

**Information note by the Consultative Group of Experts on National
Communications from Parties not included in Annex I to the Convention
Part I:**

Overview of delivery of its mandate in the period 2014–2017

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I. BACKGROUND

1. The Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) was established for the first time in 1999 with an aim to improve the process of and preparation of national communications (NCs) by developing country Parties.¹ The CGE, since then, has played a crucial role in providing technical assistance and advice to developing country Parties and facilitating their participation in the measurement, reporting and verification (MRV) arrangements under the Convention.
2. The mandate of the CGE was expanded in 2013 when the Conference of the Parties (COP), at its nineteenth session, decided to continue the group for a period of five years, from 2014 to 2018, and to include the provision of technical advice and support for the preparation of biennial update reports (BURs) by developing country Parties as well as building the capacity of technical experts nominated to the UNFCCC roster of experts to conduct the technical analysis of BURs under the international consultation and analysis (ICA) process.²
3. At its first meeting under the current mandate (the eleventh meeting since its establishment) held in Bonn, Germany, on 20 and 21 January 2014, the CGE, guided by its mandate and revised terms of reference contained in decision 19/CP.19 and its annex, formulated its work programme for 2014–2018. In 2014, the CGE also developed a long-term strategy for 2015–2018,³ as a guide in providing technical support and advice in an effective, adequate and sustainable manner that significantly contributes to developing country Parties' efforts in implementing the MRV arrangements under the Convention.
4. The COP further decided to review, at its twenty-second session, the mandate and terms of reference of the CGE referred to in paragraph 2 above, with a view to adopting a decision at the same session.
5. Subsequently, having reviewed the mandate and terms of reference of the CGE, the COP decided to keep them unchanged. Further, the COP requested the Subsidiary Body for Implementation (SBI), at its forty-eighth session, to consider a review of the mandate, including the terms of reference, of the CGE with a view to recommending a draft decision thereon for consideration and adoption by the COP at its twenty-fourth session.⁴
6. In response to this request, SBI 48 will consider the review referred to in paragraph 5 above.
7. The CGE will be invited to make an oral report to the opening plenary meeting of SBI 48 on the work of the CGE. Recognizing that an oral report can capture only a glimpse of the broad range of work of the CGE given the limited time allocated for such an oral report, the CGE agreed at its twentieth meeting (held in Bonn, Germany on 5 and 6 February 2018) to make available additional information providing a comprehensive overview of the work of the CGE for the period 2014–2017, with a view to ensuring that Parties have access to relevant information to help them make informed decisions during the negotiations on the terms and mandate of the CGE.
8. Against this backdrop, this report provides a comprehensive overview of the implementation of the CGE work programme for the period 2014–2017. It takes stock of the activities and achievements of the CGE for the period, outlines key constraints and lessons learned in implementing the work programme, and identifies areas of improvement that can further enhance the efficiency and effectiveness of the work of the CGE.

¹ Decision 8/CP.5.

² See annex I for the terms of reference of the CGE contained in annex to decision 19/CP.19.

³ FCCC/SBI/2014/INF.15.

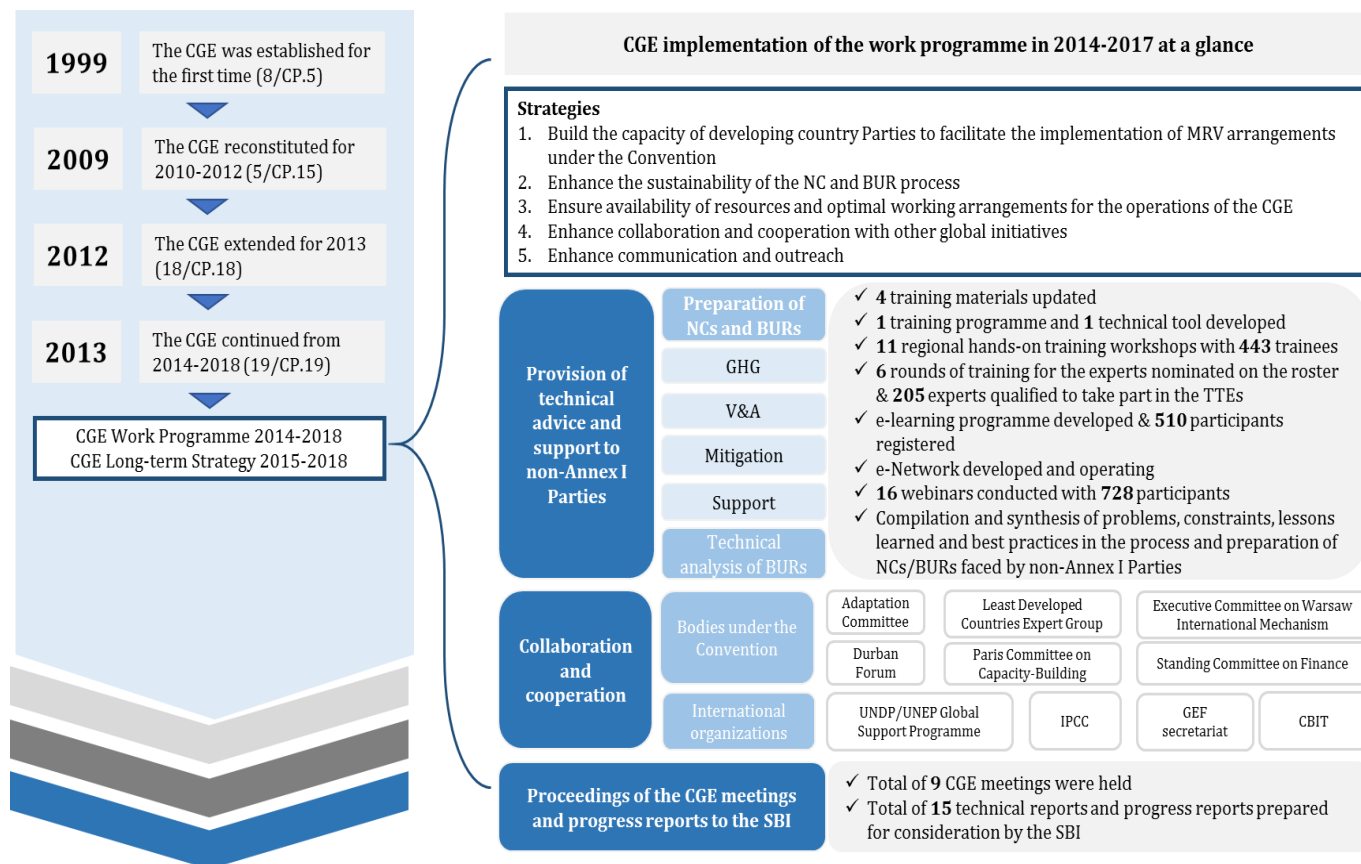
⁴ Decision 20/CP.22, paragraphs 1 and 2.

II. ACTIVITIES AND ACHIEVEMENTS OF THE CONSULTATIVE GROUP OF EXPERTS FOR THE PERIOD 2014–2017

9. For the period 2014–2017, the CGE has successfully implemented its work programme. The status of the implementation of the work programme is provided in annex III. This section provides additional details on the key activities implemented and results achieved. The information covers the following aspects of the work of the CGE: provision of technical advice and support to developing country Parties; cooperation and collaboration with other expert groups and constituted bodies under the Convention and intergovernmental organizations; and progress reports to the SBI and other technical reports. A summary of the key outputs and products delivered in implementing the work programme is presented in figure 1 below.

Figure 1

CGE implementation of the work programme in 2014–2017: At a glance



A. Provision of technical advice and support to developing country Parties

10. As part of its work to address the constraints and needs of developing country Parties in their participation in the MRV arrangements, the CGE began by exploring the capacity-building needs, constraints and gaps (see para. 11 below). The main channels for CGE technical advice and support to developing country Parties are, inter alia: (1) development, updating, and dissemination of training materials and technical tools; (2) conduct of regional hands-on training workshops and a training programme for the team of technical experts (TTEs); and (3) set-up and operationalization of online training resources such as e-learning programme, e-network and webinars.

a. Understanding the capacity-building needs of developing country Parties

11. In accordance with decision 19/CP.19, annex, paragraph 2(a) and (g), the CGE prepared a technical report in 2014⁵ compiling and synthesizing **the information on the problems and constraints, lessons learned and best practices** identified in the process and preparation of NCs and BURs by developing country Parties. With a view to complementing the compiled information with more up-to-date information, the CGE prepared an updated technical report in 2017.⁶ These reports have informed the work of the CGE in the identification and provision of technical assistance to address the needs of developing country Parties and served as a source of lessons learned and best practices for developing country Parties.

b. Training materials

12. The CGE has developed and disseminated training materials to facilitate the preparation of national reports and to support training workshops. In 2005, a set of training materials for the preparation of NCs was developed on vulnerability and adaptation (V&A) assessment; national greenhouse gas (GHG) inventories; and mitigation assessment. In 2013, another set of supplementary [training materials for the preparation of BURs](#) was developed on institutional arrangements; mitigation actions and their effects; and constraints and gaps and related financial, technical and capacity-building needs and support received, to address the elements within the scope of BURs. In 2014, the CGE **translated the training materials** on the preparation of BURs into [Arabic](#), [French](#) and [Spanish](#).
13. The CGE has continued to update the training materials in order to incorporate feedback and suggestions from those who attended training workshops and/or utilized training materials, and to reflect the most recent science and any developments in the reporting of developing country Parties under the Convention, and thus maintaining the relevance and value to the target audience.
14. The CGE updated the existing CGE training materials on [V&A assessment](#) in 2014–2015. The update took into account the recent developments under the Convention and the latest science, in particular the findings contained in the Fifth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC), which became available in 2013 and 2014.
15. The CGE, in collaboration with the IPCC, updated the training materials on the [2006 IPCC Guidelines for National Greenhouse Gas Inventories](#) (hereinafter referred to as the 2006 IPCC Guidelines) in 2017. The update covered all sectors of the 2006 IPCC Guidelines, namely, energy, industrial processes and product use, agriculture, forestry and other land use, and waste.
16. The CGE updated two BUR training materials in 2017, one on [reporting information on mitigation actions and their effects](#) and the other on [reporting information on constraints and gaps, and related finance, technology and capacity-building needs and support received](#). These updates ensured that the training materials developed in 2013 aligned with the materials used for the training programme, developed in 2015, for the technical experts to undertake technical analysis of BURs (further elaborated in para. 17 below).
17. As requested by the COP,⁷ in 2014–2015, the CGE developed a [training programme for the technical experts](#) nominated to the UNFCCC roster of experts who, upon successful completion of this training, shall be eligible to be part of the TTE, to undertake the technical analysis of submitted BURs. The primary objective of the training programme is to ensure that the experts nominated on the UNFCCC roster of experts are fully conversant with the relevant reporting requirements for developing country Parties, and the modalities and procedures for the ICA process, including the technical analysis of BURs from developing country Parties.

⁵ FCCC/SBI/2014/INF.16.

⁶ FCCC/SBI/2017/16.

⁷ Decision 20/CP.19, paragraph 4.

18. Also in 2014, the CGE organized a workshop on the peer review of the materials for the training of the TTEs, as an opportunity for experts to review the draft training materials and provide feedback to the CGE. A total of 49 experts from developed and developing country Parties attended, who were drawn from the UNFCCC roster of experts, and former and current CGE members. The CGE took stock of the comments and suggestions received from the experts over the course of the workshop, and these contributed to the finalization of the training programme.
19. Further, in 2017, the CGE developed [a technical tool](#) to facilitate developing country Parties in their preparation for and participation in ICA process. The technical tool was developed taking into account the experience, lessons learned and feedback received from the first eight rounds of the technical analysis of BURs and the three workshops for the facilitative sharing of views. The tool provides information on the process-related aspects of ICA, identifies the key steps, documents and tools used in ICA, and outlines the roles and responsibilities of the various actors involved, including guidance facilitating efficient participation.
20. Figure 2 presents an overview of the CGE training materials and tools developed, and updated as appropriate, to facilitate the effective participation of developing country Parties in the current MRV arrangements under the Convention.

Figure 2

CGE training materials and tools developed and updated in 2014–2017

<u>Training materials for the preparation of NCs</u>		<u>Training materials for the preparation of BURs</u>		<u>Training for the technical analysis under the ICA process</u>	
Vulnerability and adaptation assessment	✓ Updated in 2015	Reporting on mitigation actions and its effects	✓ Updated in 2017	Training programme for technical experts	✓ Developed in 2015
National GHG inventories	✓ Updated in 2017	Reporting on FTC needs and support received	✓ Updated in 2017	Technical tool	✓ Developed in 2017

21. The CGE training materials are available on the UNFCCC website. There are several CGE-related pages on the UNFCCC website, including (1) [CGE page](#); (2) [guidelines and manual for the preparation of national reports and ICA process](#); (3) [tools and training materials for developing country Parties reporting](#); (4) [CGE training materials for the preparation of NCs](#); and (5) [CGE training materials for BURs](#). Figure 3 below shows the number of visits per month to each of the five CGE-related pages and the monthly aggregate count of visits to the CGE-related pages on the UNFCCC website for the period 2014–2017. On average, there were 664 visits to the CGE page every month and 725 visits to the guidelines and manual page. The information on monthly average visits to all five CGE-related pages is provided in figure 4.

Figure 3
Trends in the monthly visits to CGE-related pages, 2014–2017

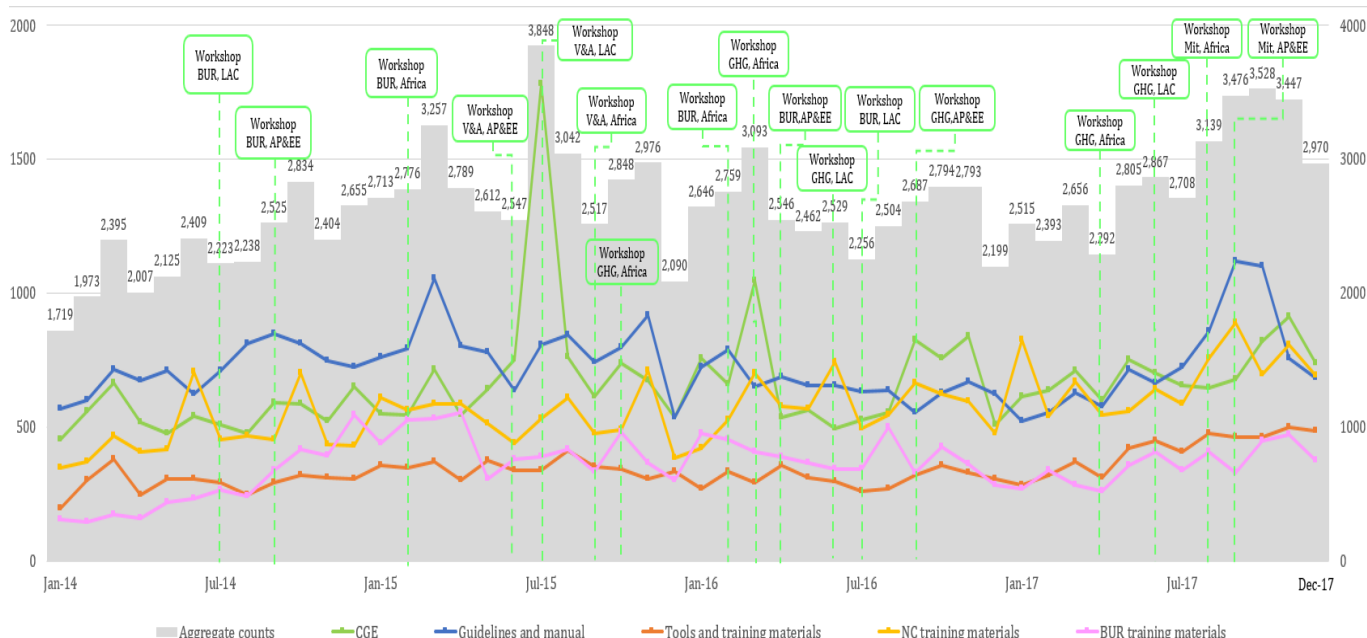
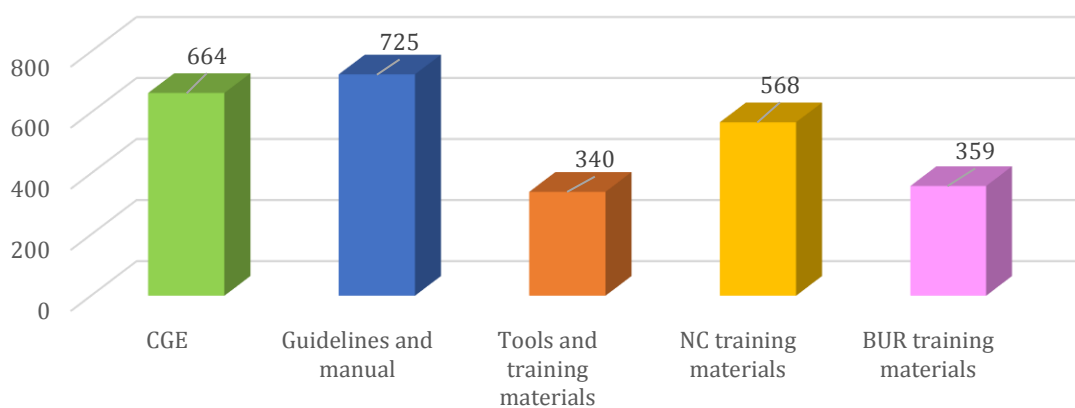


Figure 4
Monthly average visits to CGE-related pages, 2014–2017

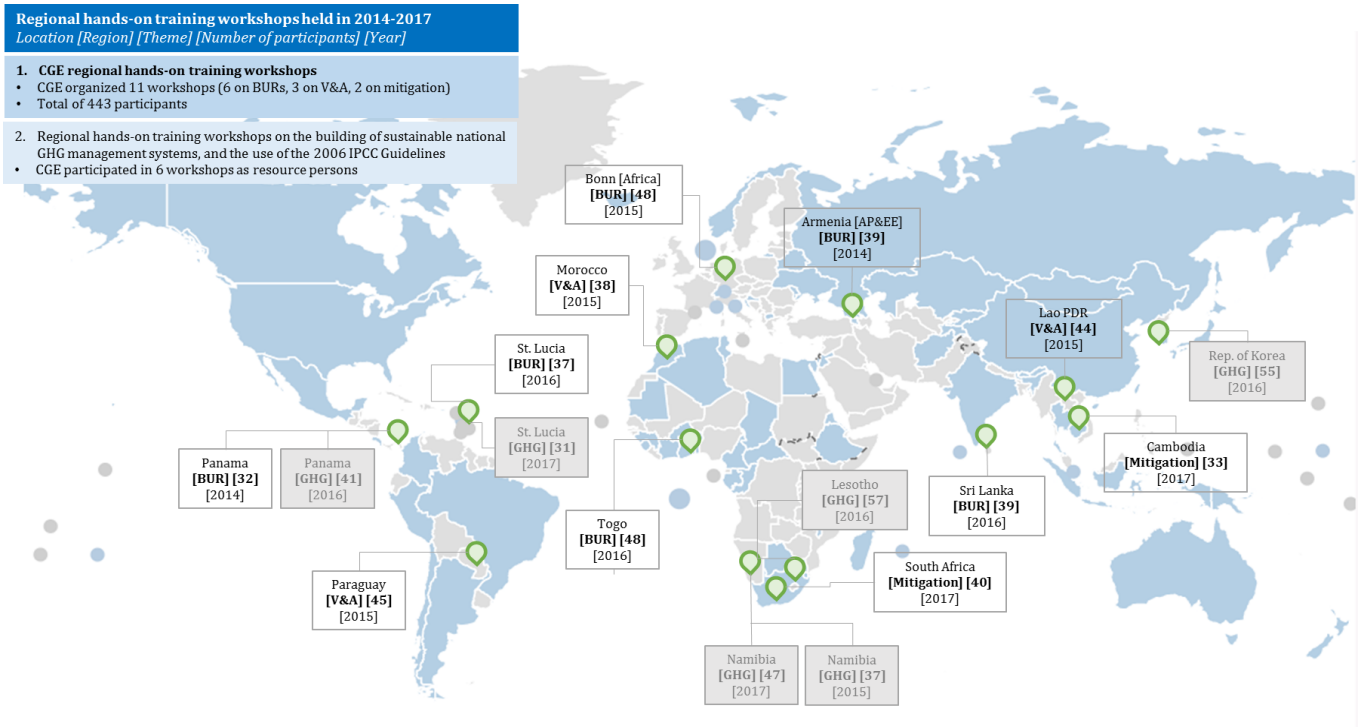


c. Training workshops and programmes

22. Since 2014, the CGE, with the assistance of the secretariat, has organized **11 regional hands-on training workshops**, with financial and technical support provided by Parties and international organizations. Of the 11 CGE regional hands-on training workshops, 6 focused on the preparation of BURs; 3 on V&A assessments; and 2 on the preparation and reporting of mitigation actions (mitigation). Further, the CGE members participated as resource persons in the **six regional hands-on training workshops** organized by the secretariat in 2015 (one), 2016 (three) and 2017 (two), in collaboration with the IPCC on the building of sustainable national GHG inventory management systems and the use of the 2006 IPCC Guidelines.

23. The information on the host country, thematic area, number of participants and the year of the respective training workshop is provided in figure 5 below.

Figure 5
Regional hands-on training workshops held in 2014–2017



24. A total of 437 national experts from developing country Parties have been trained through the CGE regional hands-on training workshops implemented over 2014-2017. Figure 6 below shows the number of participants by region and thematic area, while figure 7 shows the disaggregated numbers by gender in each region and figure 8 shows the ratio of female participation by year. The regional hands-on training workshops provided an opportunity for the participants to share experiences and views and to build a network of experts. Furthermore, the training workshops served as a platform to generate feedback on the training materials in order to improve them further.

Figure 6
CGE regional hands-on training workshops: number of participants, by region and thematic area, 2014–2017

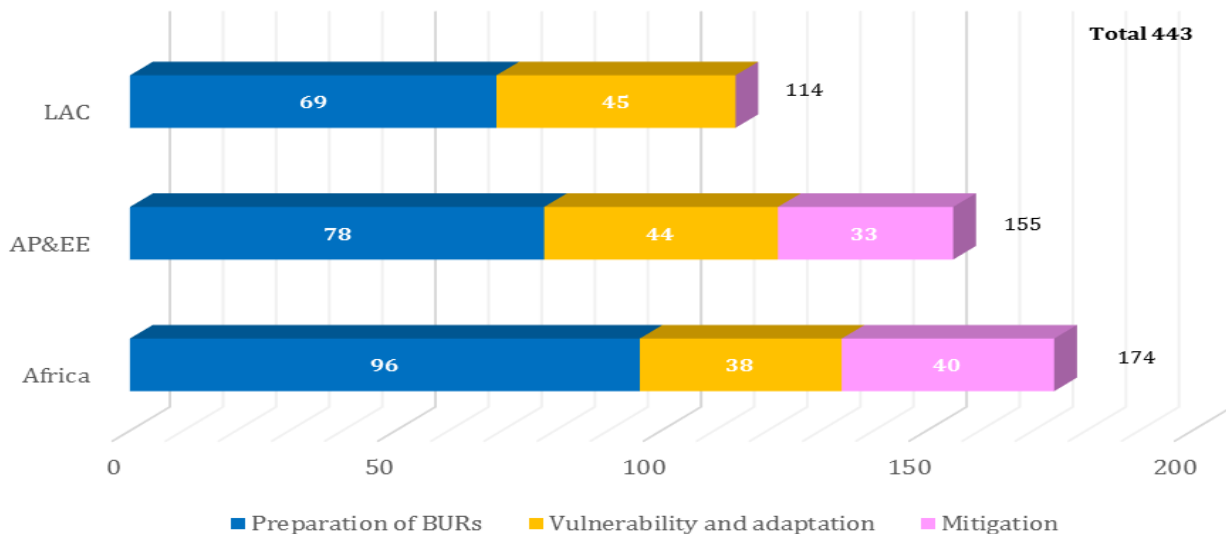


Figure 7

CGE regional hands-on training workshops: number of participants, by region and gender, 2014–2017

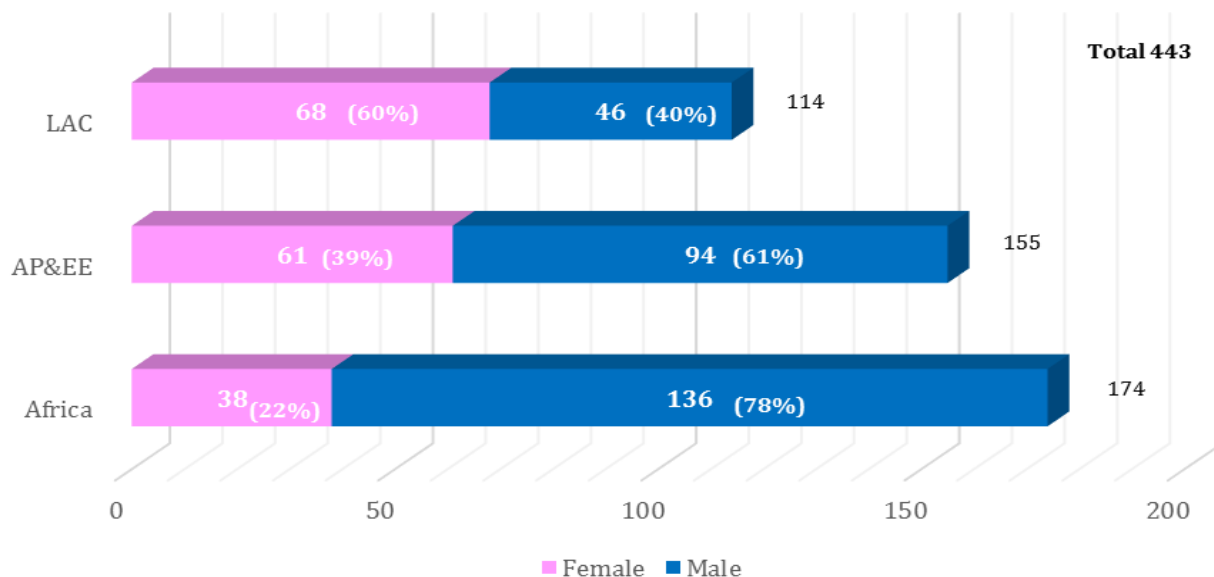
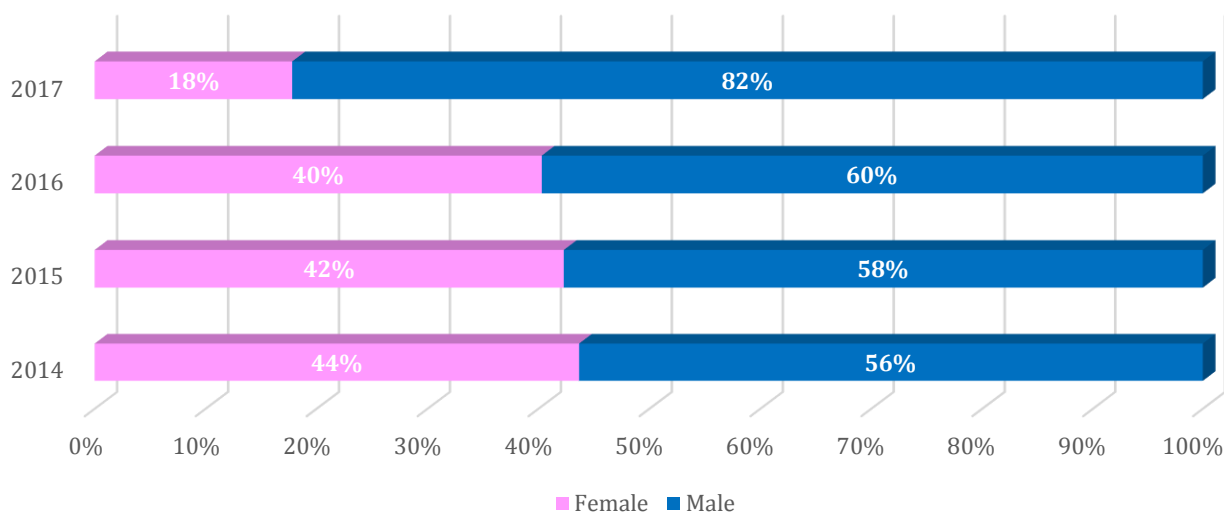


Figure 8

CGE regional hands-on training workshops: ratio of female participation by year, 2014–2017

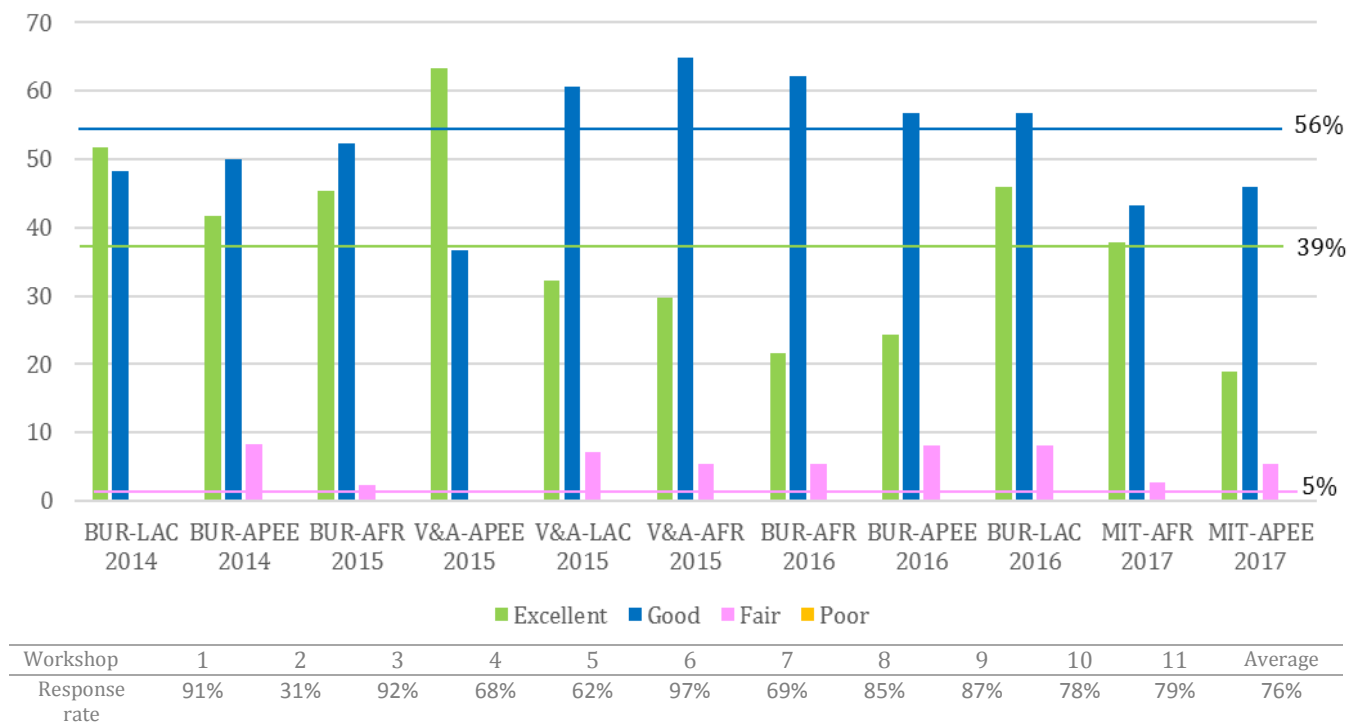


25. According to the post-workshop survey results, most surveyed participants found the quality of the regional hands-on training workshop to be either excellent (39 per cent on average across the 11 regional hands-on training workshops) or good (56 per cent on average), as shown in figure 9 below. The feedback and lessons learned from the training workshops allowed the CGE to identify a number of areas for enhancing the design and delivery of technical assistance to developing country Parties, including encouraging the participants to strengthen their institutional arrangements through the training workshops and ensuring that experiences, lessons learned and best practices from developing countries feature prominently in the training materials and workshops.⁸

⁸ FCCC/SBI/2016/16, paragraph 85.

Figure 9

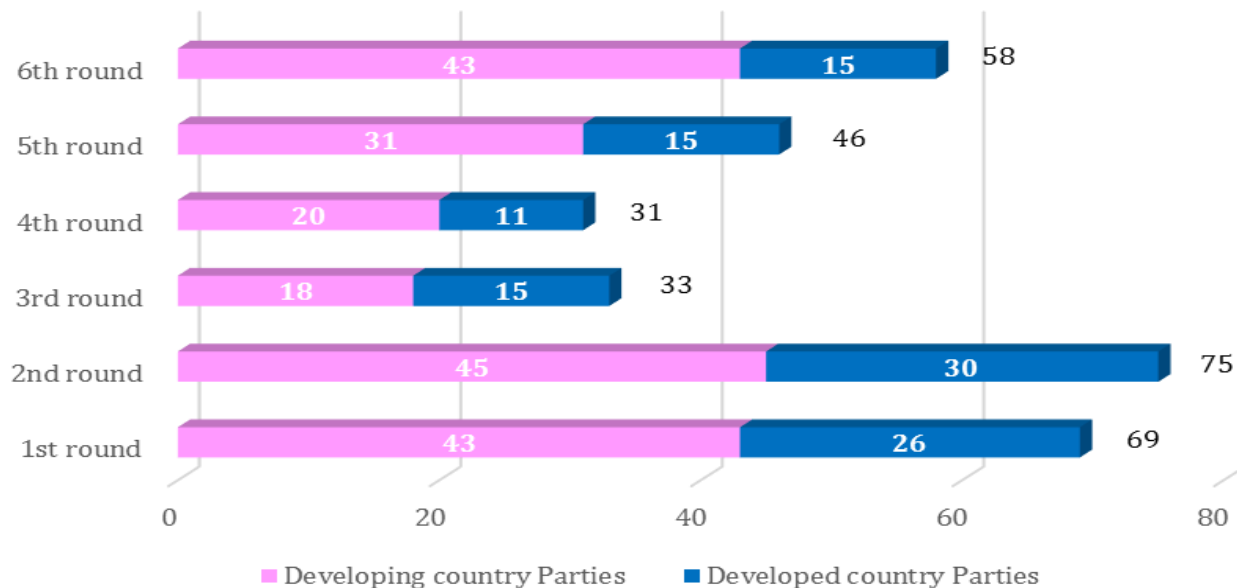
Participants' assessment of the quality of the CGE regional hands-on training workshops, 2014–2017



26. The CGE training programme for the TTEs undertaking the technical analysis of BURs was rolled out in April 2015 and converted to a web-based self-learning training programme in June 2015. Since then, there have been **six rounds of training for the experts nominated on the UNFCCC roster of experts**. The course is hosted on the UNFCCC Learning Management System. After a period of self-learning, proficiency assessments are offered. Upon successful completion of the course, experts will be issued with a certificate and will be qualified to take part in the TTEs. During the six rounds of training given in 2015–2017, a total of 312 experts, including developed country Parties and developing country Parties, have passed one or more proficiency assessments by the end of the training. Figure 10 below shows the number of experts who have passed one or more proficiency assessments, by round. Considering the number of those who participated in more than one round of training (i.e. those who were not able to meet the threshold set for passing the proficiency assessment), **the actual total number of experts who passed one or more proficiency assessments is 263**. Among them, **a total of 205 experts became qualified to take part in the TTEs**.

Figure 10

Training for experts nominated on the UNFCCC roster: number of experts who passed one or more proficiency assessments by round, 2015–2017



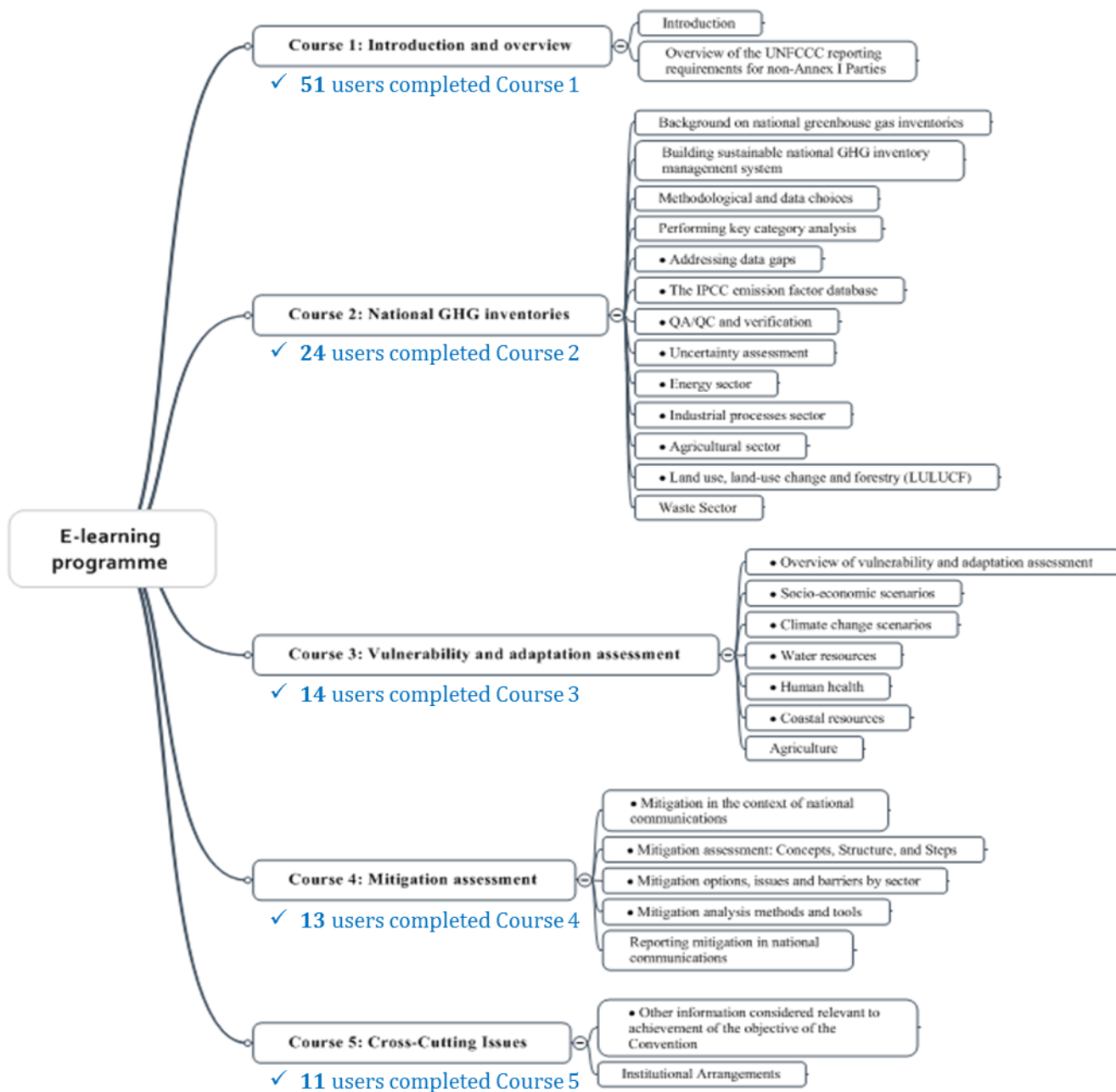
d. Online training resources

27. Based on the CGE training materials, the secretariat developed an **e-learning programme** for the preparation of NCs from developing country Parties. The e-learning courses were released in March 2015 and are accessible through open and free registration on the secretariat’s Learning Management System.⁹ The CGE updated the look and feel of the e-learning courses in 2016. The current e-learning programme contains courses on (1) introduction and overview; (2) national GHG inventories; (3) mitigation assessment; (4) V&A; and (5) cross-cutting issues. Each course contains a range of lessons, as shown in figure 11 below. **A total of 510 participants registered** on the e-learning courses and **51** have completed at least one full courses, as at 18 January 2018. The number of completion by course is also provided in figure 11 below.

⁹ Available at <<https://climate.csod.com/client/climate/default.aspx>>.

Figure 11

CGE e-learning programme design and number of completion by course



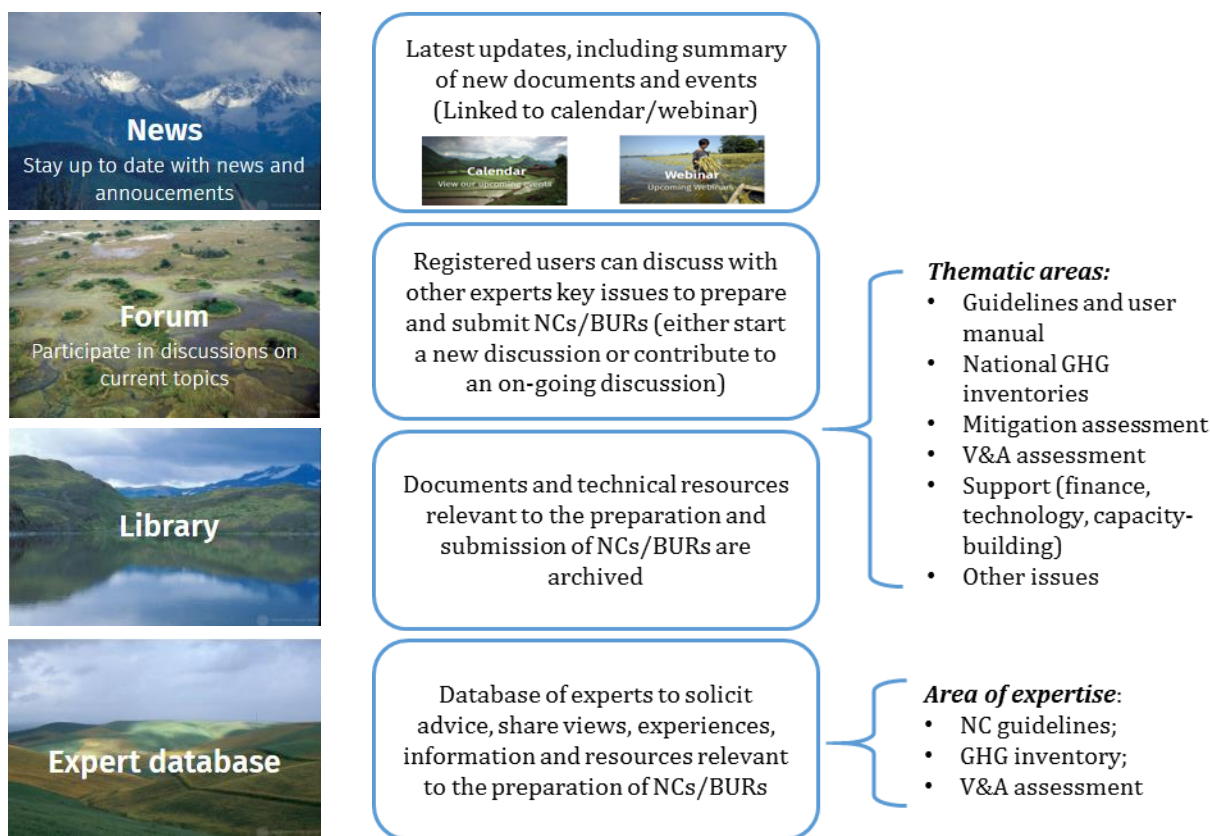
28. With a view to enhancing interaction between the CGE members and the constituencies under the Convention as part of its communication and outreach efforts, the CGE, with the assistance of the secretariat, created a web-based online platform called the **e-Network**.¹⁰ The e-Network provides implementation updates and news, and allows users to access technical resources relevant for the preparation of NCs and BURs, search a database of experts in the areas of NCs and BURs, and interact with the CGE and other experts through online discussion forums. Since the launch of the e-Network in 2015, the CGE has continued to update the information on the site on a regular basis, in close collaboration with the United Nations Development

¹⁰ Available at <<https://process.unfccc.int/sites/eNET/SitePages/Home.aspx>>.

Programme (UNDP), the United Nations Environment Programme (UNEP) and the IPCC. Figure 12 below shows the look of the e-Network and its key functions.

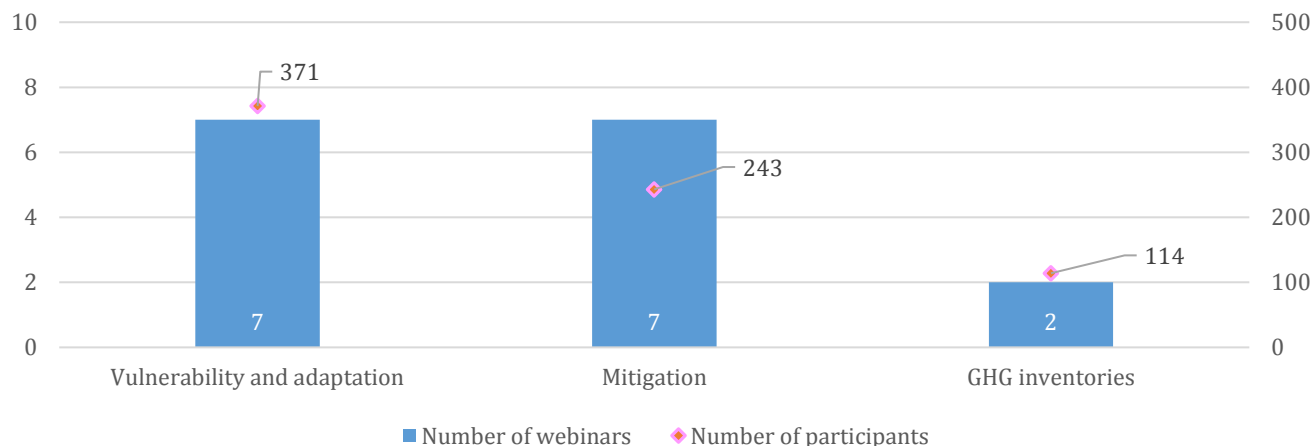
Figure 12

CGE E-Network: Overview of key functions and links



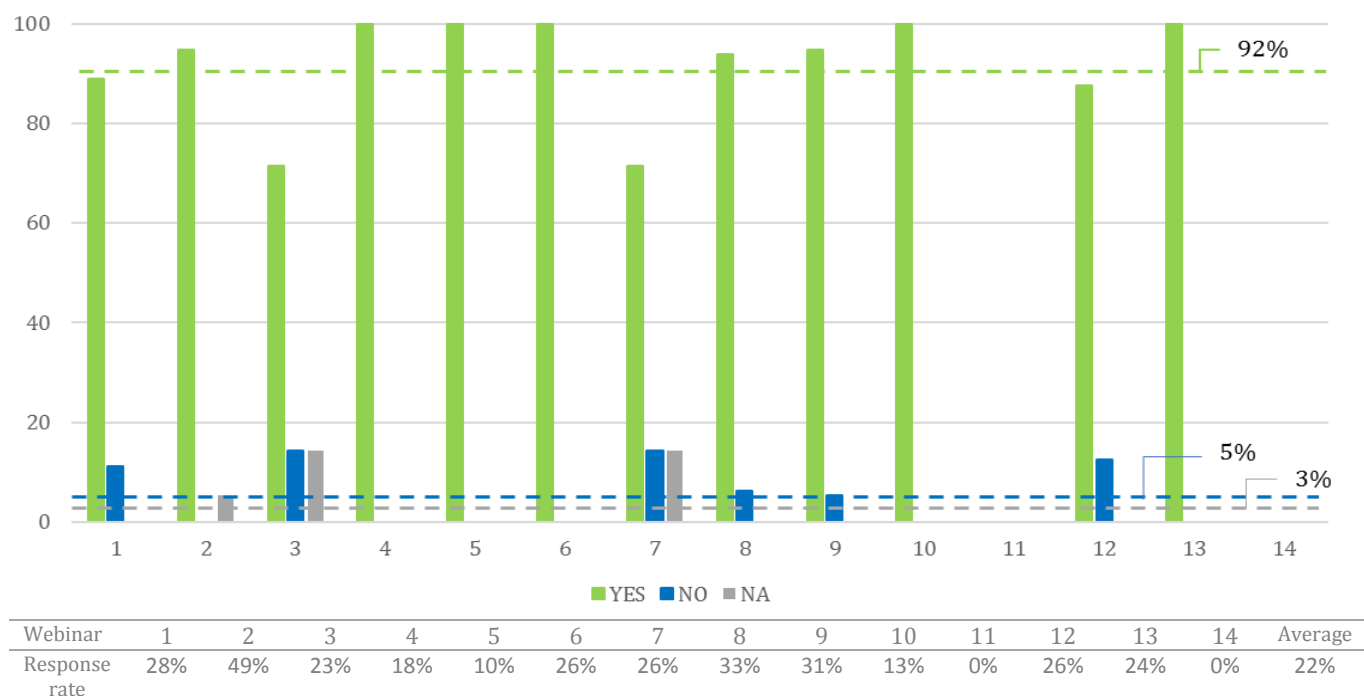
29. The CGE has conducted **webinars** aiming at building the momentum of its capacity-building initiatives and addressing target issues in the process and preparation of NCs and BURs. The webinars provided a platform for the CGE to reach out to a wider audience of national experts and practitioners and to assist them in gaining targeted knowledge in thematic areas. The CGE has collaborated with external experts and international organizations, including the Global Support Programme for Preparation of National Communications and Biennial Update Reports by non-Annex I Parties (GSP), the Organisation for Economic Co-operation and Development and Food and Agriculture Organization of the United Nations, on presenting a few webinars. For the period 2015–2017, the CGE conducted **16 webinars**, where a total of **728 participants** learned from and engaged with experts remotely to address their questions. The participants included national government representatives, researchers and technical specialists. Figure 13 shows the number of webinars and participants by thematic focus, namely, V&A, mitigation and GHG inventories.

Figure 13
CGE webinars: Number of webinars and participants, by theme, 2015–2017



30. The CGE has conducted post-webinar surveys from 2016 onwards. According to the survey results of the fourteen webinars conducted between 2016 and 2017, most surveyed participants found the content of the webinars met their expectations (92 per cent), as shown in figure 14. No feedback was received for two webinars (number 11 and 14) through the surveys.

Figure 14
Participants’ assessment of the quality of the CGE webinars, 2016–2017



e. Other activities

31. In response to decision 19/CP.19, annex, paragraph 2(d), the CGE prepared an analytical paper¹¹ that provides **recommendations on elements to be considered in a future revision of the “Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention”** as well as suggestions aimed at clarifying the guidelines in order to facilitate reporting by developing country Parties. In preparing the paper, the CGE took into consideration the inputs provided by developing country Parties through the survey conducted between September 2015 and January 2016 on challenges in the use of, and improvements to, the existing UNFCCC guidelines and information in relevant reports prepared since 2011, including workshop reports and other technical reports.
32. Following decision 19/CP.19, annex, paragraph 2(h), the CGE provided guidance and periodic advice to the secretariat to assist it in fulfilling the selection criteria for the **composition of the TTEs**. In 2016, the CGE established a task force, consisting of 10 CGE members, to undertake an in-depth analysis of the challenges faced in composing TTEs to undertake technical analyses of BURs and to identify and recommend solutions that respond to or mitigate the constraints and challenges identified. The task force, in 2017, prepared a technical report¹² containing the analysis, findings and recommendations for composing TTEs.

B. Cooperation and collaboration

a. Other expert groups and constituted bodies under the Convention

33. The CGE noted that its participation in the activities of other expert groups and constituted bodies under the Convention is important in helping to link the various activities that are cross-cutting in nature and to explore opportunities for conducting activities jointly and/or complementing each other’s work, especially with those related to the capacity-building of developing country Parties. As a result, there have been constant efforts from the CGE to collaborate with these entities (see table 1). In addition to the specific inputs, the CGE, through its webinars, workshops and the members, sought to explore opportunities to make use of and disseminate relevant information that the various constituted bodies have developed.

Table 1

CGE collaboration with other expert groups and constituted bodies under the Convention: by entity, 2014–2017

<i>Entity</i>	<i>Key activities</i>
Adaptation Committee (AC)	<ul style="list-style-type: none"> • A CGE member participated in a workshop on experiences, good practices, lessons learned, gaps and needs in the process to formulate and implement NAPs, organized by the AC in collaboration with the LEG in 2015 • CGE collaborated extensively with the AC in updating the CGE training materials on V&A assessment over the course of 2015 • AC members participated in the CGE webinars on V&A assessment and coastal resources as resource persons in 2016 and 2017
Durban Forum on capacity-building	<ul style="list-style-type: none"> • CGE members participated in the meetings of the Durban Forum on capacity-building in 2014–2016, presenting the CGE work on provision of technical assistance to developing country Parties and concrete and innovative solutions tailored to enhance developing country Parties’ capacities

¹¹ FCCC/SBI/2016/17.

¹² FCCC/SBI/2017/12.

<i>Entity</i>	<i>Key activities</i>
Executive Committee of the Warsaw International Mechanism	<ul style="list-style-type: none"> Two CGE members served on the interim Executive Committee in 2014, providing information on the CGE activities relating to V&A assessments
Least Developed Countries Expert Group (LEG)	<ul style="list-style-type: none"> CGE members participated in the National Adaptation Plans Expo organized by the LEG in 2014 and 2015
Paris Committee on Capacity-Building (PCCB)	<ul style="list-style-type: none"> The CGE participated in the first meeting of the PCCB as an observer in 2017, presenting its capacity-building activities The CGE made a submission highlighting the need for synergy and collaboration and agreed to continue providing input to the PCCB on capacity-building support through the web-based capacity-building portal
Standing Committee on Finance (SCF)	<ul style="list-style-type: none"> The SCF shared its workplan approved by COP 23 with the CGE, which, in response, shared its work programme and workplan with the SCF

34. In addition, the CGE has participated in other relevant mandated activities under the Convention, including technical assessment of submissions from Parties on proposed forest reference emission levels and/or forest reference levels. Following the guidelines and procedures adopted at COP 19, the CGE was invited to nominate one of its experts from a developing country Party with relevant expertise to participate in the technical assessment as an observer and did so in the first session of the technical assessment in 2014.

b. Intergovernmental organizations

35. The CGE has been working closely with the GSP, jointly implemented by UNDP and UNEP, and IPCC. The engagement helped the CGE better coordinate and collaborate on number of activities by capitalizing technical resources and networks. Further, it helped to disseminate the tools and training materials developed by the CGE and reach out to broader audience on the ground.

36. The CGE continued its cooperation and collaboration with the **GSP** in addressing the capacity-building needs of non-Annex I Parties for the process and preparation of their NCs and BURs. The CGE members from UNDP and UNEP regularly updated the CGE at its meetings on the implementation of the GSP, with a view to facilitating the targeted financial and technical support to developing country Parties. The GSP provided useful input to the work of the CGE, including: contributing as a resource person to the regional hands-on training workshops and webinars; and collaborating on the organization of the training workshops,¹³ the translation of training materials, the dissemination of the existing CGE training materials at the subregional and national levels, and outreach activities for the preparation of NCs and BURs.

37. The GSP also assisted the CGE with its work on the compilation of information on: (1) existing activities and programmes to facilitate and support the preparation of NCs and BURs; and (2) steps to integrate climate change considerations into relevant social, economic and environmental policies and actions.

38. The CGE collaborated with the Technical Support Unit of the **IPCC** Task Force on National Greenhouse Gas Inventories on the organization of the regional hands-on training workshops on sustainable national GHG inventory management systems and the use of the 2006 IPCC Guidelines (see para. 22 above). The CGE has also partnered with the IPCC on the development and update of the training materials on the 2006 IPCC Guidelines (see para. 15 above).

¹³ For example, the CGE collaborated with the GSP to organize two regional hands-on training workshops in 2017. For further details, see document FCCC/SBI/2017/15.

planned activities, including the regional hands-on training workshop for the Latin American and Caribbean region on the preparation of mitigation actions and reporting on them in NCs and BURs.¹⁵

- 2) There is limited awareness of the mandate and activities of the CGE among the stakeholders who are actively engaged in providing support to developing country Parties in the area of MRV, including bilateral and multilateral entities.¹⁶
 - 3) While the key objective of the CGE is to provide technical assistance and support the preparation of NCs and BURs, the impacts from CGE activities towards this objective are not easy to measure, particularly for all those cases where Parties have not yet submitted their first BURs.
42. At the same time, there is still a great need and demand to enhance the national capacities of developing country Parties to prepare their NCs and BURs with a focus on putting in place sustainable institutional arrangements. Further, with the adoption of the Paris Agreement and its entry into force, the enhanced transparency framework established through Article 13 of the Paris Agreement will require additional capacity building support for some developing countries.
43. Drawing on the insights and experience gained from implementing its work programme, the CGE identified the priority areas that could be useful in further enhancing the efficiency and effectiveness of the provision of technical assistance to developing country Parties, as follows:¹⁷
- 1) Enhance the effort to collaborate with other interested partners with the assistance of the secretariat in broadening CGE engagement;
 - 2) Play a catalytic role in promoting and attracting intervention from interested partners by providing strategic guidance and direction to respond to the needs of developing country Parties for national reporting;
 - 3) Strengthen communication and outreach activities so that the stakeholders have a better understanding of the training products and opportunities available through the CGE;
 - 4) Create a formal network of experts and practitioners involved in the process and preparation of NCs and BURs, by region, to serve as a vehicle for the dissemination of relevant information from the CGE to stakeholders.

IV. PLANNED ACTIVITIES FOR 2018

44. The CGE, at its twentieth meeting, held in Bonn, Germany, from 5 to 6 February 2018, reviewed and revised its work programme and developed a detailed annual work plan for 2018. Key activities are outlined in table 2.

Table 2

Summary of planned activities for 2018

<i>Outputs/products</i>	<i>Key activities</i>
Technical advice and support	
Training materials and tools	Translate the BUR training materials into other UN languages
	Develop tools and guidance materials on (1) setting up and enhancing robust institutional arrangements that function on a continuous basis; and (2) enhancing access to financial, technical and capacity-building resources

¹⁵ FCCC/SBI/2017/15.

¹⁶ FCCC/SBI/2017/15.

¹⁷ FCCC/SBI/2017/ L.31, paragraph 4.

<i>Outputs/products</i>	<i>Key activities</i>
	Update the training materials on cluster 1 of the TTE training programme
Training workshops and programmes	<p>Conduct regional hands-on training workshops on identifying and reporting adaptation actions in national communications (Africa, Asia-Pacific and LAC)</p> <p>Conduct regional hands-on training workshop for the reporting of mitigation actions (LAC)</p> <p>Continue implementation of the training programme for the TTEs</p>
<i>*Periodic guidance and advice to the secretariat on the selection of TTEs</i>	<p>Conduct a needs analysis to understand and garner feedback on the expectations of experts and the impacts of the TTE training programme;</p> <p>Conduct a survey to understand the underlying cause(s) of low number of qualified experts interested to participate in the technical analysis of their BURs;</p> <p>Consider periodic technical report on the selection of the TTEs, as appropriate</p>
Online training resources	<p>Conduct webinars addressing targeted themes at regional, sub-national and national level in English, French, Spanish and Arabic</p> <p>Update, operate and maintain e-learning programme</p> <p>Develop and deploy the online web-based user-interface to disseminate the information</p>
Other activities	<p>Compile information on (1) existing activities and programmes to facilitate and support the preparation of NCs and BURs; and (2) steps to integrate climate change considerations into relevant social, economic and environmental policies and actions (in collaboration with GSP)</p> <p>Participate in the technical assessment of submissions from Parties on proposed forest reference emission levels and/or forest reference levels</p>

Collaboration and cooperation

Identify possibilities for and develop collaboration and cooperation with other expert groups and constituted bodies under the Convention; and with key global initiatives, and international non-governmental organizations, the research community and academia involved in climate change activities

Communication and outreach

Mapping of relevant channels	<p>Identify existing mechanisms and networks whereby developing country Parties collaborate for their national reports process and assess the potential of those collaborations as a tool to enhance communication and outreach between the CGE and its stakeholders</p> <p>Develop, update and maintain a web platform for CGE members to collaborate between sessions and meetings</p> <p>Create a formal network of experts and practitioners involved in the process of and preparation of NCs and BURs, by region to serve as a vehicle for the dissemination of relevant information from the CGE to stakeholders</p> <p>Side events of the CGE</p>
Focused/targeted communication products	Develop communication products targeting national experts and global networks in developing country Parties

Management aspect of the operations of the CGE

Outputs/products

Key activities

Identify and enhance the participation of the CGE in low-cost online tools such as webinars and remote participation via video conferencing tools

Promote the CGE long-term strategy and annual workplan to potential donors

Integrate the Gender Action Plan

Prepare and submit to the SBI for its consideration, a CGE annual progress report

ANNEX I. Terms of reference of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention¹⁸

1. The Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) shall have the objective of improving the process of and preparation of national communications and biennial update reports by Parties not included in Annex I to the Convention (non-Annex I Parties) by providing technical advice and support to such Parties.
2. The CGE, in fulfilling its mandate, shall:
 - (a) Identify and provide technical assistance regarding problems and constraints that have affected the process of and the preparation of national communications and biennial update reports by non-Annex I Parties;
 - (b) Provide technical assistance and support to non-Annex I Parties to facilitate the process of and preparation of their national communications and biennial update reports in accordance with the “Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention” contained in the annex to decision 17/CP.8 and the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” contained in annex III to decision 2/CP.17;
 - (c) Provide technical advice to non-Annex I Parties to facilitate the development and long-term sustainability of processes of the preparation of national communications and biennial update reports, including the elaboration of appropriate institutional arrangements and the establishment and maintenance of national technical teams, for the preparation of national communications and biennial update reports, including greenhouse gas inventories, on a continuous basis;
 - (d) Provide recommendations, as appropriate, on elements to be considered in a future revision of the guidelines for the preparation of national communications and biennial update reports from non-Annex I Parties, taking into account the difficulties encountered by non-Annex I Parties in the preparation of their national communications and biennial update reports;
 - (e) Provide technical advice and support to Parties, upon request, and information on existing activities and programmes, including bilateral, regional and multilateral sources of financial and technical assistance, to facilitate and support the preparation of national communications and biennial update reports by non-Annex I Parties;
 - (f) Provide technical advice and support to Parties, upon request, on the provision of information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions, in accordance with Article 4, paragraph 1(f), of the Convention;
 - (g) Provide information and technical advice based on, where possible, lessons learned and best practices in the process of and preparation of national communications and biennial update reports by non-Annex I Parties, including in relation to finance and other support available;
 - (h) Provide guidance and periodic advice to the secretariat to assist it in fulfilling the selection criteria for the composition of the team of technical experts, in accordance with decision 20/CP.19, annex, paragraphs 3–5, taking also into account the reports provided by the secretariat in this regard on a semi-annual basis;
 - (i) Develop and organize, with assistance of the secretariat, appropriate training programmes for nominated technical experts to begin no later than in 2014, based on the most updated training materials of

¹⁸ Annex to decision 19/CP.19.

the Consultative Group of Experts, with a view to improving the technical analysis taking into account the difficulties encountered by non- Annex I Parties in the preparation of their biennial update reports.

3. The Consultative Group of Experts shall, in defining and implementing its work programme, take into account other relevant work by expert groups under the Convention in order to avoid duplication of work.

4. The Consultative Group of Experts shall revise its rules of procedure, if needed.

5. The Consultative Group of Experts shall develop, at its first meeting in 2014, a work programme for 2014–2018.

6. The Consultative Group of Experts shall forward recommendations on the matters referred to in paragraph 2 above for consideration by the Subsidiary Body for Implementation as appropriate.

*10th plenary meeting
22 November 2013*

ANNEX II. Progress reports prepared by the Consultative Group of Experts since 2014

<i>Report</i>	<i>Document symbol</i>
Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention	FCCC/SBI/2014/17
Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention: report on the regional training workshops on the preparation of biennial update reports from Parties not included in Annex I to the Convention	FCCC/SBI/2014/18
Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention: report on the workshop on the peer review of the materials for the training of the team of technical experts	FCCC/SBI/2014/19
Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention: long-term strategy of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention	FCCC/SBI/2014/INF.15
Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention: technical report on problems and constraints, as well as lessons learned and best practices, in the process of and the preparation of national communications and biennial update reports by Parties not included in Annex I to the Convention	FCCC/SBI/2014/INF.16
Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention: report on the training workshop for the African region on the preparation of biennial update reports	FCCC/SBI/2015/17
Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention	FCCC/SBI/2015/18
Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention: report on the regional training workshops on vulnerability and adaptation assessment	FCCC/SBI/2015/20
Progress of work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention	FCCC/SBI/2016/16
Regional training workshops on the preparation of biennial update reports from non-Annex I Parties	FCCC/SBI/2016/15
Recommendations on elements to be considered in the future revision of the guidelines for the preparation of national communications from non-Annex I Parties	FCCC/SBI/2016/17
Progress of work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention	FCCC/SBI/2017/15
Regional hands-on training workshops on the preparation and reporting of mitigation actions in national communications and biennial update reports	FCCC/SBI/2017/17
Updated technical report by the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention on problems, constraints, lessons learned and best practices in the preparation of national communications and biennial update reports	FCCC/SBI/2017/16

<i>Report</i>	<i>Document symbol</i>
Technical report by the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention on the constraints in and recommendations for composing teams of technical experts	FCCC/SBI/2017/12

ANNEX III. Matrix of the CGE work programme vis-à-vis its implementation for the period 2014 to 2017

X	Planned
	Complete (planned or not)
	Partially complete (planned or not)
X	Incomplete

Work programme of the CGE for 2014-2018							Notes
Output/products	Activities	Implementation timeline					
		2014	2015	2016	2017	2018	
<p><i>Decision 19/CP.19, paragraph 2(a): Identify and provide technical assistance regarding problems and constraints that have affected the process of and the preparation of national communications and biennial update reports</i></p> <p><i>Decision 19/CP.19, paragraph 2(g): Provide information and technical advice based on, where possible, lessons learned and best practices in the process of and preparation of national communications and BURs by non-Annex I Parties</i></p>							
1. Technical report synthesizing the problems and constraints, lessons-learned and best-practices	1. Compilation of information on constraints, problems, lessons learned and best practices reported in:						
	1.1 Past CGE and NCSP surveys, complemented with additional CGE questions	X	X	X	X	X	
	1.2 National communications	X			X		
	1.3 Biennial update reports		X	X	X		
	1.4 Reports and other publications by the CGE and the NCSP as well as other relevant institutions and agencies such as WRI, UNEP, UNDP, etc.	X		X	X	X	
	2. Synthesis of the compiled information	X	X	X	X	X	
3. Technical advice and support with respect to 2(g)	X	X	X	X	X		
<p><i>Decision 19/CP.19, paragraph 2(b): Provide technical assistance and support to non-Annex I Parties to facilitate the process of and preparation of their national communications and biennial update reports</i></p> <p><i>Decision 19/CP.19, paragraph 2(c): Provide technical advice to non-Annex I Parties to facilitate the development and long-term sustainability of processes of the preparation of national communications and biennial update reports</i></p>							
1. BUR training materials in other UN languages 2. Updated CGE training materials 3. E-learning courses	1. Translation of CGE BUR training materials in other UN languages	X	X		X		
	2. Update of CGE training materials to take into account latest science and development under the Convention	X	X	X	X	X	

Work programme of the CGE for 2014-2018						Notes	
Output/products	Activities	Implementation timeline					
		2014	2015	2016	2017		2018
4. A pool of national experts trained on the preparation of BUR and NCs 5. Technical reports on the hands-on training workshops	3. Development, operation and maintenance of e-learning course	X	X	X	X	X	
	4. Conduct regional hands-on training workshop on the preparation of biennial update reports						
	4.1. Latin America and the Caribbean						
	4.2. Africa						
	4.3. Asia and the Pacific						
	5. Conduct regional hands-on training workshop on vulnerability and adaptation assessment						
	5.1. Latin America and the Caribbean						
	5.2. Africa						
	5.3. Asia and the Pacific						
	6. Conduct regional hands-on training workshop on national greenhouse gas inventories						
	6.1. Latin America and the Caribbean						
	6.2. Africa						
	6.3. Asia and the Pacific						
	7. Conduct regional hands-on training workshop on mitigation assessment						
	7.1. Latin America and the Caribbean						To be implemented in 2018 subject to availability of financial resources
	7.2. Africa						
	7.3. Asia and the Pacific						
	<i>Decision 19/CP.19, paragraph 2(d): Provide recommendations, as appropriate, on elements to be considered in a future revision of the national communication and BUR guidelines</i>						
1. A paper on recommendations on possible elements to be considered in a future revision of the national communication and BUR guidelines	1. Revisit CGE recommendations on elements to be considered in a future revision of the national communication guidelines	X					
	2. CGE recommendations on elements to be considered in a future revision of the BUR guidelines				X		

Work programme of the CGE for 2014-2018						Notes	
Output/products	Activities	Implementation timeline					
		2014	2015	2016	2017		2018
	3. Analysis of the developments on reporting for non-Annex I Parties since the adoption of 17/CP.8, as necessary			X			
<p><i>Decision 19/CP.19, paragraph 2(e): Provide technical advice and support to Parties, upon request, and information on existing activities and programmes to facilitate and support the preparation of national communications and BURs</i></p> <p><i>Decision 19/CP.19, 2(f) Provide technical advice and support to Parties, upon request, on the provision of information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions</i></p>							
<p>1. Compendium of information on existing activities and programmes to facilitate and support the preparation of national communications and BURs</p> <p>2. Compendium of information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions</p>	1. Compilation of information on existing activities and programmes to facilitate and support the preparation of national communications and BUR in collaboration with GSP/NCSP	X					
	2. Compilation of information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions in collaboration with GSP/NCSP	X					
	3. Update of information on 1 and 2 above in collaboration with GSP/NCSP			X		X	
	4. Technical advice and support with respect to 2.e and 2(f)	X	X	X	X	X	
<p><i>Decision 19/CP.19, paragraph 2(i): Develop and organize appropriate training programmes for nominated technical experts based on the most updated training materials</i></p>							
<p>1. UNFCCC training programme for TTE</p> <p>2. Pool of experts nominated to the RoE trained and certified as the technical experts for conducting the technical analysis of BURs</p>	1. Development of the TTE training programme	X					
	2. Conversion of the TTE training programme into a web-based training programme		X				
	3. Certification workshop/exam for the technical experts	X	X	X	X	X	
	4. Revision of the training programme		X			X	
<p><i>Decision 19/CP.19, paragraph 2(h): Provide guidance and periodic advice to the secretariat to assist it in fulfilling the selection criteria for the composition of the team of technical experts</i></p>							

Work programme of the CGE for 2014-2018							Notes
Output/products	Activities	Implementation timeline					
		2014	2015	2016	2017	2018	
1. Periodic guidance and advice to the secretariat on the selection of the TTE, as appropriate	1. Consideration of periodic technical report on the selection of the TTE, as appropriate		X	X	X	X	
<i>Other elements of the work programme</i>							
1. Participation in the technical assessment of submissions from Parties on proposed forest reference emission levels and/or forest reference levels 2. The TTE training programme covers the technical analysis of data and information used by Parties in the estimation of anthropogenic forest-related emissions by sources and removals by sinks, forest carbon stocks, and forest carbon stock and forest-area changes	1. Participate in the technical assessment of submissions from Parties on proposed forest reference emission levels and/or forest reference levels	X	X	X	X	X	
	2. Identify elements for the TTE training programme covering aspects relating to the technical analysis of data and information used and reported in BURs by Parties in the estimation of anthropogenic forest-related emissions by sources and removals by sinks, forest carbon stocks, and forest carbon stock and forest-area changes	X					
2. Representation in the executive committee of the Warsaw International Mechanism	1. Participate in the work of the executive committee of the Warsaw International Mechanism	X	X	X	X	X	
	2. Stocktaking of activities undertaken by the CGE on vulnerability and adaptation	X					
3. Long-term strategy addressing capacity building needs of non-Annex I Parties in fulfilling their reporting requirements, including long-term management plan of the CGE and provision of technical assistance	1. Develop long-term strategy, feedback and revision (including from SBI)	X					
	2. Implement relevant elements of the long-term strategy		X	X	X	X	
	3. Review and revise, as appropriate, the long-term strategy			X			
	4. Explore the potential additional workshop at the sub-regional/national level, subject to availability of resources	X	X	X	X	X	

Work programme of the CGE for 2014-2018						Notes	
Output/products	Activities	Implementation timeline					
		2014	2015	2016	2017		2018
5. Updated 5-year work programme and annual work plan for the year	1. Review and revise the 5-year work programme, including development specific work programme for the year		X	X	X	X	
6. Progress reports on the work of the CGE, and communication and outreach of its activities	1. Meetings of the CGE	X	X	X	X	X	
	2. Side-events of the CGE	X	X	X	X	X	