

Questions related to the Training programme for BTR technical expert review under the Paris Agreement

Period addressed: Questions received from 30 January to 3 February 2025

This note contains responses to the questions received through the Q&A box feature available on the webpage that provides information related to the training programme for BTR technical expert review under the Paris Agreement. The questions received are clustered under two categories: one cluster of questions on administrative and procedural-related matters and another cluster of questions on substantive and technical matters. This note addresses mainly the first cluster. The second cluster of questions were addressed during the live Q&A session on 6 February 2025. The recording of the 11th live Q&A session is available [here](#).

Q1. What does the exam process look like? What will be the format and language of the exam? Is there any specific passing score in examination for the experts? Can I take the exam anytime in that period? How long is the exam? What happens if I fail? Are there any calculations? I would like to know the rules of the exams, the time frame etc.

- The assessment period for the 11th round (or 1st period of 2025) is from 10 to 23 February 2025. Registered experts can take the exam at any time between these dates.
- Experts can take consecutive exams during one exam period if they register for more than one exam. We recommend you to plan your time to complete the training and take the examination. Experts can take exams in any order they wish, except for course C (when C1 and C2 needs to be completed before C3 and/or C4). However, it is advisable to take course A in the beginning as it provides overview of the enhanced transparency framework (ETF) and its cross-cutting principles, technical expert review and how to conduct the review.
- Experts registered for the exam will receive login details for the exam platform prior to the exam dates. They must access the platform and agree to the Honor Code before the assessment period starts, over the weekend.
- Examinations will be administered online and will include questions in various formats, including multiple-choice, true/false and matching. The exam will be automatically scored, and the results will become available immediately. Passing score is 65 points out of 100. Questions have different value depending on their complexity. Examinations are in the English language.
- Experts will have a time limit (70 to 135 minutes - depending on the on the courses/sub-courses) to complete each exam. The specific time limits for each exam, as well as the number and type of questions, are described on the respective exam page. For those of you who are taking course B exams, we suggest you to allocate enough time for the latest exercises which might require calculations.
- If an expert requires more time than the allocated time due to language constraints, 20 additional minutes should be allocated if the UNFCCC secretariat is duly notified in advance.
- Expert can have the MPGs and IPCC 2006 guidelines, however they will have to be mindful of the time limits.
- Expert will have only one attempt to complete the exam during the regular assessment period (e.g. 10 to 23 February 2025). If an expert does not pass the exam on the first attempt, they are given two additional attempts.
- Only those who failed exam in the first attempt can retake the exams during retake period. The one-week retake period starts on Friday, February 28th, 2025, at 00:01 (CET) and ends on Sunday, March 9, 2025, at 23:59 (CET), when one retake opportunity per exam will be

available. Those who fail during the retake period should register in the next period. If you fail 3 times for one exam you will have to wait until next year to try again.

- Certificates will be issued once the both the regular and re- take periods are over.

Q2. How can I enrol on the course? Are there requirements for the courses? When should one begin the courses, after or before the nomination? What are the procedures and processes taken to begin the courses? Where can be find pdf version of courses?

- The training courses prepared for the training programme for BTR technical expert review under the Paris Agreement does not require enrolment.
- The training courses (currently available: Course A, Course B, Course C, Course D and Course E) prepared for the training programme for BTR technical expert review under the Paris Agreement (hereinafter referred to as BTR training courses) are publicly available to everyone who would like to obtain knowledge and become familiar with the technical expert review process. Course materials for each course are available on the following links.
 - [Course A: General and cross-cutting aspects for the technical expert review under the enhanced transparency framework under the Paris Agreement](#)
 - [Course B: Technical review of national inventories reports of anthropogenic emissions by source and removals by sinks of GHG](#) (Note: Currently, materials for sub-courses B2 to B6 are available in PDF versions. The Online e-learning versions of these sub-courses will be made available in due course)
 - [Course C: Technical review of the information necessary to track progress made in implementing and achieving NDCs](#)
 - [Course D: Technical review of the information on financial, technology development and transfer and capacity building support provided to developing countries](#)
 - [Course E: Voluntary review of the information on climate change impacts and adaptation reported under article 7 of the Paris Agreement](#) (Note: Currently, material for the course is in PDF versions. The online e-learning versions of these sub-courses will be made available in due course)
- The training courses are open-access, self-paced, online and have the option to download materials. There is no prerequisite to taking the self-paced online course or downloading the handbooks for offline self-paced learning.
- Experts need to register for the examination, and there is a pre-requisite for this registration - according to Decision 5/CMA.3, only experts nominated to the [UNFCCC Roster of Experts \(RoE\)](#) will be eligible to take the examination. Nomination approvals are responsibility of National Focal Points (NFP) and the length of the validation depends on the NFP criteria. The list of NFPs can be found in this [link](#).
- Experts who pass the exam(s) will be issued a certification of successful completion of the training course(s) and examinations.

Q3. Is it correct that there is only an offline PDF version of course E available, and not an interactive course, as for the other courses? Similarly, while sub-course B1 has e-learning course (online version), sub-courses B2-B6 have only pdf versions.

- Currently, course E has only pdf versions.
- Similarly, Sub-course B1 has online learning course where as B2-B6 have only pdf versions at the moment.
- We are currently working to make course E and all sub-courses of course B in online format and plan to make them available in future, depending on resource availability.

Q4. What are the dates for the examinations in 2025? How can I register for the next exam?

- There are 4 periods of the examinations planned in 2025.
- Experts can choose the preferred examination period based on their availability. Within the selected examination period, the expert can choose their most convenient time and date to take the examination(s).
- The registration normally opens for the period of two weeks starting from four weeks before the start of the exam period. Registration can be done online through a link that will become available on the Course websites.
- **Only experts nominated to the [UNFCCC Roster of Experts](#)** will be eligible to take the examination.
- Confirmation of registration takes place approximately one week after the registration period closes. Login credentials are shared by GHGMI.
- Registered experts can take the exam at any time during the exam period.
- The table below provides tentative dates for the examination periods and Q&A sessions planned for the year.

Examination periods (2025)	1 st Period (Courses A, B, C, D and E)	2 nd Period (All courses)	3 rd Period (All courses)	4 th Period (All courses)
Registration periods	13–26 Jan	7–20 Apr	23 June–6 July	1–14 Sep
Q&A sessions	6 Feb	2 May	17 July	25 Sept
Examination dates	10–23 Feb	5–18 May	21 Jul–3 Aug	29 Sept–12 Oct

Q5. I have completed courses and received certification for them. How long my certification is valid? Do I have to take the exam again next year?

- The certificates are valid until further information is provided. You do not need to take exam again next year. Similarly, once you passed the exam, you do not need to retake it before other sub-courses.

Q6. What is the Index Code and where can I find my Index Code?

- The index code is a unique identification number that each expert is assigned when self-nominating to the Roster of Experts. In order to register to examination periods expert need to include their index code using the same format (UN-XXXX-XXXX) as shown in the Roster of Experts.
- The index code can be found in [the Roster of Experts \(ROE\)](#) webpage. Please search for the name of the expert in the table 'Experts' and the corresponding column 'Index Code' provides the code for the expert. If you have trouble finding the Index Code please check this [link](#).

Q7. How I can track that to which exam I have registered for, if I forgot? When do we receive confirmation email after registration?

- Approximately 7 days before the examination period you will receive confirmation of registration and afterwards you will receive an enrolment email from GHGMI.
- To check which exams are you registered for please look for the enrolment email you should have received from GHGMI (subject: IMPORTANT: 2025 Instructions for Accessing the Examinations for the Technical Expert Review (TER) under the ETF under the Paris Agreement). One important clarification is that there might be some differences between your exam choices though SurveyMonkey and what you are actual enrolled due to various reasons (e.g. changes to your request before the registration period ends, passing exams, sequencing – C1 and C2 before C3 or C4). Lastly, please remember that registration is considered a commitment of taking examinations, as it implies administrative and procedural costs.

Q8. I have already passed the sectoral exam for GHG inventory under the Convention, but I did not participate in any technical review. Do I have to take the sectoral exam again under the ETF?

- As per decision 5/CMA.3, annex VII, paragraph 8, those experienced experts who have already **participated in training programmes and related technical reviews** under the measurement, reporting and verification arrangements under the Convention do not have to take some courses.
- Course A: “General and cross-cutting aspects for the technical expert review under the enhanced transparency framework under the Paris Agreement” **is mandatory for ALL experts**. Please refer to [decision tree](#) on our website to understand which additional courses you have to take.
- Please note that both participation in the training programme and experience in related technical review is required to be considered as experienced experts.
