

Establishing Institutional Arrangements



Africa Regional Workshop on the Building of Sustainable National Greenhouse Gas Inventory Management Systems, and the Use of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories

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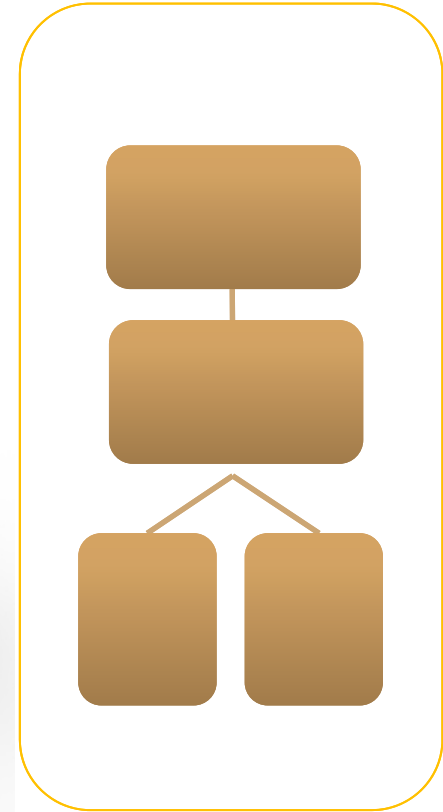
What are Institutional Arrangements?



Introducing The Template Workbook



Organizing Institutional Arrangements



Models of Institutional Arrangements





What are Institutional Arrangements?

Institutional Arrangements are a critical part of your National Inventory System (NIS).

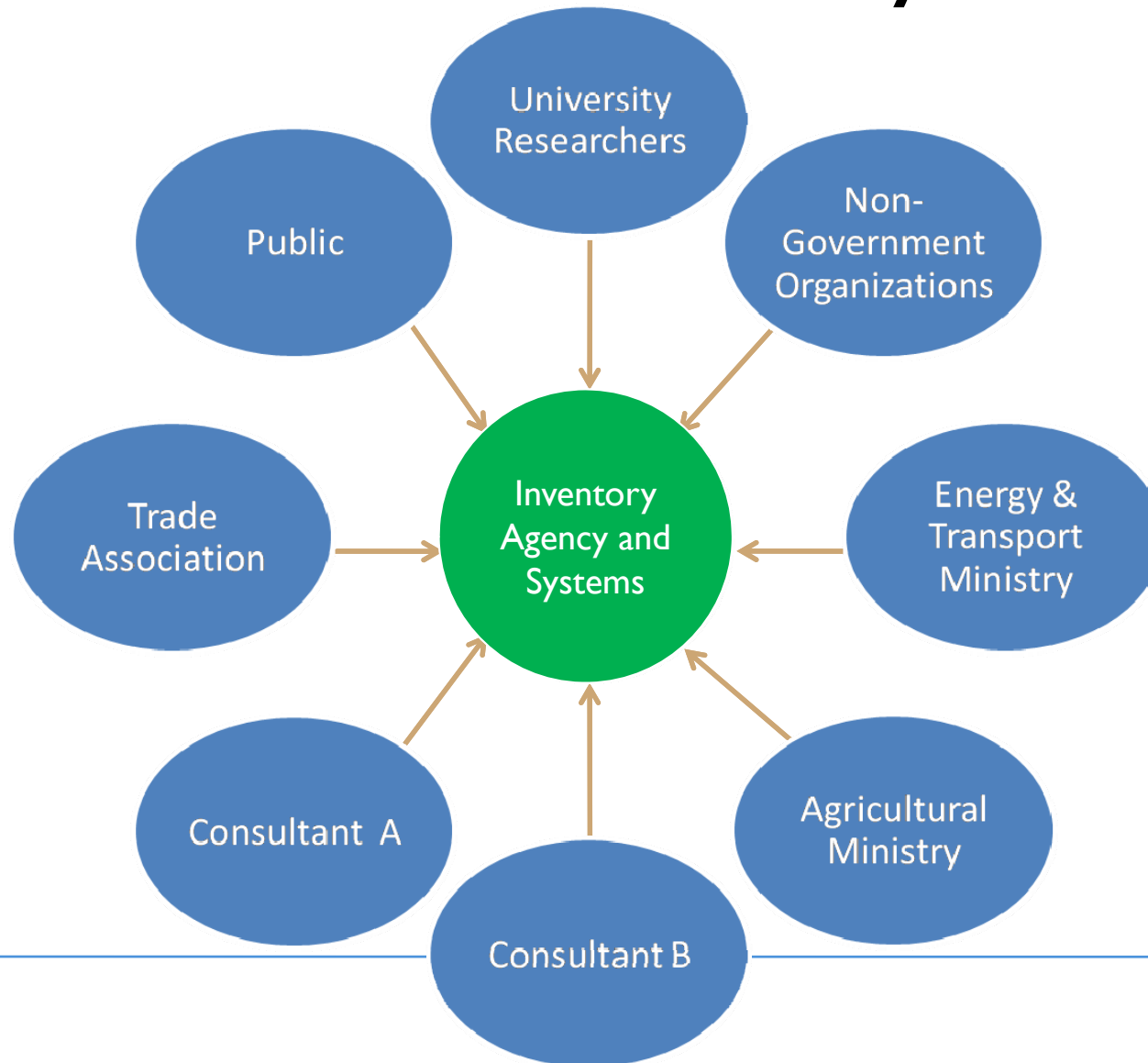
They are formal or informal institutional, legal and procedural agreements between the lead inventory agency, national inventory management team, and other institutions.

Your Institutional Arrangements define the responsibilities associated with preparing the national inventory, including which agencies and experts will provide data.





Coordination of Inventory Data





Institutional Arrangements:

Provide structure and confidence in the inventory process

Are specific to the circumstances of each nation

What are the major benefits of Institutional Arrangements?

- 1) The Inventory prep team knows who will provide the data.
- 2) There is a designated agency or person responsible for providing data, so the inventory preparers can be confident that data is available.
- 3) The appropriate agencies and experts are identified early on in the process.

What to be aware of?

Conflict of Interest

Unassigned Responsibility



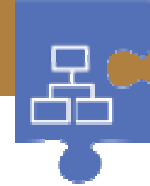


Question:

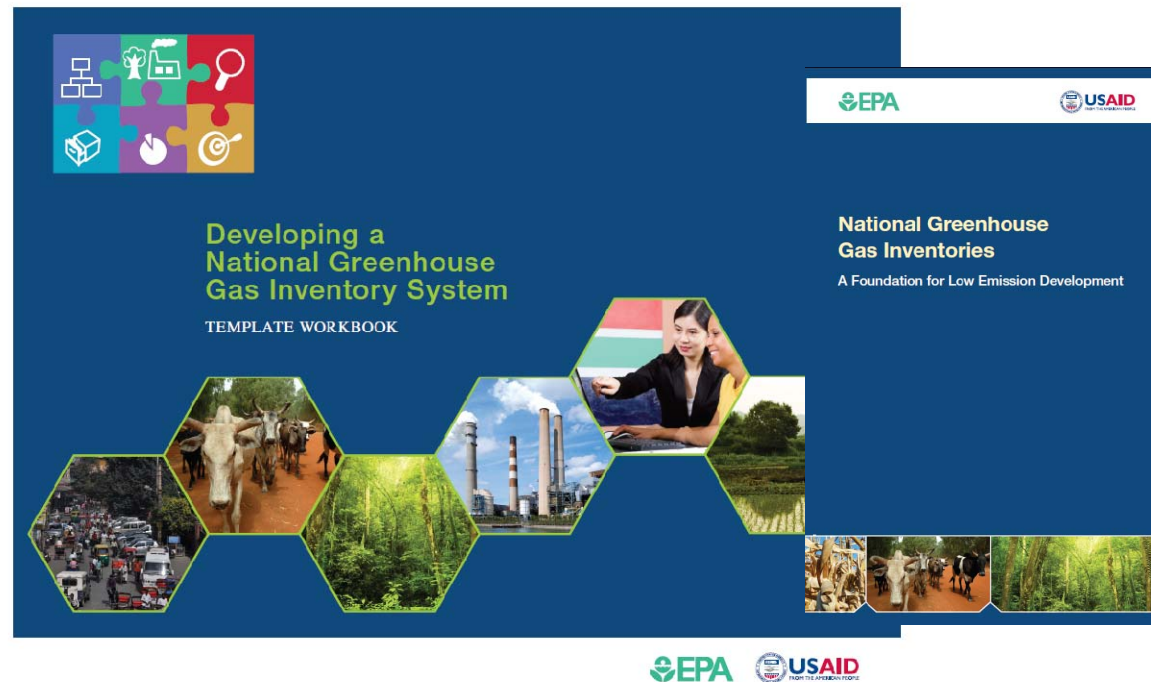
In the process of preparing your inventory, has it been:

- Difficult to understand where activity data resides?*
- Difficult to obtain this data, especially in a timely manner?*
- Difficult to understand what ministries/groups/experts should be involved in GHG estimation?*
- Difficult to obtain data from private institutions?*





The US-EPA has taken key elements of the IPCC and UNFCCC guidance and condensed them into an easy-to-use National Template Workbook



- Based on inventory systems developed in concert with other countries
- Each template becomes a chapter of the National Inventory System Report
- Each template provides documentation of critical building blocks



- Documents critical information, facilitates review
- Ensures roles and responsibilities are understood
- Standardizes tasks
- Accommodates varying levels of national capacity
- Creates transparency and improves credibility
- **Provides a clear starting point for future inventories**
- **Builds a sustainable national system**
- **Improves inventory quality over time**



Institutional Arrangements



Methods and Data Documentation



Description of QA/QC Procedures



Description of Archiving System



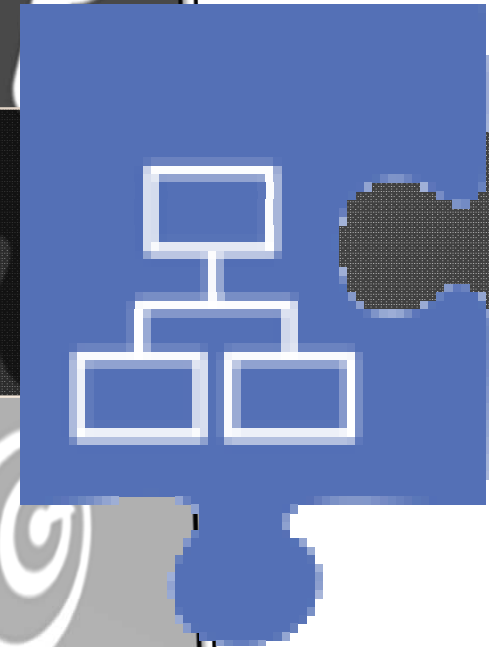
Key Category Analysis



National Inventory Improvement Plan



Institutional Arrangements





The IA template workbook helps current and future inventory teams:

- Document all parties involved, and their roles and arrangements by sector
- Archive key contacts for each sector/source of activity data
- Record the inventory schedule
- Identify coordination gaps exist in existing arrangements
- Assess how existing arrangements can be improved and document the proposed improvements
- Communicate arrangements to UN
- Get new team members “up-to-speed”
- Make coordinating future inventories easier!
- Ensure long-term continuity





Step-by-Step Instructions:



- Step 1: Identify current inventory management team
- Step 2: Provide sectoral roles and arrangements
- Step 3: Identify gaps and provide improvements to institutional arrangements
- Step 4: Review and complete inventory cycle timeline

Inventory Lead	Source Leads	QA/QC Coordinator
Inventory Director	Subject Experts	implementation of QA/QC system

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In the Template Workbook, replace the instructions in **green text** with your country's institutional arrangements

Table 1.1: Designated Inventory Agency

Designated National GHG Inventory Preparation Agency/Organization	UNFCCC Focal Point (Name) and UNFCCC Focal Point Agency	Describe the arrangements or relationship between Inventory Agency/Organization and UNFCCC Focal Point Agency, if different.
Who compiles the inventory?	Who submits the inventory?	<ul style="list-style-type: none"> • Are they the same organization? • Does the Focal Point review the inventory?

Table 1.2: National Inventory Management Team

Role	Name	Organization	Contact Information	Comments
<i>Inventory Director/Coordinator</i>				
<i>Energy Sector Lead</i>				
<i>Archive (Data and Document) Manager/Coordinator</i>				
<i>QA/QC coordinator</i>				
<i>Other: e.g., GHG Policy Specialist who tracks capacity building efforts and IPCC processes</i>				





In **STEP 1**, identify the lead agency and inventory management team members.



Agency Inventory Lead	Source Category Leads	QA/QC and Archiving Coordinators	Additional Entities Involved in Inventory	Uncertainty Analysis Coordinator
Inventory Director/ Coordinator	Subject Matter Experts	Direct overall implementation of QA/QC and archiving system	e.g., GHG Policy Specialist who tracks capacity building efforts and IPCC processes	Conducts/ Directs implementation of uncertainty analysis





Depending on your institutional arrangements, inventory roles may be filled by:



or

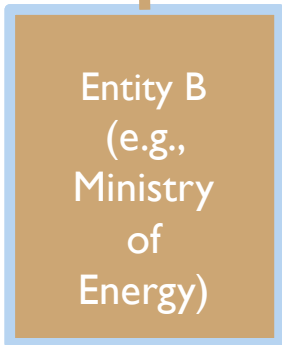


<i>Inventory Director/ Coordinator</i>	<i>Energy Sector Lead</i>	<i>Industrial Processes Lead</i>	<i>Agriculture Sector Lead</i>	<i>LULUCF Sector Lead</i>
<i>Waste Sector Lead</i>	<i>Archive (Data and Document) Manager/ Coordinator</i>	<i>QAI/QC coordinator</i>	<i>Uncertainty Analysis Coordinator</i>	<i>Other (e.g., GHG Policy Specialists)</i>





MODEL I



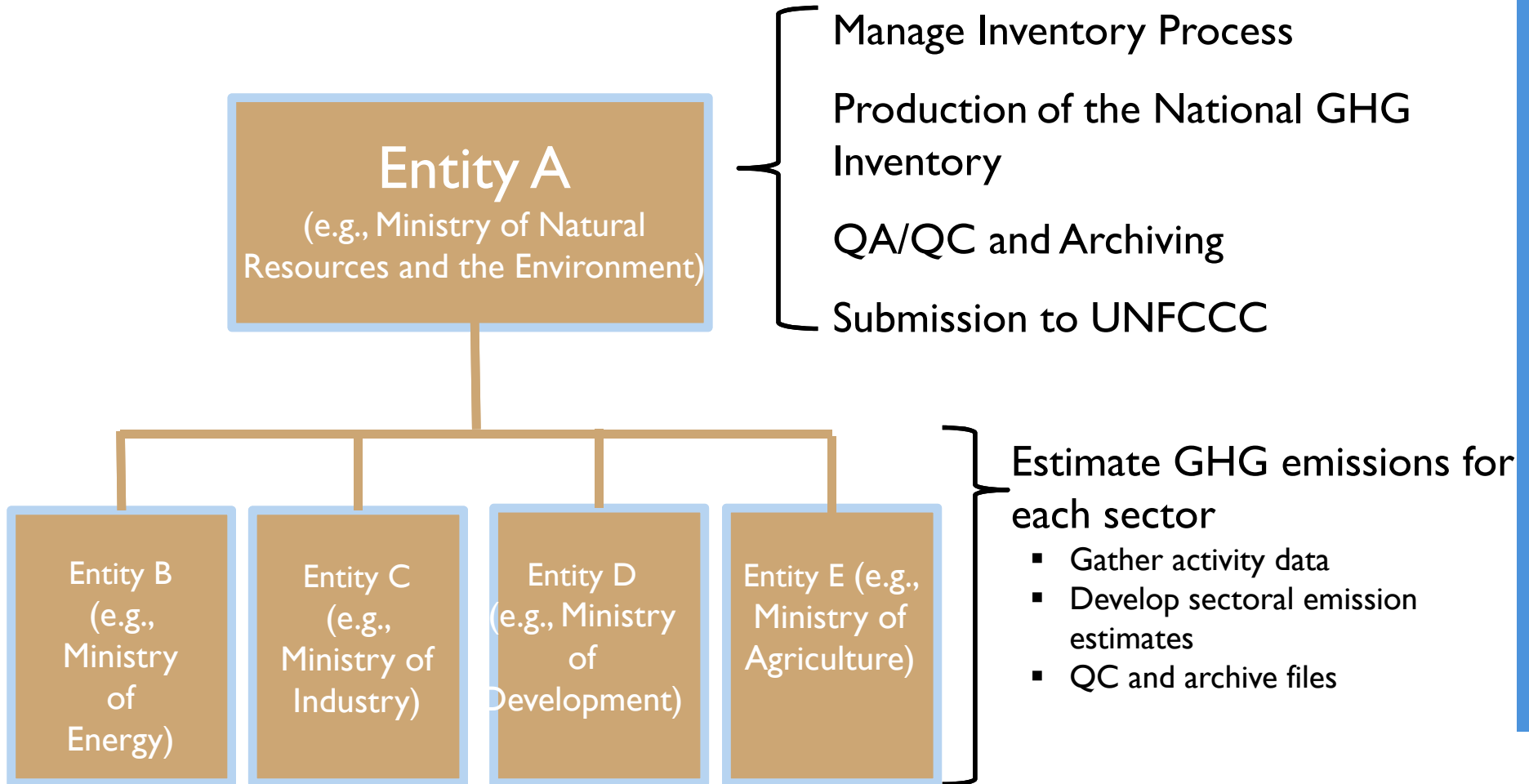
- Manage Inventory Process
- Estimate GHG emissions for each sector
- Production of the National GHG Inventory
- QA/QC and Archiving
- Submission to UNFCCC

- Provide activity data





MODEL 2





In **STEP 2**, list more specific information about inventory development experts for each sector. Document existing arrangements for obtaining, compiling and reviewing inventory data.

Table 1.3: Energy Sector Institutional Arrangements

Role	Organization	Contact(s) [Name]	Contact Information [E-mail, Phone, etc.]	Participated in meetings on GHG inventory development? [Yes/No]	Comments [See instructions above]
<i>Technical coordinator (Could be source/sector lead from Table 1.2)</i>					
<i>Consultant compiling estimates</i>					
<i>Expert reviewer</i>					
<i>Data provider</i>					
<i>Other</i>					





Questions to ask for each sector:

Is there a formal legal contract between the organizations?

Is it an informal arrangement (e.g., written or verbal communication with staff)?

Is there funding available for this work?

How was the request for data made?

At what level of management was the request made?



Was there a meeting with the experts, data providers, and other key contributors explaining the background and purpose of the inventory?

How was the organization motivated to share its data and information with the inventory agency?





In **STEP 3**, list, within each sector, where institutional arrangements to support preparing the inventory are well established, where data are collected and managed adequately, and where strengthening is not needed.

Table 1.9: Potential Improvements in Management Structure of National Inventory System

Sector	Strengths in Management Structure of National Inventory System	Potential Improvements in Management Structure of National Inventory System
<i>Energy</i>		
<i>Industrial Processes</i>		
<i>Agriculture</i>		
<i>Waste</i>		
<i>LULUCF</i>		
<i>Other [Optional]</i>		





Improvement Considerations:

- ✓ Given the key category analysis and existing institutional arrangements within each sector, what improvements are needed to enhance the institutional arrangements for each sector?
- ✓ Have any important tasks for inventory preparation not been assigned or delegated?
- ✓ Could these roles be assigned?



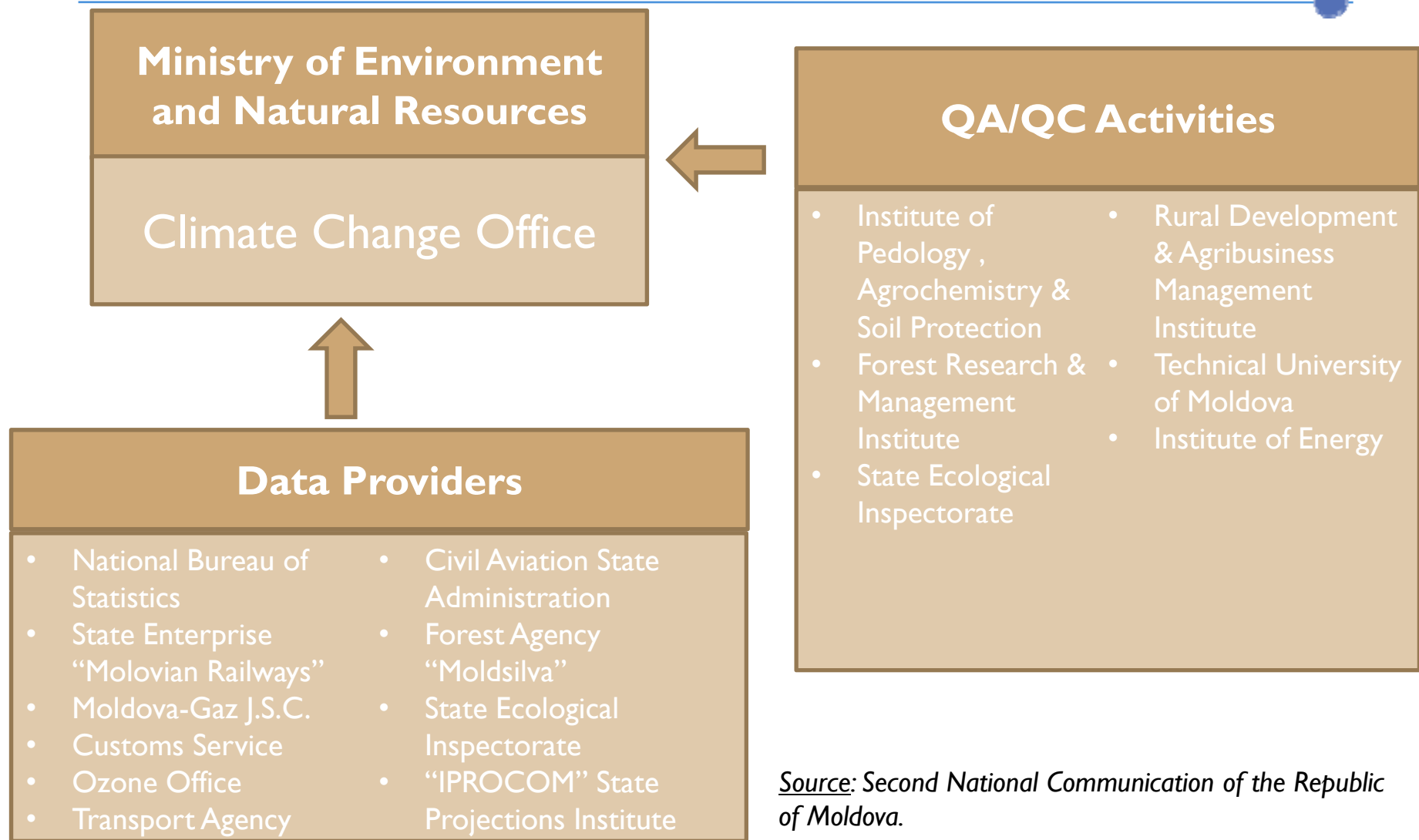
Step 4: Review and complete inventory cycle timeline



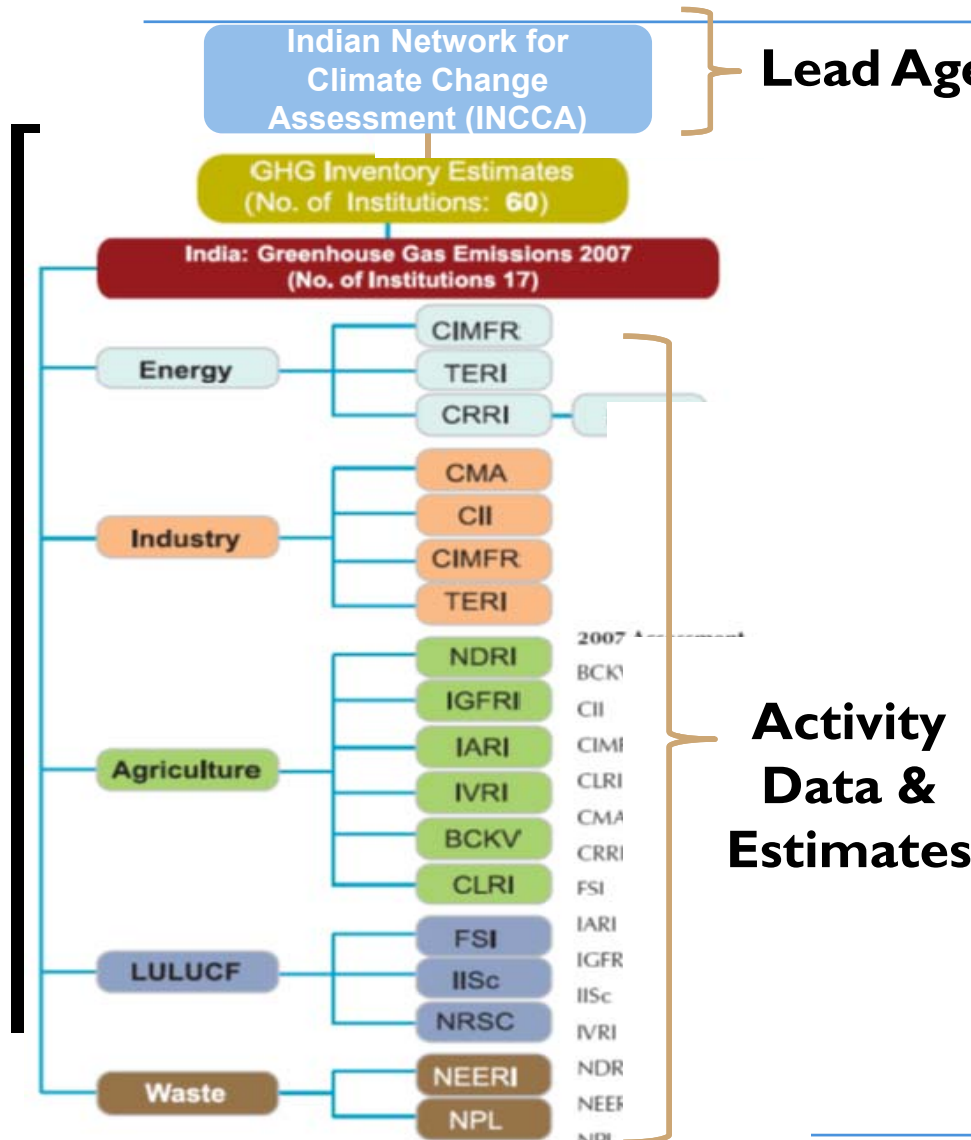
In **STEP 4**, use the diagram below to outline the overall inventory cycle as it exists in your country

National Inventory Schedule





Source: Second National Communication of the Republic of Moldova.



India's GHG Emissions Inventory Organizational Chart

INCCA was launched by Ministry of Environment & Forest (MoEF) in 2009 to enhance knowledge about the impacts of climate change at the national and sub-national level.

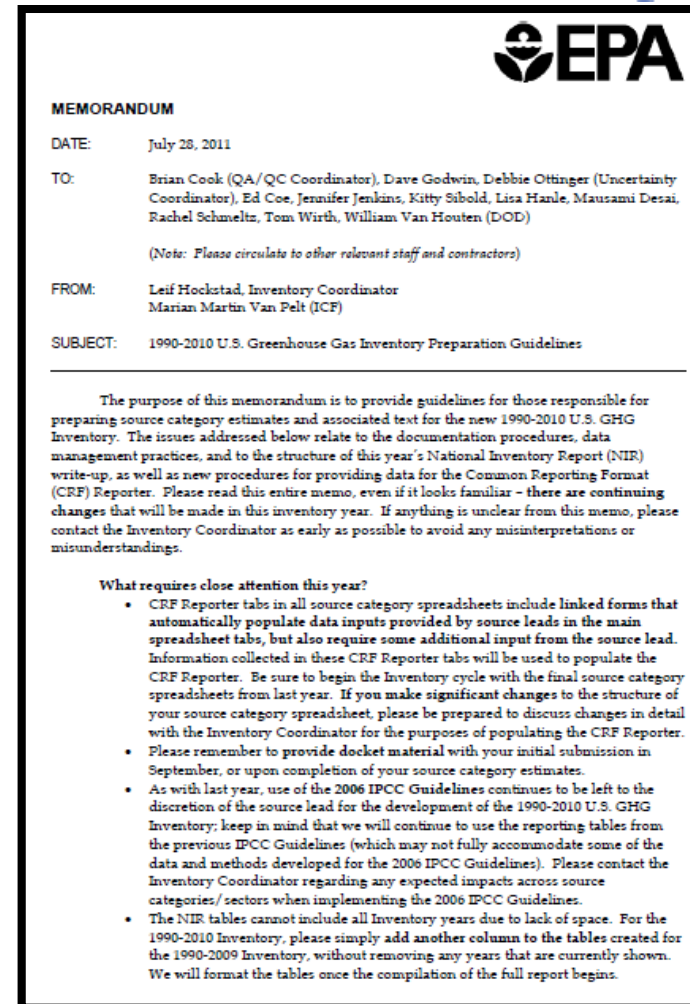
It is a network-based program that brings together over 120 institutions and over 220 scientists across India.

The INCCA committee is working on India's Second National Communication.





- ✓ Identify inventory roles, responsibilities, timeline, and data needs
- ✓ Identify institutions and specify positions responsible for meeting those needs
- ✓ Formalize arrangements
- ✓ Review and improve process



Communication tools: Inventory kickoff meeting and memo





Question:

After hearing Institutional Arrangements described, what processes do you have?

Have roles and responsibilities for each source/sector been defined and assigned?

Where are the data gaps with your country's inventory?

How can existing arrangements be improved and what arrangements might work best for your country?

Thank you !



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