



---

## **Subsidiary Body for Implementation**

**Thirty-eighth session**

**Bonn, 3–14 June 2013**

Item 4(a) of the provisional agenda

**National communications from Parties not included in Annex I to the Convention**

**Work of the Consultative Group of Experts on National Communications**

**from Parties not included in Annex I to the Convention**

### **Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention: report on the expert workshop on the development of training materials for the preparation of biennial update reports**

**Note by the secretariat**

#### *Summary*

The expert workshop on the development of training materials for the preparation of biennial update reports (BURs) was organized by the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), with the assistance of the secretariat, and was held in Bonn, Germany, on 6 and 7 May 2013. The CGE, recognizing the need to develop training materials that meet the requirements of Parties not included in Annex I to the Convention (non-Annex I Parties), organized the workshop in order to seek input from national experts. This report summarizes the outcome of the workshop and the recommendations from the participants relating to the development of training materials to facilitate the preparation of BURs by non-Annex I Parties.

## Contents

	<i>Paragraphs</i>	<i>Page</i>
I. Introduction .....	1–7	3
A. Mandate .....	1–5	3
B. Scope .....	6	4
C. Possible action by the Subsidiary Body for Implementation .....	7	4
II. Proceedings of the workshop .....	8–13	4
III. Summary of the technical sessions .....	14–22	5
A. Summary of presentations .....	15–20	5
B. Recommendations .....	21–22	6
IV. Conclusions .....	23–26	8

## Annexes

I. Agenda .....	9
II. List of participants .....	11

## I. Introduction

### A. Mandate

1. The Conference of the Parties (COP), by decision 18/CP.18, paragraph 1, decided to extend for a term of one year, the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), including its current membership. By paragraph 3 of the same decision, the COP requested the CGE to develop, at its first meeting in 2013, a work programme for 2013, taking into account the current and future needs of Parties not included in Annex I to the Convention (non-Annex I Parties), the provisions under the Convention and the relevant decisions of the COP.

2. In response to that request, the CGE, in developing its work programme for 2013 at its first meeting of the year, held in Bonn, Germany, on 25 and 26 February 2013,<sup>1</sup> agreed to focus on providing technical assistance to non-Annex I Parties for the preparation of their first biennial update reports (BURs), which are expected to be submitted by December 2014.<sup>2</sup>

3. As a part of the provision of technical assistance to non-Annex I Parties for preparing their BURs, the CGE agreed to develop training materials addressing the scope of the BURs, as outlined in the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” (hereinafter called the guidelines).<sup>3</sup> The CGE, recognizing that a significant amount of the training materials on the preparation of national communications are directly relevant to the preparation of BURs, in particular those on national greenhouse gas inventories, mitigation assessment and other cross-cutting issues, agreed to develop supplementary training materials covering the following:

(a) Institutional arrangements for the preparation of national communications and BURs on a continuous basis;

(b) Mitigation actions and their effects, including associated methodologies and assumptions;

(c) Constraints and gaps and related financial, technical and capacity needs, including a description of the support needed and received and information on the level of support received to enable the preparation and submission of BURs.

4. Furthermore, the CGE planned to invite relevant national experts from Parties included in Annex I to the Convention (Annex I Parties) and from non-Annex I Parties, experts from intergovernmental organizations and multilateral programmes and other experts to engage in a peer review and to seek additional input, to further enhance the draft training materials on the preparation of BURs referred to in paragraph 3 above.

5. By decision 5/CP.15, the COP requested the secretariat to facilitate the work of the CGE by organizing meetings and workshops and compiling reports of its meetings and workshops for consideration by the Subsidiary Body for Implementation (SBI).

---

<sup>1</sup> FCCC/SBI/2013/7, paragraph 26.

<sup>2</sup> Decision 2/CP.17, paragraph 41(a).

<sup>3</sup> Decision 2/CP.17, annex III.

## **B. Scope**

6. This report contains the summary of the proceedings of the expert workshop on the development of training materials for the preparation of BURs by non-Annex Parties, held in Bonn on 6 and 7 May 2013. It includes a summary of the key recommendations from the participants to further enhance the training materials on the preparation of BURs.

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

7. The SBI, having considered this report, may wish to consider the recommendations contained in the report and provide further guidance to the CGE, as appropriate, on the provision of technical assistance to non-Annex I Parties for the preparation of their first BUR.

## **II. Proceedings of the workshop**

8. The expert workshop on the development of training materials for the preparation of BURs was held in Bonn on 6 and 7 May 2013. The workshop was held back to back with the 9<sup>th</sup> meeting of the CGE, which took place on 4 and 5 May at the same venue.

9. The main objectives of the workshop were to engage experts in a peer review of the draft training materials on the preparation of BURs and to seek additional input from the experts, to further enhance the draft training materials and to ensure that the training materials meet the technical requirements of non-Annex I Parties.

10. The workshop was attended by seven national experts from Annex I Parties, 19 national experts from non-Annex I Parties, five other experts and 21 CGE members.<sup>4</sup>

11. Mr. Kamel Djemouai (Algeria), Chair of the CGE, opened the workshop on 6 May 2013 and invited the secretariat to deliver some introductory remarks.

12. Mr. Donald Cooper, on behalf of the secretariat, welcomed the participants to the workshop and commended the work undertaken by the CGE in developing the draft training materials for the preparation of BURs. He reiterated the importance of BURs as a means of enhanced reporting for non-Annex I Parties.

13. The Chair introduced the agenda<sup>5</sup> for the workshop. With a view to allowing the participants to engage in an in-depth focused discussion and to provide detailed input, three working groups were constituted and entrusted to review a set of the training materials each, as follows:

(a) Working group I reviewed the draft training materials on institutional arrangements for the preparation of national communications and BURs on a continuous basis;

(b) Working group II reviewed the draft training materials on mitigation actions and their effects, including associated methodologies and assumptions;

(c) Working group III reviewed the draft constraints and gaps and related financial, technical and capacity needs, including a description of the support needed and received, and information on the level of support received to enable the preparation and submission of BURs.

---

<sup>4</sup> The list of participants is included in annex II.

<sup>5</sup> The agenda is included in annex I.

### III. Summary of the technical sessions

14. This chapter provides a summary of the presentation of the draft training materials and the recommendations provided by the experts after in-depth review of the training materials.

#### A. Summary of presentations

15. As an input to the workshop, the CGE developed and made available to the participants three sets of draft BUR training materials covering the following:

(a) Institutional arrangements for the preparation of national communications and BURs on a continuous basis;

(b) Mitigation actions and their effects, including associated methodologies and assumptions;

(c) Constraints and gaps and related financial, technical and capacity needs, including a description of the support needed and received and information on the level of support received to enable the preparation and submission of BURs.

16. As indicated in the agenda for the workshop, the CGE members presented the draft training materials to the workshop participants. Those presentations were preceded by an introductory presentation that included the genesis of BURs from non-Annex-I Parties, the key elements of the guidelines and the possible role of the CGE in providing technical assistance for the preparation of BURs.

17. The objective of the training materials on the institutional arrangements for the preparation of national communications and BURs on a continuous basis was that they would share information on lessons learned and best practices on institutional arrangements for the process of the preparation of BURs. The training materials also outlined the challenges and key stages for building sustainable institutional arrangements and included examples of documenting and archiving information on institutional arrangements, best practices and lessons learned on formal arrangements, guidance on choosing the appropriate coordinating body and reporting on institutional arrangements in the BUR.

18. The draft training materials on mitigation actions and their effects, including associated methodologies and assumptions, outlined two objectives of the training materials, which were to provide guidance to non-Annex I Parties in reporting the relevant information in BURs, in accordance with the guidelines, and to build on and enhance the updated CGE mitigation training materials in areas not adequately covered. The scope of the draft materials included guidance on reporting mitigation actions, approaches and methods for the following: (i) identifying mitigation actions; (ii) assessing the progress of the implementation of mitigation actions; and (iii) assessing the results of the identified, planned or implemented mitigation actions, as well as identifying useful information to be reported on international market mechanisms and information on arrangements for domestic measurement, reporting and verification.

19. The third set of the draft training materials focused on providing guidance to non-Annex I Parties, as appropriate, in identifying constraints and gaps and related financial, technical and capacity needs, reporting information on financial resources, technology transfer, capacity-building and technical support received, and reporting information on nationally determined technology needs and technical support received.

20. The participants commended the CGE for the preparation of a comprehensive package of BUR training materials. In the light of the urgency to meet the approaching

deadline for the submission of the first BURs by December 2014, the experts felt that the preparation of the BUR training materials was a timely initiative. They also indicated that the contents of the materials would provide relevant guidance on reporting in the BURs and would bring clarity to a number of issues.

## **B. Recommendations**

21. After the draft training materials were introduced to the participants, the workshop convened into three working groups in parallel and engaged in an in-depth peer review of the training materials. While acknowledging that the CGE has done commendable work in drafting training materials that could serve as useful guidance to non-Annex I Parties, the participants, after in-depth consideration of the draft training materials, provided some key recommendations that aimed to further enhance the materials and align them closer to the needs of non-Annex I Parties. Those recommendations include the following:

(a) In general, the training materials should focus on providing guidance to non-Annex I Parties on reporting relevant information in BURs, in accordance with the guidelines;

(b) The COP, by decision 18/CP.18, recognized that the CGE will also play an important role in facilitating technical advice and support for the preparation and submission of the first BUR, and hence the CGE should expedite the provision of technical support to non-Annex I Parties on the timely preparation of the first BURs;

(c) The substantive contents examined by the three working groups are inherently linked to each other, hence it is important to ensure that the issues are streamlined and harmonized consistently across all three sets of the materials;

(d) The content of the training materials should remain within the scope of the CGE mandate and should not pre-empt or prejudice the outcome of ongoing negotiations on issues such as international market mechanisms and domestic measurement, reporting and verification;

(e) The design of the training materials should not be prescriptive, in order to allow sufficient flexibility to accommodate the differing national circumstances of non-Annex I Parties, as recognized by relevant COP decisions;

(f) The reporting of information in a tabular format should be encouraged wherever relevant, as it is required by the guidelines and can facilitate the presentation of information in a succinct and transparent manner;

(g) National examples from non-Annex I Parties should be incorporated to illustrate best practices and lessons learned;

(h) The BUR training materials should reflect and encourage a linkage with national policies and programmes, in order to foster a sense of national ownership and buy-in for BURs. The social, economic and environmental benefits should also be highlighted.

22. In addition to those general comments, the working groups also made specific comments to the different sets of the training materials, as follows:

(a) Working group I:

(i) The training materials should make it clear that the institutional arrangements should be based on national circumstances, building on existing institutional arrangements, if appropriate. Prior to establishing the most suitable institutional arrangements, Parties should know what is required and allocate responsibility to facilitate the tasks to be completed;

- 
- (ii) The various modalities of institutional arrangements should be recognized and should not be confined to environmental protection agencies;
  - (iii) The content of the training materials should highlight that providing more robust and sustainable institutional arrangements is key for the success of the BUR process;
  - (b) Working group II:
    - (i) The training materials should be redesigned to be consistent with the components contained in the guidelines, paragraphs 11–13;
    - (ii) The tabular format recommended for the different components should include a range of options rather than a single example, which may appear prescriptive;
    - (iii) Sufficient guidance should be provided on reporting the various components required for the BUR but not on the approaches and methods to generate the information to be included within the BUR. The decision on which information is to be included in the BUR is made by the Party compiling the report and therefore the training materials should focus on approaches and methods for reporting the requisite information on mitigation actions and effects and not on identifying mitigation actions;
    - (iv) The material should not be prescriptive and should not define what qualifies as a mitigation action. Parties should have sufficient flexibility at the national level to define their mitigation actions. In that regard, the design should include more case studies, examples and best practices reflecting regional representation, including those from small island developing States and least developed countries. The examples included should incorporate illustrations from both the energy and the non-energy sectors, such as the forestry, agriculture and waste sectors;
    - (v) Parties should make links to the nationally appropriate mitigation action registry in the information reported, in order to ensure consistency. The status of the action should also be identified in terms of it being implemented, ongoing or planned;
    - (vi) Regarding the development of progress indicators, the training materials should highlight the importance of both qualitative and quantitative approaches to assessing the progress of implementation and the effects of the mitigation actions;
    - (vii) The effects of mitigation actions may be both positive and negative. Rather than using the term “co-benefits” in the training materials, a general category should be used, such as “effects”, thus allowing sufficient flexibility for Parties to capture both co-benefits and adverse impacts;
    - (viii) Some national actions may not have been designed for emission reduction, but this can occur as a co-benefit of the action. The content of the training materials should facilitate the reporting of that information;
    - (ix) The domestic market mechanism is not listed in the guidelines and so countries are not mandated to report on it. However, this is useful information that countries should have the option to include as a mitigation action;
    - (x) Parties should be encouraged to include information on best practices in order to integrate the domestic measurement, reporting and verification arrangements into existing activities;
  - (c) Working group III:

- (i) The reporting of this information should build on existing institutional arrangements rather than suggest new arrangements;
- (ii) The needs and support received should not be biased towards financial needs and support, but should also address technology support and transfer, as well as capacity-building;
- (iii) Tables should be designed to capture the requirements of the guidelines, but should also facilitate sufficient flexibility to record additional information that a Party may choose to report;
- (iv) The training materials should be further supplemented with examples.

#### **IV. Conclusions**

23. The in-depth review of the training materials by the experts within the three working groups resulted in a set of enhanced training materials that is flexible enough to accommodate differing national circumstances and meet the technical needs of non-Annex I Parties, while ensuring that the content is within the scope of the guidelines.

24. The CGE intends to further improve the training materials by incorporating the key recommendations formulated by the experts, to the extent possible. Those training materials will be further reviewed and tested at a global workshop to be convened in September 2013.

25. The CGE and the workshop participants recognized that the training materials are a work in progress that will require updating on a periodic basis to take into account additional recommendations from non-Annex I Parties as a result of lessons learned during the course of the preparation and submission of BURs and any relevant developments under the Convention.

26. Finally, the CGE Chair, on behalf of the CGE, recognized the significant contribution of the participants and thanked them for their active engagement over the two days of the workshop, which resulted in improved training materials.



## Annex I

### Agenda

Monday, 6 May 2013

- 8.30 a.m.–  
9.30 a.m.      Registration
- 9.30 a.m.–  
10.00 a.m.      Opening
- Welcome address by the secretariat
  - Opening remarks, workshop objective and organization by the Chair of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
- Technical session 1 – presentation of draft training materials
- Presentation of draft training materials on institutional arrangements
- 10.00 a.m.–  
10.15 a.m.      Coffee break
- 10.15 a.m.–  
12.30 p.m.      Technical session 1 – presentation of draft training materials (continued)
- Presentation of draft training materials on mitigation actions and their effects
  - Presentation of draft training materials on:
    - Constraints and gaps and related financial, technical and capacity needs, including a description of support needed and received
    - Information on the level of support received to enable the preparation and submission of biennial update reports
  - Question and answer session
  - Break out into three working groups
- 12.30 p.m.–  
2.00 p.m.      Lunch break
- 2.00 p.m.–  
3.30 p.m.      Technical session 2 – in-depth expert review of draft training materials<sup>1</sup>
- Working group I – in-depth review of draft training materials on institutional arrangements
  - Working group II – in-depth review of draft training materials on mitigation actions and their effects
  - Working group III – in-depth review of draft training materials on:
    - Constraints and gaps and related financial, technical and capacity needs, including a description of support needed and received
    - Information on the level of support received to enable the preparation and submission of biennial update reports

---

<sup>1</sup> The working groups will convene in parallel sessions.

8.30 a.m.– 9.30 a.m.	Registration
3.30 p.m.– 3.45 p.m.	Coffee break
3.45 p.m.– 5.30 p.m.	Technical session 2 – in-depth expert review of draft training materials (continued)

Tuesday, 7 May 2013

9.00 a.m.– 10.30 a.m.	Technical session 3 – continue with the in-depth expert review of draft training materials
10.30 a.m.– 10.45 a.m.	Coffee break
10.45 a.m.– 12.30 p.m.	Technical session 3 – continue with the in-depth expert review of draft training materials (continued)
12.30 p.m.– 2.00 p.m.	Lunch break
2.00 p.m.– 3.30 p.m.	<p>Technical session 4 – report from the working groups</p> <ul style="list-style-type: none"> <li>• Working group I – outcomes of the review of draft training materials on institutional arrangements</li> <li>• Working group II – outcomes of the review of draft training materials on mitigation actions and their effects</li> <li>• Working group III – outcomes of the review of draft training materials on: <ul style="list-style-type: none"> <li>- Constraints and gaps and related financial, technical and capacity needs, including a description of support needed and received</li> <li>- Information on the level of support received to enable the preparation and submission of biennial update reports</li> </ul> </li> </ul>
3.30p.m.– 3.45 p.m.	Coffee break
3.45 p.m.– 5.00 p.m.	<ul style="list-style-type: none"> <li>• Question and answer session</li> <li>• Closing</li> </ul>

## Annex II

### List of participants

Table 1

#### Parties included in Annex I to the Convention

<i>Title</i>	<i>First name</i>	<i>Family name</i>	<i>Country/organization</i>
Ms.	Dana	Iliescu	European Union
Ms.	Inês	Mourão	European Union
Mr.	Klaus	Wenzel	Germany
Ms.	Helen	Plume	New Zealand
Mr.	André	Aasrud	Norway
Mr.	Marcin	Żaczek	Poland
Ms.	Nina	Uvarova	Russian Federation

Table 2

#### Parties not included in Annex I to the Convention

<i>Title</i>	<i>First name</i>	<i>Family name</i>	<i>Country/organization</i>
Ms.	Baya	Bensmail	Algeria
Mr.	Nazareno	Castillo Marin	Argentina
Ms.	Danielly	Godiva Santana de Souza	Brazil
Mr.	Kamal	Uy	Cambodia
Ms.	Marta Claudia	Perez	Costa Rica
Mr.	George	Ilunga Kaponsola	Democratic Republic of the Congo
Mr.	Kyekenye	Oppong Boadi	Ghana
Mr.	Mochammad	Helmy	Indonesia
Mr.	Cliffort	Mahlung	Jamaica
Mr.	Vahakn	Kabakian	Lebanon
Mr.	Gary William	Theseira	Malaysia
Mr.	Leong	Yow Peng	Malaysia
Mr.	Oumar	Fall	Mauritania
Ms.	Sandee	Recabar	Philippines
Mr.	Marius	Țăranu	Republic of Moldova
Mr.	Taha	Zatari	Saudi Arabia

<i>Title</i>	<i>First name</i>	<i>Family name</i>	<i>Country/organization</i>
Mr.	Hamoud	Alotaibi	Saudi Arabia
Mr.	Jongikhaya	Witi	South Africa
Mr.	Komi	Tomyeba	Togo

Table 3  
**Consultative Group of Experts**

<i>Title</i>	<i>First name</i>	<i>Family name</i>	<i>Country/organization</i>
Mr.	Kamel	Djemouai	Algeria
Mr.	Abias Moma	Huongo	Angola
Ms.	Ruleta	Camacho	Antigua and Barbuda
Ms.	Patricia	Grobben	Belgium
Ms.	Hilary	Hove	Canada
Mr.	Qiang	Liu	China
Ms.	Selam Kidane	Abebe	Ethiopia
Mr.	Rodrigue	Abourou Otogo	Gabon
Mr.	Taka	Hiraishi	Intergovernmental Panel on Climate Change/Task Force on National Greenhouse Gas Inventories
Mr.	Kyoto	Tanabe	Japan
Ms.	Anne Nyatichi	Omambia	Kenya
Ms.	Julia	Martinez	Mexico
Mr.	Graham	Sem	Papua New Guinea
Ms.	Tania	Zamora Ramos	Peru
Ms.	Anoja Udaya	Kumari Herath	Sri Lanka
Ms.	Sangchan	Limjirakan	Thailand
Mr.	Jan	Verhagen	Netherlands
Mr.	George	Manful	United Nations Development Programme
Mr.	Yamil	Bonduki	United Nations Environment Programme
Ms.	Magdalena	Preve	Uruguay
Mr.	Elan	Strait	United States of America

Table 4  
**Experts**

---

<i>Title</i>	<i>First name</i>	<i>Family name</i>	<i>Country/organization</i>
Mr.	Libasse	Ba	Environmental Development Action in the Third World
Mr.	Rasack	Nayamuth	Expert
Mr.	Youba	Sokona	Expert
Ms.	Neha	Pahuja	Energy and Resources Institute
Mr.	Thomas	Damassa	World Resources Institute

---