

Concept note:

Workshop on empowering Africa toward fast-tracking Biennial Transparency Reports (BTR) preparation 9 to 11 September 2024 Lome, Togo

1. Background and Context

The year 2024 marks a pivotal moment for the implementation of the enhanced transparency framework (ETF) under the Paris Agreement, as Parties shall submit their first biennial transparency reports (BTRs) and national inventory reports, if submitted as a stand-alone report, at the latest by 31 December 2024.¹

The biennial survey and the series of technical assessment conducted by the Consultative Group of Experts (CGE) consistently highlighted that developing country Parties continue to face difficulties in unpacking the modalities, procedures, and guidelines (MPGs) for the ETF, including common reporting tables (CRT) and common tabular formats (CTF).

Providing targeted technical support and advice to developing countries to facilitate their BTR preparation and timely submission is crucial.

2. Objective

The main objective of the workshop is to provide targeted technical support to developing countries in African region to fast-track the preparation of their first BTR. It will serve to create momentum and support Parties in the last mile of their BTR preparation through the support of “troubleshooting sessions” to facilitate a timely submission in 2024. The agenda for this workshop is built upon discussions among participants at the CGE workshop for the Africa region organized on 8 to 10 May 2024 in Zimbabwe. The specific objectives of this workshop are as follows:

1. Provide in-depth technical advice on the application of the ETF modalities, procedures and guidelines, including use of CRTs and CTFs, along with practical one-on-one coaching;
2. Facilitate feedback and exchange among workshop participant peers about their on-going work on different chapters of their BTRs;
3. Promote sharing of lessons learned and experiences, particularly in overcoming certain technical issues and challenges, including through use of existing data and information, such as from BURs, NCs and NDCs;
4. Build confidence of developing countries to submit their BTRs as early as possible in 2024.

3. Expected outcome

The proposed outcome of the workshop is to get the BTRs of the participating countries closer to completing the technical work to facilitate timely submission.

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.

4. Target group

The primary audience of these workshops will be authors of BTRs from developing country Parties in the African region (see annex 1 for the list of countries covered in this sub-regional workshop). At least two participants who play a significant role in the drafting of their BTR, in particular the chapters on national GHG inventories and the tracking progress of their NDCs, will be invited from each participating country. Participants will be strongly encouraged to bring their on-going work, either partially or wholly, to the workshop for use during the interactive exercises and discussions.

Facilitators will be experts from the region, lead reviewers, experienced reviewers or CGE members who are familiar with the provisions of the MPGs and reporting requirements of the national reports.

5. Format

The workshop will be hands-on and interactive. It will not be a capacity building event, but rather a working session where participants will be working on the BTR chapters and tables. The workshop is planned for three days. Pre-workshop survey and webinar will be critical to prepare the participants for the workshop. The working language of the workshop will be English.

1. **Pre-workshop survey:** In the preparatory phase, nominated participants will be asked to complete a thematic questionnaire. This survey will help to gauge to what extent each country progressed on the various chapters of the ETF MPGs for preparation of their first BTR.
2. **Pre-workshop webinar:** In the preparatory phase, webinars will be organized to introduce the ETF provisions; gauge the state of readiness for submission of BTRs including any outstanding issues or needs, preparations needed for participation in the workshop; Q&A about the workshop; and to discuss any homework given.
3. **Agenda:** Detailed agenda is included below (see annex 2).

6. Organizers

The United States Environmental Protection Agency (USEPA); the COP 29 Incoming Presidency represented by the Ministry of Ecology and Natural Resources of the Republic of Azerbaijan, with support from the UN climate change secretariat and its regional collaboration center in Lome; and the West African Development Bank (BOAD), and the Azerbaijan International Development Agency (AIDA).

Annex 1: List of invited countries (19)

Benin, Burkina Faso, Cabo Verde, Gambia, Ghana, Guinea, Guinea-Bissau, Côte d'Ivoire, Liberia, Mali, Mauritania, Morocco, Namibia, Niger, Nigeria, Sierra Leone, South Africa, Togo, Zambia.

Annex 2: Tentative agenda

Time	Day 1	
8:00 – 9:00	Arrival & Registrations	
9:00 – 9:20	Opening remarks by organizers and host country representatives	
9:20 – 9:45	Scene-setting: Aim of the workshop and expectations (based on survey) (All participants, including the country representatives and the resource persons, will respect the confidential nature of the information shared and discussed at this workshop.)	
9:45 – 10:30	Overview of key reporting provisions: BTR and NID outlines; and Common Reporting Tables and Common Tabular Formats	
10:30 – 10:45	Overview of the UNFCCC reporting tools	
10:45 – 11:00	Coffee break	
	Parallel session 1 (Countries who have on-going work on their national GHG inventory report preparation)	Parallel session 2: (Countries who have on-going work on the tracking progress of implementation and achievement of NDCs)
11:00 – 13:00	Peer review of the work-in-progress or draft chapters of national GHG inventories with emphasis on application of the MPGs and use of the applicable provisions and flexibility and UNFCCC reporting tools Focus: GHG inventory – Energy sector (National circumstances and institutional arrangements, methods, Metrics, sectors and gases, time series)	Peer review of the work-in-progress or draft chapters of NDC tracking progress with emphasis on application of the MPGs and use of the applicable provisions and flexibility and UNFCCC reporting tools Focus: NDC tracking - National circumstances and institutional arrangements
13:00 – 14:00	Lunch break	
14:00 – 16:00	Peer review of the work-in-progress or draft chapters of national GHG inventories with emphasis on application of the MPGs and use of the applicable provisions and flexibility and UNFCCC reporting tools Focus: GHG inventory – IPPU sector (National circumstances and institutional arrangements, methods, Metrics, sectors and gases, time series)	Peer review of the work-in-progress or draft chapters of NDC tracking progress with emphasis on application of the MPGs and use of the applicable provisions and flexibility and UNFCCC reporting tools Focus: Information necessary to track progress (Identification of indicators, methodology and/or accounting approach used)
16:00 – 16:15	Coffee break	
16:15 – 17:00	Plenary discussion: Common threads of issues and solutions and next steps	
17:00 – 17:30	Wrap up and plan for day 2	
Time	Day 2	
	Parallel session 1 (Countries who have on-going work on their national GHG inventory report preparation)	Parallel session 2: (Countries who have on-going work on the tracking progress of implementation and achievement of NDCs)
09:00 – 11:00	Peer review of the work-in-progress or draft chapters of national GHG inventories with emphasis on application of the MPGs and use of the applicable provisions and flexibility and UNFCCC reporting tools Focus: GHG inventory – Agriculture sector (National circumstances and institutional arrangements, methods, Metrics, sectors and gases, time series)	Peer review of the work-in-progress or draft chapters of NDC tracking progress with emphasis on application of the MPGs and use of the applicable provisions and flexibility and UNFCCC reporting tools Focus: NDC tracking – Mitigation policies and measures, actions and plans
11:00 – 11:15	Coffee break	

11:15 –13:00	<p>Peer review of the work-in-progress or draft chapters of national GHG inventories with emphasis on application of the MPGs and use of the applicable provisions and flexibility and UNFCCC reporting tools</p> <p>Focus: GHG inventory – LULUCF sector (National circumstances and institutional arrangements, methods, Metrics, sectors and gases, time series)</p>	<p>Peer review of the work-in-progress or draft chapters of NDC tracking progress with emphasis on application of the MPGs and use of the applicable provisions and flexibility and UNFCCC reporting tools</p> <p>Focus: NDC tracking – Summary of greenhouse gas emissions and removals</p>
13:00–14:00	Lunch break	
14:00 –16:00	<p>Peer review of the work-in-progress or draft chapters of national GHG inventories with emphasis on application of the MPGs and use of the applicable provisions and flexibility and UNFCCC reporting tools</p> <p>Focus: GHG inventory – Waste sector (National circumstances and institutional arrangements, methods, Metrics, sectors and gases, time series)</p>	<p>Peer review of the work-in-progress or draft chapters of NDC tracking progress with emphasis on application of the MPGs and use of the applicable provisions and flexibility and UNFCCC reporting tools</p> <p>Focus: NDC tracking – Projections of greenhouse gas emissions and removals</p>
16:00–16:15	Coffee break	
16:15–17:00	Plenary discussion: Common threads of issues and solutions and next steps	
17:00–17:30	Wrap up and plan for day 3	
Time	Day 3	
09:00 –09:45	Recap of the ETF reporting provisions on support needed and received, including some examples of best practices (30 min)	
09:45 – 10:45	<p>Discussion forum: Technical discussion on information related to climate change impacts and adaptation</p> <p>Sharing of experiences by participants on current efforts to prepare information to report adaptation chapter in the BTR, including their plan to include adaptation chapter in the BTR and their reporting-related challenges and support needed</p>	
10:45 – 11:00	Coffee break	
11:00 – 12:00	<p>Discussion forum: Technical discussion on information on financial, technology development and transfer and capacity building support</p> <p>Sharing of experiences by participants on current efforts to prepare information to report FTC chapter in the BTR, including their plan to include FTC chapter in the BTR and their reporting-related challenges and support needed</p>	
12:00 – 13:00	Lunch break	
13:00 – 14:30	Plenary discussion: Overall cross cutting discussion	
14:30 – 15:00	Coffee break	
15:00 – 16:00	Wrap up, feedback survey, closing remarks.	