de Moldova	0,003	0,003	0,003
República Democrática del Congo	0,003	0,003	0,003
República Democrática Popular Lao	0,002	0,002	0,002
República Dominicana	0,045	0,044	0,044
República Popular Democrática de Corea	0,006	0,006	0,006
República Unida de Tanzania	0,009	0,009	0,009

<i>Parte</i>	<i>Escala de contribuciones de las Naciones Unidas para 2014</i>	<i>Escala ajustada de la Convención para 2014</i>	<i>Escala ajustada de la Convención para 2015</i>
Rumania	0,226	0,220	0,220
Rwanda	0,002	0,002	0,002
Saint Kitts y Nevis	0,001	0,001	0,001
Samoa	0,001	0,001	0,001
San Marino	0,003	0,003	0,003
San Vicente y las Granadinas	0,001	0,001	0,001
Santa Lucía	0,001	0,001	0,001
Santo Tomé y Príncipe	0,001	0,001	0,001
Senegal	0,006	0,006	0,006
Serbia	0,040	0,039	0,039
Seychelles	0,001	0,001	0,001
Sierra Leona	0,001	0,001	0,001
Singapur	0,384	0,374	0,374
Somalia	0,001	0,001	0,001
Sri Lanka	0,025	0,024	0,024
Sudáfrica	0,372	0,363	0,363
Sudán	0,010	0,010	0,010
Suecia	0,960	0,936	0,936
Suiza	1,047	1,021	1,021
Suriname	0,004	0,004	0,004
Swazilandia	0,003	0,003	0,003
Tailandia	0,239	0,233	0,233
Tayikistán	0,003	0,003	0,003
Timor-Leste	0,002	0,002	0,002
Togo	0,001	0,001	0,001
Tonga	0,001	0,001	0,001
Trinidad y Tabago	0,044	0,043	0,043
Túnez	0,036	0,035	0,035
Turkmenistán	0,019	0,019	0,019
Turquía	1,328	1,295	1,295
Tuvalu	0,001	0,001	0,001
Ucrania	0,099	0,097	0,097
Uganda	0,006	0,006	0,006
Unión Europea	2,500	2,500	2,500
Uruguay	0,052	0,051	0,051
Uzbekistán	0,015	0,015	0,015
Vanuatu	0,001	0,001	0,001
Venezuela (República Bolivariana de)	0,627	0,611	0,611
Viet Nam	0,042	0,041	0,041

<i>Parte</i>	<i>Escala de contribuciones de las Naciones Unidas para 2014</i>	<i>Escala ajustada de la Convención para 2014</i>	<i>Escala ajustada de la Convención para 2015</i>
Yemen	0,010	0,010	0,010
Zambia	0,006	0,006	0,006
Zimbabwe	0,002	0,002	0,002
<b>Total</b>	<b>102,498</b>	<b>100,000</b>	<b>100,000</b>

*Décima sesión plenaria  
23 de noviembre de 2013*

## Decisión 28/CP.19

### Fechas y lugares de celebración de períodos de sesiones futuros

*La Conferencia de las Partes,*

*Recordando* el artículo 7, párrafo 4, de la Convención,

*Recordando también* la resolución 40/243 de la Asamblea General de las Naciones Unidas, de 18 de diciembre de 1985, sobre el plan de conferencias,

*Recordando además* el artículo 22, párrafo 1, del proyecto de reglamento que se aplica en relación con la rotación del cargo de Presidente entre los cinco grupos regionales,

#### I. Fechas y lugares de celebración de períodos de sesiones futuros

##### A. 20° período de sesiones de la Conferencia de las Partes y 10° período de sesiones de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto

1. *Decide* aceptar, expresando su agradecimiento, el ofrecimiento del Gobierno del Perú de acoger el 20° período de sesiones de la Conferencia de las Partes y el 10° período de sesiones de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto en Lima (Perú), del lunes 1 de diciembre al viernes 12 de diciembre de 2014<sup>1</sup>, con sujeción a que la Mesa de la Conferencia de las Partes y la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto confirme que se reúnen todos los requisitos logísticos, técnicos y financieros para la celebración de los períodos de sesiones, de conformidad con la resolución 40/243 de la Asamblea General de las Naciones Unidas, y siempre que se consiga concertar un acuerdo con el país anfitrión;

2. *Pide* a la Secretaría Ejecutiva que prosiga las consultas con el Gobierno del Perú y negocie y finalice un acuerdo con el país anfitrión para la celebración de los períodos de sesiones que cumpla las disposiciones de la instrucción administrativa ST/AI/342 de las Naciones Unidas, con vistas a ultimar y firmar el Acuerdo con el país anfitrión, a más tardar, durante el 40° período de sesiones del Órgano Subsidiario de Asesoramiento Científico y Tecnológico y el Órgano Subsidiario de Ejecución (junio de 2014);

##### B. 21° período de sesiones de la Conferencia de las Partes y 11° período de sesiones de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto

3. *Decide* aceptar, expresando su agradecimiento, el ofrecimiento del Gobierno de Francia de acoger el 21° período de sesiones de la Conferencia de las Partes y el

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<sup>1</sup> Estas fechas modifican las fechas del 20° período de sesiones de la Conferencia de las Partes y el 10° período de sesiones de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto indicadas en las decisiones 19/CP.17, párrafo 8 a), y 26/CP.18, párrafo 4.

11º período de sesiones de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto en París (Francia), del lunes 30 de noviembre al viernes 11 de diciembre de 2015<sup>2</sup>, con sujeción a que la Mesa de la Conferencia de las Partes y la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto confirme que se reúnen todos los requisitos logísticos, técnicos y financieros para la celebración de los períodos de sesiones, de conformidad con la resolución 40/243 de la Asamblea General de las Naciones Unidas, y siempre que se consiga concertar un acuerdo con el país anfitrión;

4. *Pide* a la Secretaría Ejecutiva que prosiga las consultas con el Gobierno de Francia y negocie y finalice un acuerdo con el país anfitrión para la celebración de los períodos de sesiones que cumpla las disposiciones de la instrucción administrativa ST/AI/342 de las Naciones Unidas, con vistas a ultimar y firmar el Acuerdo con el país anfitrión, a más tardar, durante el 42º período de sesiones del Órgano Subsidiario de Asesoramiento Científico y Tecnológico y el Órgano Subsidiario de Ejecución (junio de 2015);

### **C. 22º período de sesiones de la Conferencia de las Partes y 12º período de sesiones de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto**

5. *Observa* que, de acuerdo con el principio de rotación entre los grupos regionales y a la luz de las consultas celebradas recientemente entre los grupos, el Presidente del 22º período de sesiones de la Conferencia de las Partes y el 12º período de sesiones de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto provendrá de los Estados de África;

6. *Toma nota* del ofrecimiento del Gobierno del Senegal de acoger el 22º período de sesiones de la Conferencia de las Partes y el 12º período de sesiones de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto (noviembre/diciembre de 2016);

## **II. Calendario de reuniones de los órganos de la Convención**

7. *Decide* aprobar las fechas siguientes para los períodos de reunión de 2018:

- a) Del miércoles 2 de mayo al domingo 13 de mayo;
- b) Del miércoles 7 de noviembre al domingo 18 de noviembre.

*Octava sesión plenaria  
22 de noviembre de 2013*

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<sup>2</sup> Estas fechas modifican las fechas del 21º período de sesiones de la Conferencia de las Partes y el 11º período de sesiones de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto indicadas en las decisiones 19/CP.17, párr. 8 b), y 26/CP.18, párr. 6.

## **Resolución 1/CP.19**

### **Agradecimiento al Gobierno de la República de Polonia y a la población de la ciudad de Varsovia**

#### **Proyecto de resolución presentado por el Perú**

*La Conferencia de las Partes y la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto,*

*Habiéndose reunido en Varsovia del 11 al 22 de noviembre de 2013 por invitación del Gobierno de la República de Polonia,*

1. *Expresan su profundo agradecimiento* al Gobierno de la República de Polonia por haber hecho posible la celebración del 19º período de sesiones de la Conferencia de las Partes y del 9º período de sesiones de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto en Varsovia;

2. *Piden* al Gobierno de la República de Polonia que transmita a la ciudad y la población de Varsovia el agradecimiento de la Conferencia de las Partes y de la Conferencia de las Partes en calidad de reunión de las Partes en el Protocolo de Kyoto por su hospitalidad y por la cálida acogida que han dispensado a los participantes.

*Décima sesión plenaria  
23 de noviembre de 2013*

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