U.S. EPA Templates for Creating a National GHG Inventory System Manual

7. National Inventory Improvement Plan

1: How to Use the Templates

2: Institutional Arrangements

3: Methods and Data Documentation

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5: Key Category Analysis

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Introduction to Template 7. National Inventory Improvement Plan

In the U.S. EPA's *Templates for Creating a National GHG Inventory System Manual*, this is Template 7. Its purpose is to help the National Inventory Coordinator (NIC) develop a National Inventory Improvement Plan (NIIP). Every country should have a comprehensive improvement plan that applies to the inventory, including methods, data, and the inventory system. The plan should focus mainly on improvements to key categories, and secondly on all other aspects of the inventory as resources permit, including any priority capacity-building needs identified during technical analysis of Biennial Update Reports. This is likely to involve identifying the steps or projects the country should prioritize to improve inventory arrangements and associated institutional capacity, in addition to the transparency, consistency, comparability, completeness, and accuracy of future inventories. The plan should also provide an explanation of why certain improvement options should be considered high priority, and enable budget planning and indicate the time horizon for implementation (e.g., near-term such as the next inventory or long-term meaning future inventories).

Preparing and reporting an improvement plan is consistent with future reporting requirements under the Enhanced Transparency Framework (ETF)[1]. To facilitate continuous improvement, countries should identify, regularly update and report information on areas of improvement. In addition to areas noted above, improvements should also address capacity constraints related to use of flexibility and in the future, responding to improvements identified by technical expert review teams.

The NIC should complete this template after completing Template 2 through Template 6 and after the inventory has been completed, because this template draws upon the improvement options identified in those templates and the inventory preparation process. You may also identify improvements to the inventory compilation schedule or cycle outlined in Template 1 that can help facilitate improvements, and include these in the improvement plan, as well.

Follow the Instructions above each table below to complete this template and prepare a national inventory improvement plan.

> *When the tables are complete, delete the green text throughout this template. You may use the remaining text or tables for reporting or for your National GHG Inventory System Manual.*

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[1] See 18/CMA.1, Modalities, Procedures and Guidelines (MPGs), Annex Chapter II, Section D. Facilitating improved reporting and transparency over time (available at http://unfccc.int/decisions).

National Inventory Improvement Plan

This National Inventory Improvement Plan (NIIP) presents options for improving the national GHG inventory system to support compilation of a high-quality inventory consistent with the 2006 IPCC Guidelines. The NIIP will guide future efforts to increase the transparency, consistency, comparability, completeness, and accuracy of future inventories. It will inform the overall improvement of the national GHG inventory over the coming years. These improvements have been identified through documentation of existing institutional arrangements, category-by-category analyses of methods and data, QA/QC procedures, key categories, and the archiving system.

Table 7-1, below, identifies the improvement options for this NIIP, and their level of priority. Table 7-2 proposes inventory improvement projects consisting of the high-priority options from Table 7-1. These tables may be used to guide efforts to strengthen institutional capacity and arrangements and increase the transparency, consistency, comparability, completeness, and accuracy of future inventories.

STEP 1: Compile list of improvement options in Table 7-1, below.

Purpose of table 7-1	**To provide a clear overview of the improvement options identified in the U.S. EPA Templates for Creating a National GHG Inventory System Manual, specifically, Templates 2 through 6, and an explanation of why certain improvement options should be categorized as high-priority.**
How to use the table when done	To guide efforts to increase the transparency, consistency, comparability, completeness, and accuracy of future inventories.
General instructions	Record all improvements listed in Templates 2 through 6. Also note improvements suggested during external assessments or reviews (e.g., International Consultation and Analysis). If you or another Party has evaluated your inventory using the Inventory Progress Indicator (IPI) tool, you may also record in Table 7-1 any improvements that would address inventory gaps noted in the evaluation. Add rows to the table as necessary.
Instructions by column	**Key Category:** Record "Yes" if the category to which the issue applies is a key category. Record "No" if it is not a key category. Record "N/A" if the issue does not pertain to an individual category.
	Category Code and Name: If the relevant improvement is related to methods and data documentation, record the IPCC code and name of the source or sink category to which this improvement relates. The codes are in the 2006 IPCC Guidelines, Volume 1, Chapter 8, Table 8.2.
	Issue: Describe the issue and why an improvement is recommended.
	Improvement Option: Describe what will be done to address the issue.

Table 7-1. Improvement options

No.	Key Category	Category Code and Name	Issue	Improvement Option	Priority of Improvement	Timing of Improvement	Additional Information Needed for Improvement
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

STEP 2: Propose inventory improvement projects in Table 7-2, below.

Purpose of table 7-2	**To estimate the time and effort (i.e., staff time, services, equipment) that may be required to implement the high-priority options listed in Table 7-1. This should enable budget planning and implementation timing (e.g., next inventory cycle).**
How to use the table when done	To determine which improvement options to implement.
Instructions by column	**No.**: Referring to the first column in Table 7-1, identify the number of the Improvement and record it here.
	Estimated Staff Time (in workdays): Where the GHG inventory compilers can contribute to the improvement, enter the estimated staff time required in working days. *Example: X days for the identification of stakeholders, organizing and holding events to secure commitments, establishing Memoranda of Cooperation, supporting study for the development of land-representation maps.*
	Estimated Cost for Services (in local currency): Enter the cost for services (e.g., studies, laboratory assessments). *Example: 10,000 units of the local currency, for the development of land representation maps in cooperation with the inventory compilers and stakeholders.*
	Estimated Cost of Equipment (in local currency): Enter capital and (if applicable) operational cost for equipment required for the improvement. *Example: $1,000 to acquire necessary software applications and sufficient digital storage space.*
	Reference to Further Information: Include a reference to a more detailed assessment related to implementation actions required and estimated costs, where applicable. *Example: Project proposal*
	Responsible Staff: Enter the name of the staff member responsible for the implementation of the improvement project.

Table 7-2. Potential projects for improving the national GHG inventory system

No. (from Table 7-1)	Estimated Staff Time (workdays)	Estimated Cost for Services (local currency)	Estimated Cost of Equipment (local currency)	Reference to Further Information	Responsible Staff