



**REFRESHER SEMINAR  
STEPWISE APPROACH TO INVENTORY REVIEWS AND BEST  
PRACTICES FOR THE REVIEW PROCESS  
18 March 2013**

**UN Campus, Langer Eugen (Room 1916), Hermann-Ehlers-Str. 10, 53113 Bonn, Germany**

**Draft Agenda**

- 14:00 – 14:15**                      **Welcome and introduction**  
*(Katia Simeonova, UNFCCC Secretariat)*
- 14:15 – 14:30**                      **Overview of the seminar**  
*(Javier Hanna, UNFCCC Secretariat)*
- 14:30 – 15:15**                      **Topic I. Lead reviewers and expert review teams’  
preparation prior to the review week**  
*(Newton Paciornik)*  
Q&A session and comments
- 15:15 – 16:00**                      **Topic II. The synthesis and assessment, part 2 (S&A II) and  
the review transcript**  
*(Daniela Romano)*  
Q&A session and comments  
  
*Coffee Break*
- 16:30 – 17:15**                      **Topic III. The review week and review procedures**  
*(Newton Paciornik)*  
Q&A session and comments
- 17:15 – 18:00**                      **Topic IV: Preparation of the review report**  
*(Daniela Romano)*  
Q&A session and comments

**End of the seminar**

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