CGE Hands-on Training Workshop for Latin America and the Caribbean Region
"Preparation of the Biennial Transparency Reports"

22-24 August 2024
Marriott Panama Hotel,
Albrook Mall, Roosevelt Avenue, Panama City – Panama

Background and Context

The enhanced transparency framework (ETF), building on and strengthening the existing measurement, reporting, and verification (MRV) arrangements under the Convention, and along with the adoption of modalities, procedures, and guidelines (MPGs), with common reporting tables (CRT), common tabular formats (CTF) and outlines, sets the stage for full implementation of the transparency arrangements under the Paris Agreement. The enhanced reporting requirements under the Paris Agreement necessitate a fundamental shift in the approach to meeting these obligations, emphasizing sustainable and comprehensive reporting practices.

While reporting under the Convention through national communications (NCs) will continue, biennial update reports (BURs) and international consultation and analysis (ICA) process under the Convention will eventually be superseded by biennial transparency reports (BTRs), technical expert review (TER) and facilitative, multilateral consideration of progress (FMCP) processes, for those Convention Parties that are also Parties to the Paris Agreement. The final BURs will be those that are submitted no later than 31 December 2024; and Parties shall submit their first BTRs and national inventory reports, if submitted as a stand-alone report, at the latest by 31 December 2024[1].

Recognizing the diverse national circumstances among Parties, the ETF and its MPGs offer flexibility tailored to the needs of developing country Parties. This flexibility is designed to accommodate varying capacities, providing Parties with the necessary time to bolster their capabilities across reporting periods.

Despite the flexibilities afforded, adapting to these new reporting requirements poses challenges for developing country Parties. The increased depth, scope, and frequency of reporting mandated by the ETF, including the MPGs and associated BTR requirements, necessitate enhanced readiness and technical capacity. As a result, there is a critical need for targeted capacity-building efforts focused on understanding the ETF, unpacking the MPGs and effective preparation of developing country Parties' first BTRs.

Objective and expected outcomes

The main objective of the regional hands-on training workshops is, inter alia, to enhance the technical capacity of experts from developing country Parties in preparing their first BTRs, with an aim to facilitate delivery of good quality reports by 31 December 2024.

The workshop aims to achieve the following learning outcomes:

▪ **Applying the MPGs:** Equip participants with the knowledge and skills to apply the modalities, procedures and guidelines in preparing their BTRs, including the common reporting tables (CRTs) and common tabular format (CTFs).

▪ **Facilitating preparation of the BTRs:** Provide an interactive learning experience through hands-on exercises in drafting sample chapters of the BTRs, including application of flexibility provisions.

▪ **Leveraging strategic tools and facilitating peer to peer exchange:** Introduce available tools and processes, including the electronic reporting tools and BTR reviewer training programme; as well as provide a venue for country representatives to share their experiences and best practices in preparing their BTR.

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[1] Least developed country Parties and small island developing States may submit the information referred to in Article 13, paragraphs 7, 8, 9 and 10, of the Paris Agreement at their discretion.

Agenda

Time	Day 1 - 22 August: Unpacking the BTRs
8:30-9:30	*Registration*
9:30-10:00	**Opening session and welcoming remarks** - *Welcoming remarks by the Consultative Group of Experts and secretariat (Jenny Mager, CGE Chair; Don Cooper, Director, UN Climate Change secretariat)* - *Keynote address (Juan Carlos Monterrey, Director of Climate Change, Ministry of Environment, Panama)* **Group Photo**
10:00-10:15	*Coffee break*
10:15-11:00	**Introduction** *(Virginia Sena, CGE)* - *Introduction of workshop objectives, agenda, expectations, housekeeping rules* - *Ice breaker exercise: Speed networking among participants*
11:00-11:45	**Transparency Outlook** *(by the secretariat)* *{Recap of the pre-workshop webinar, to provide a brief overview of the ETF, relevant timelines and key highlights on the recent developments including the electronic reporting tools; BTR reviewer training and regional outlook on BTRs.}* **Q&A**
11:45-12:30	**Online session with Paris Agreement Implementation and Compliance Committee (PAICC)** *{PAICC co-chair(s) will introduce the participants to the PAICC, including its role and mandate. The session will raise awareness on the provisions and procedures that PAICC will implement if a Party fails to submit its BTR on time.}* **Q&A**
12:30-13:30	*Lunch break*
13:30-13:45	**Brain Teaser** *{A short quiz will be conducted to test the knowledge and understanding gained thus far.}*
13:45-14:30	**Unpacking the BTRs** *(Marcelo Rocha, CGE)* *{To provide an overview of the BTR outline, key chapters, reporting provisions and elements for developing country Parties, including the provisions on flexibility; as well as to discuss BTR funding modalities, ongoing projects to preparing BURs and/or BTRs, and how to synergize efforts to support preparation of these reports.}* **Q&A**
14:30-14:45	*Coffee break*
14:45-15:45	**Group Exercise: Progress update on BTR preparations** *(Jenny Mager, CGE)* *{Participants will be divided into groups and invited to share updates on their progress in preparing their first BTRs. This will be followed by a moderated plenary discussion to exchange key takeaways from the group discussions.}* **Guiding questions:** ➢ What is the status of preparation of the BTR1 in your country? *(i.e., conceptual phase, project proposal sent, project approved, project implementation started, first draft ready, final version under review/approval)* ➢ Which entity is the main coordinator of the BTR preparation in your country? Which entities are compiling the respective chapters of the BTR? ➢ When do you plan to finalize and submit the first BTR to the UNFCCC secretariat? ➢ What are the five main concerns or challenges in BTR preparation process? ➢ Are there any transparency-related capacity-building projects or activities planned or implemented? **Moderated plenary discussion to exchange key takeaways from the group discussions**
15:45-16:30	**Country presentations on tracking progress in implementing and achieving NDCs** *(Diana Barba, CGE)* *{Countries from the region will be invited to present an overview of their NDC targets, their selected indicators to track progress of implementing their NDCs, and the arrangements in place to compile and manage data and information to report on these indicators.}* **Q&A**
16:30-16:45	**Feedback session and wrap-up** *(Marcelo Rocha, CGE)* *{Open discussion on the information gained from the day and introduction of the programme of the next day.}*

Time	Day 2 – 23 August: Drafting the BTRs
9:30-9:45	**Brief recap of Day 1** *(Marcelo Rocha, CGE)* *{Short recap on the knowledge gained and lessons learned from the previous day}.*
9:45-10:30	**Reporting on progress made in implementing and achieving NDCs** *(Diana Barba, CGE)* *{Participants will be introduced to the key elements to consider when compiling information on tracking progress in implementing and achieving NDCs in the BTR and accompanying CTFs.}* **Q&A**
10:30-10:45	*Coffee break*
10:45-12:30	**Hands-on facilitated exercise: Drafting Chapter II of the BTR** *(Facilitated by Marcelo Rocha, CGE and secretariat)* *{Participants will form groups and utilize data/information brought as they proceed with drafting the relevant chapters of a BTR and accompanying CTFs. The groups will prepare the information/data relevant to selected CTFs, which will then be used for the hands-on exercise with the ETF progress reporting tool to be conducted on Day 3. Participants will work on the sub chapters and related common tabular formats (CTFs):* ▪ *Chapter II.A: National Circumstances and Institutional Arrangements* ▪ *Chapter II.B: Description of a Party's nationally determined contribution* ➤ *: Appendix – Description of a Party's NDC* ▪ *Chapter II.C: Information necessary to track progress made in implementing and achieving NDCs.* ➤ *CTF 1. Structured summary: Description of selected indicators* ➤ *CTF 2. Structured summary: Definitions needed to understand NDC* ➤ *CTF 3. Structured summary: Methodologies and accounting approaches* ➤ *CTF 4. Structured summary: Tracking progress made in implementing and achieving the NDC}*
12:30-13:30	*Lunch break*
13:30-14:30	**[Continued] Hands-on facilitated exercise: Drafting Chapter II of the BTR** *(Facilitated by the Marcelo Rocha, CGE and secretariat)* *{Participants will form groups and utilize data/information brought as they proceed with drafting the relevant chapters of a BTR and accompanying CTFs. The groups will prepare the information/data relevant to selected CTFs, which will then be used for the hands-on exercise with the ETF progress reporting tool to be conducted on Day 3. Participants will work on the sub chapters and related common tabular formats (CTFs):* ▪ *Chapter II. D to G (Mitigation policies and measures, actions and plans; summary of GHGs, projections of GHGs); and respective CTFs (5 to 12)* ▪ *Chapter VII (Information on flexibility)* ▪ *Chapter VIII (Improvements in reporting over time)}*
14:30-14:45	*Coffee break*
14:45-16:00	**Report back by the groups and plenary discussion** *(Jenny Mager, CGE)* *{Open discussion on the hands-on exercise, their experiences, questions and identified gaps related to preparation of the chapter}*
16:00-16:30	**Feedback session and wrap-up** *(Virginia Sena, CGE)* *{Open discussion on the information gained from the day and introduction of the programme of the next day.}*

Time	Day 3 – 24 August: Drafting the BTRs and Peer-Review
9:30-9:45	**Brief Recap of Day 2** *(Virginia Sena, CGE)* *{Short recap on the knowledge gained and lessons learned from the previous day}*
9:45-10:30	**The ETF reporting tools for electronically reporting information as per the MPGs** *(by the secretariat)* *{To provide a concise overview of the ETF Reporting Tools, aimed at facilitating electronic reporting of information in alignment with the adopted MPGs; to showcase the principal features and functionalities of the ETF progress reporting too, including: access to the ETF progress reporting tool; create a new CTF version for a specific submission year; specify version settings; view and access all CTF versions; view and move through the navigation tree; add and modify data*

	in the data entry grids; work in offline mode; export/import of data entry grids to excel; and generate/download reporting tables.} **Q&A**
10:30-10:45	*Coffee break*
10:45-12:45	**Hands-on facilitated exercise: Entering information on tracking NDC progress and achievement in the ETF progress reporting tool** *(Facilitated by the secretariat and CGE)* *{To provide in-depth, practical experience with the functionalities of the ETF progress reporting tool, focusing on how to input, modify, export and import data and generate reporting tables related to NDC progress and achievements in accordance with the CTFs. The exercise will concentrate on the CTF, tables 1 to 5, and based on availability of time also CTFs 6-12 and Appendix.}* **Q&A**
12:45-13:45	*Lunch break*
13:45-14:30	**CONTINUED: Hands-on facilitated exercise: Entering information on tracking NDC progress and achievement in the ETF progress reporting tool** *(Facilitated by the secretariat and CGE)* *{To provide in-depth, practical experience with the functionalities of the ETF progress reporting tool, focusing on how to input, modify, export and import data and generate reporting tables related to NDC progress and achievements in accordance with the CTFs. The exercise will concentrate on the CTF, tables 1 to 5, and based on availability of time also CTFs 6-12 and Appendix.}* **Q&A**
14:30-14:45	*Coffee break*
14:45-15:30	**Feedback session on utilizing the ETF Reporting tools** *(by the Secretariat)* *{Participants will share their experience on using the tools, including successes and challenges in inputting the requisite data.}* **Q&A**
15:30-16:15	**Workshop evaluation and closing** *(by the CGE and secretariat)* *{Participants will be invited to share their key takeaways from the workshop and to complete the workshop feedback survey. Certificates of attendance will be handed out.}*