



## AGENDA

### **Regional virtual training workshop on institutional arrangements for the existing MRV arrangements and the enhanced transparency framework, including data management for national GHG inventories**

*Organized by the Consultative Group of Experts with the assistance of the secretariat*

#### **Objective and expected outcomes**

The main objective of the regional virtual training workshop is, inter alia, to enhance the technical capacity of experts from developing country Parties (see target audience below) in establishing or building upon and strengthening their institutional arrangements to facilitate the implementation of existing measurement, reporting and verification (MRV) arrangements under the Convention and prepare for the implementation of the enhanced transparency framework (ETF), including data management for national greenhouse gas (GHG) inventories. Specifically, after completing the virtual training, participants are expected to:

- Further enhance the understanding of the existing MRV arrangements and the ETF;
- Acquire good knowledge of the key components of institutional arrangements, including data management for GHG inventories, in the context of existing MRV arrangements and the transition to the ETF;
- Effectively articulate the areas that are essential to setting up, sustaining and continually improving institutional and legal arrangements, to support the existing MRV arrangements and the ETF, including data management for GHG inventories;
- Acquire examples of tools and practical experiences that can be built on and/or applied to establish or strengthen institutional arrangements;
- Discuss gaps and capacity-building needs to establishing and reporting on institutional arrangements for the transition to the ETF.

#### **Approach**

The virtual training workshop will be organized in a manner that engages participants in interactive discussions and exercises to the extent possible, so that it can effectively complement the efforts of the CGE to support developing country Parties in establishing or enhancing their institutional arrangements in implementation of the existing MRV arrangements and preparation for the ETF.

The training workshop will be structured into three phases – preparatory, training and follow-up – that span over three weeks. The training itself will be held over the course of three days consisting of 2.5–3 hours of virtual session each day.

Training materials and presentations will be made available to all participants in advance of the virtual training workshop.

#### **Programme Details**

##### **Preparatory phase (2 weeks prior to the virtual training)**

- Participants will be provided with introductory materials and survey, and strongly encouraged to self-study the introductory session, post questions and expectations via e-mail/survey, relating to the

presentations and training materials, including the handbook<sup>1</sup> on institutional arrangements to support MRV/transparency of climate action and support, CGE technical handbook<sup>2</sup> for developing country Parties on preparing for implementation on the ETF under the Paris Agreement. Should participants have any questions or wish to seek any clarification, they can contact the secretariat through e-mail (tisu@unfccc.int). The secretariat will also get in contact with the selected case owners to discuss about the hands-on exercises.

- The preparatory materials are the following, which can be covered in about 1 hours:
  - Concept note on the virtual training workshop (5 min)
  - Guidance note on how to access the virtual meeting rooms on MS Teams/KUDO, and local time zones (5 min)
  - Presentations: scene-setting (40 min)
    - Introductory videos on MRV and ETF:
      - [Benefits of national reporting](#)
      - [International consultation and analysis process under the UNFCCC](#)
      - [Introductory videos on MRV and ETF](#)
    - [Pre-recorded presentations](#) on overview of key components of institutional arrangements and data management; and essential areas to setting up and sustaining institutional arrangements, including legal frameworks
  - Introduction to the next training phase, including agenda, homework and training materials (10 min - pre-recorded presentation) (information included in e-mail)
  - Introduction to the survey for participants to share their profile information including expertise, working areas, roles and responsibilities, and interests (5 min) (information included in e-mail)
  - Homework materials (information included in e-mail)

### **Training phase** (over the course of 3 days)

- Day 1 – Interactive discussions on **organizational mandates** (ca. 2.5 hours):
  - Opening, objectives of the virtual training course, engagement rules (netiquette), tour de table (15 min)
  - Recap of introductory phase and Q&A session (30 min)
  - 10-minutes break
  - Interactive discussion session on organizational mandates (max 60 min) *{During this session, the discussions will be facilitated by a set of basic questions on organizational mandates for institutional arrangements, through live polling tools, such as Mentimeter. Then the participants will be invited to share examples, experiences and lessons learned, including on collaboration and coordination arrangements between experts and organizations, as well as legal frameworks (laws, agreements, contracts, etc.) This will be conducted via [www.menti.com](http://www.menti.com)}*
    - Live polls on organizational mandates, including legal framework
    - Moderated discussion to highlight examples, experiences and lessons learned
  - Introduction of Day-2 agenda (10 min)

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<sup>1</sup> Available in [Arabic](#), [Chinese](#), [English](#), [French](#), [Russian](#), [Spanish](#).

<sup>2</sup> Available in [Arabic](#), [Chinese](#), [English](#), [French](#), [Russian](#), [Spanish](#) and [its addenda](#) (available only in English).

- Day 2 – Interactive discussion on **stakeholder engagement** (ca. 3 hours)
  - Opening and welcome remarks (5 min)
  - Presentation: Introduction to stakeholder engagement tools and techniques (20 min)
  - Plenary discussion/BOGs, guided by instant online polling on stakeholder engagement (60 min) *{During this session, the discussions will be facilitated by a set of short questions on stakeholder engagement, through live polling tools, such as Mentimeter. Then the participants will be invited to share examples, experiences and lessons learned on their stakeholder engagement and consultation processes.}*
  - 10-minute break
  - Plenary discussion/BOGs, guided by mini exercises on stakeholder engagement (60 min) *{During this session, the discussions will be facilitated by a set of basic questions on stakeholder engagement, through live polling tools, such as Mentimeter. Then the participants will be guided to work on mini exercises to conduct stakeholder analysis and mapping.} This will be conducted via [www.menti.com](http://www.menti.com)}*
  - Introduction of Day-3 agenda (10 min)
- Day 3 – Break-out group work on **institutional arrangements, including data management for GHG inventory** (ca. 3 hours):
  - Opening and welcome remarks (5 min)
  - Presentation: Introduction to institutional arrangements, including data management tools and techniques (15 min)
  - Introduction to BOG exercise (10 min)
  - Clinic session in parallel BOGs (60 min):
    - Participants, in BOGs, are requested to work and brainstorm on a case study where:
      - A pre-selected case owner will present the details of its institutional arrangements, including current data management arrangements for GHG inventory and the gaps with its design needs;
      - BOG participants will provide their reflection on the case study and provide suggestions on how the gaps may be addressed;
      - The case owner will provide reflection on the suggestions, including potential next steps that could help to addressing the issue.
  - 10-minute break
  - BOG presentations on the outcome and key findings of the clinic exercise (max 60 min)
  - Q&A (20 min)
  - Feedback on the workshop and discussion on expectations (10 min)
 

*{An online survey will be circulated to participants to collect feedback on the virtual training. Among other things, the participants will be invited to provide suggestions and recommendations on future improvements and training needs.}*
  - Closing (10 min)

#### **Follow-up phase** *(after the virtual training)*

- Continued remote technical advice will be offered to the participants, upon request;
- Continued exchange of experiences and lessons learned as well as relevant technical resources among participants will be promoted.