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**NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN
ANNEX I TO THE CONVENTION**

**WORK OF THE CONSULTATIVE GROUP OF EXPERTS ON NATIONAL
COMMUNICATIONS FROM PARTIES NOT INCLUDED IN ANNEX I TO
THE CONVENTION**

**Report of the first meeting of the Consultative Group of Experts on National Communications
from Parties not Included in Annex I to the Convention**

Note by the secretariat

Summary

The first meeting of the Consultative Group of Experts on National Communications from Parties not Included in Annex I to the Convention (CGE) was held in Mexico City, Mexico, on 23 and 24 September 2003. This document describes the proceedings of the meeting, covering issues relating to the recommendations from the previous CGE work and how these could be dealt with; the CGE work programme for the period 2003–2007; processes for the provision of technical advice on the preparation of national communications; and the group's input to the user manual developed by the secretariat to facilitate the use of the UNFCCC guidelines for the preparation of national communications from Parties not included in Annex I to the Convention (non-Annex I Parties). Although the CGE undertook a considerable amount of work under its previous mandates and terms of reference, the approved work programme indicates that more work will be needed during its current term to improve the process of the preparation of national communications from non-Annex I Parties.

The Subsidiary Body for Implementation may wish to take note of this report and to provide further guidance to the CGE on the conduct of its work.

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I. INTRODUCTION

A. Mandate

1. The Conference of the Parties (COP), by its decision 3/CP.8, decided that the Consultative Group of Experts on National Communications from Parties not Included in Annex I to the Convention (CGE) shall continue to have the objective of improving the process of preparation of the second and subsequent national communications by providing technical advice and support to Parties not included in Annex I to the Convention (non-Annex I Parties) and, where relevant, of initial national communications from such Parties which have not yet submitted them. In order to achieve this objective, the COP, in paragraph 9 of the annex to decision 3/CP.8, also mandated the CGE to undertake several activities, and to meet not more than twice a year, each time in conjunction with meetings of the subsidiary bodies, or with scheduled workshops.

B. Possible action by the Subsidiary Body for Implementation

2. The Subsidiary Body for Implementation (SBI), after having considered the report, may provide further guidance to the CGE on how to carry out its work, particularly with regard to the examination of national communications and the provision of technical advice for the improvement of the preparation of national communications from non-Annex I Parties.

3. The SBI may also recommend that the COP invite the multilateral and bilateral support programmes to collaborate with the CGE, with a view to improving the process of preparation of national communications from non-Annex I Parties. The SBI may further recommend that the COP request the Global Environment Facility (GEF) and its implementing agencies to streamline their new operational procedures and modalities for the timely disbursement of funds necessary to implement the activities for the preparation of national communications.

II. PROCEEDINGS

4. The first meeting of the CGE was held from 23 to 24 September 2003, in Mexico City at the kind invitation of the Government of Mexico. The meeting was held following the meeting of the United Nations Development Programme–GEF (UNDP–GEF) on the Adaptation Policy Framework, held on 22 September, and before the GEF meeting on the Informal Consultations on the Draft Operational Procedures for the Expedited Financing of National Communications from non-Annex I Parties, held from 25 to 26 September. CGE members also attended both of these other meetings.

5. The objectives of the meeting were to discuss, inter alia, the draft work programme of the CGE for the period 2003–2007, and to consider a draft of the user manual on the use of the UNFCCC “Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention”.¹ In considering its work programme, the CGE also discussed the modalities for examining national communications, and for the provision of technical support and advice to non-Annex I Parties in the preparation of their national communications.

6. Eleven experts, from Antigua and Barbuda, Bahamas, Cuba, Fiji, Germany, Kenya, Slovakia, Thailand, Netherlands, United States of America and Uruguay, attended the meeting. Three experts, from UNDP, the United Nations Environment Programme (UNEP) and the Intergovernmental Panel on Climate Change (IPCC) Greenhouse Gas Inventories Task Force, also participated in the meeting.

¹ See decision 17/CP.8, annex (FCCC/CP/2002/7/Add.2).

7. The UNFCCC secretariat welcomed the CGE members and outlined the role that the group will have in assisting and supporting non-Annex I Parties in the preparation of their national communications using the UNFCCC guidelines adopted at the eighth session of the COP.

8. The CGE elected Mr. Brian Challenger (Antigua and Barbuda) and Ms. Emily Massawa (Kenya), as Chair and Rapporteur, respectively, for this meeting. Mr. Challenger stressed the important role that the CGE would play, particularly with regard to the examination of information in, and the provision of technical advice and support for the preparation of, national communications from non-Annex I Parties, with a view to recommending ways to improve their preparation.

III. DISCUSSIONS

A. Overview of CGE recommendations

9. The secretariat made a presentation on the recommendations of the CGE from its previous work undertaken during the period 2000–2002. These recommendations mainly concerned improvements to the IPCC methodologies and other models relating to national greenhouse gas (GHG) inventories, vulnerability and adaptation assessments, and mitigation assessments. They also concerned improvements to institutional arrangements; education, training and public awareness, including information and networking; and human, technical and financial resources for the preparation of national communications.

10. Members of the CGE were of the view that many of the recommendations for improving the institutional arrangements and education, training and public awareness could be acted upon by non-Annex I Parties themselves. However, the recommendations regarding improvements to the IPCC methodologies and other tools could be communicated to the IPCC and other institutions through the Subsidiary Body for Scientific and Technological Advice, so that they could be dealt with in, for example, the forthcoming revision of the *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories* and the Fourth Assessment Report of the IPCC.

11. Mr. Taka Hiraishi (IPCC/National Greenhouse Gas Inventories Programme) informed the group that many of the recommendations relating to the improvements in estimating GHG emissions from such sectors as energy, land-use change and forestry (LUCF), agriculture and waste, would be taken up in the revision of the Revised 1996 IPCC Guidelines. Revision work had already started with the IPCC Scoping Meeting held from 12 to 18 September 2003 in Geneva, Switzerland, which considered, inter alia, draft terms of reference, a table of contents and a work plan for the revision. It is envisaged that the revision of the IPCC Guidelines will be completed by early 2006.

12. The following topics, among many others, will be fully taken into account in the revision: user-friendliness; removal of double counting;² experience and feedback on using the existing Revised 1996 IPCC Guidelines and the *IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories*, including the difficulties faced by non-Annex-I Parties; and recent advances in science. Mr. Hiraishi stressed the importance of securing authors with a range of backgrounds and skills in order to reflect a wider range of literature, in particular non-English information. He also referred to the IPCC Emission Factor Database and its relevance to non-Annex I Party national communications, and added brief information on the IPCC Fourth Assessment Report, to be completed in 2007. The IPCC Plenary will consider these topics, including the terms of reference, table of contents and the work plan, in November 2003.

² It is proposed, for example, that for calculating emissions from land-use change and forestry and agriculture sectors, these sectors be combined into one category, so as to avoid/minimize the problem of double-counting.

13. Some of the issues/recommendations raised by the CGE concerning development of appropriate emission factors and activity data in various sectors (for example, energy and LUCF) are being taken up in regional projects in Eastern Europe and West and Central Africa. It is envisaged that these kinds of projects would be replicated in other regions.

B. CGE work programme

14. The draft work programme of the CGE for the period 2003–2007 was presented by the secretariat for the group's consideration. The secretariat emphasized that the draft work programme was based entirely on the mandates provided by the COP in its decision 3/CP.8. It was agreed that a necessary first step was to take stock of recommendations made by the CGE and how they have been implemented by, for example, the IPCC and the UNDP/National Communications Support Unit (UNDP/NCSU). Further actions would be taken based on this assessment, as needed, and this would form part of the work undertaken under paragraphs 9 (c) and (d) of the annex to decision 3/CP.8.

15. In considering the draft work programme, the CGE discussed ways to help facilitate its implementation, including the need for the CGE to have a pro-active approach to, and to coordinate with, other expert groups established under the Convention (the Expert Group on Technology Transfer and the Least Developed Countries Expert Group), in the implementation of its work programme. It noted that it would have to prioritize its activities, taking into account the level and availability of resources, timelines and other constraints. As a first step, it could focus on helping Parties that have initiated the process of preparing their second and, where appropriate, initial national communications.

16. The group also emphasized the need to develop strategic alliances/partnerships with the implementing agencies and other relevant institutions/programmes in operationalizing its work programme and noted that links already exist with relevant activities and programmes of the IPCC, UNDP/NCSU, UNEP, and multilateral and bilateral institutions/agencies.

17. The CGE is concerned that the financial and technical resources available may not be sufficient for the amount of work that it is required to do, and that it may not be able to fully implement its work programme.

18. To assist it to carry out its work effectively, the CGE established four thematic groups through which various themes of national communications will be examined: national GHG inventories; vulnerability and adaptation assessments; mitigation; and cross-cutting themes.³ Each thematic group elected a coordinator, who will be responsible for coordination of work, and for preparation and presentation of the thematic reports on a regular basis to the CGE meetings and workshops. It was agreed that discussions on outputs of the thematic groups, the role of its members and timelines for the delivery of products would continue through the listserve. The secretariat will prepare a paper on this issue to assist the discussion through the listserve. The provisional list of members in each of the thematic groups is included in annex I to this document.

19. The group emphasized the importance of regional hands-on training workshops as a useful vehicle by which it can provide technical advice and support to non-Annex I Parties. Several such regional workshops have been planned, subject to the availability of sufficient funds, for the period 2004–2006, to be conducted by the CGE.

³ Cross-cutting themes include research and systematic observation, transfer of technology, capacity-building, education, training and public awareness, information and networking, and constraints and gaps, and related financial, technical and capacity needs.

C. Provision of technical advice on the preparation of national communications

20. In response to the conclusions of the eighteenth session of the SBI, wherein the CGE was requested to provide technical advice to interested Parties on the preparation of their national communications, the group suggested that this activity could be demand-driven. Such support would also require a structured/methodical approach and modalities for the provision of technical advice to interested Parties in a timely manner. The group also noted that technical advice could be provided to interested Parties through, inter alia, subregional centres of excellence. To facilitate the discussions, the secretariat will prepare a document addressing these issues for the consideration of the CGE. Further discussion would take place among CGE members through the listserv.

D. Draft user manual on the use of the UNFCCC guidelines

21. At the eighteenth session of the SBI, the secretariat was requested to develop, in consultation with the CGE, a template to further facilitate the use of the UNFCCC guidelines by non-Annex I Parties. In response to this request, the secretariat prepared a draft user manual on the UNFCCC guidelines, and consulted the CGE for review and comment at the meeting. Consultations indicated that the manual would be a useful tool for Parties. Generally, the draft manual provided clear and concise annotations on each of the paragraphs of the annex to decision 17/CP.8.

22. The CGE made a number of suggestions for improving the draft manual, particularly with regard to style, user-friendliness, brevity, and links to useful web sites and other useful reference material. The CGE agreed that it would need more time to provide further comments and promised to deliver comments to the secretariat by 15 October 2003.

23. The CGE expressed its appreciation for the work undertaken by the secretariat in developing the draft template/manual.

E. Any other business

24. The CGE expressed concern about travel arrangements. Members continued to experience problems with travel, in particular with the delivery of pre-paid ticket advice (PTA) to the airlines, the cost of the tickets and the lack of flexibility in making changes to itineraries. The secretariat acknowledged these concerns and indicated its willingness to take them to the appropriate units of the UNFCCC with a view to overcoming them.

25. The next meeting of the CGE had tentatively been scheduled for the period immediately before the sessions of the subsidiary bodies in Milan, Italy. Given that much of the work of the CGE was dealt with at this meeting, and that additional work would be carried out through the listserv, the group felt that it would not be necessary to hold a meeting in Milan, and decided instead to hold its second meeting back-to-back with the secretariat global workshop, which is tentatively scheduled for April 2004, at a date and venue to be determined.

26. The work programme has been finalized, taking into consideration comments sent by the CGE members, and is attached as annex II to this document.

Annex I**Thematic working groups****National GHG inventories**

1. Mr. Mahendra Kumar, Fiji*
2. Mr. Lambert Schneider, Germany
3. Mr. Taka Hiraishi, IPCC/GHG Inventory Task Force
4. Mr. Mohamed Etayari, Libyan Arab Jamahiriya
5. Mr. Samuel Adejuwon, Nigeria

Vulnerability and adaptation assessments

1. Mr. Arthur Rolle, Bahamas
2. Mr. Mahendra Kumar, Fiji
3. Ms. Emily Ojoo-Massawa, Kenya
4. Ms. Marília Manjate, Mozambique
5. Mr. Klaus Broersma, Netherlands
6. Ms. Madeleine Diouf, Senegal
7. Mr. Othmar Schwank, Switzerland

Mitigation

1. Mr. Ivan Mojik, Slovakia
2. Mr. Ravi Sharma, UNEP
3. Mr. Jack Fitzgerald, United States
4. Mr. Luis Santos, Uruguay

Cross-cutting themes

1. Mr. Brian Challenger, Antigua and Barbuda
2. Mr. Luis Paz Castro, Cuba
3. Ms. Bo Lim, NCSU/UNDP
4. Mr. Vute Wangwacharakul, Thailand*

* Members to be confirmed as members of the CGE at COP 9.

Annex II

**Work programme of the Consultative Group of Experts on National Communications
from Parties not Included in Annex I to the Convention (CGE), 2003–2007**

Mandate paragraph of decision 3/CP.8	Tasks	Output/product	Means to achieve the outputs/activities	Responsibility	Time period/dates
9 (a)	Identify and assess technical problems and constraints that have affected the preparation of initial national communications by non-Annex I Parties that have yet to complete them	<p>Reports to the SBI</p> <p>Initial national communications of all non-Annex I Parties</p>	<p>Administer a questionnaire to Parties that have yet to submit their national communications</p> <p>Obtain information from support programmes, national focal points and implementing agencies</p>	CGE (thematic groups), supported by the secretariat	<p>Questionnaire: Annually</p> <p>Reports to the SBI as necessary</p>
9 (b)	Identify and assess the difficulties encountered by non-Annex I Parties in the use of the guidelines and methodologies for the preparation of national communications	Reports to the SBI, including recommendations for improvements	<p>Assess information in national communications</p> <p>Consider workshop reports</p>	CGE (thematic groups), supported by the secretariat	Reports to the SBI in 2005 and 2007
9 (c)	Examine national communications (GHG inventories, V&A, mitigation activities, and other information: transfer of technologies; research and systematic observation; education, training and public awareness; capacity-building; information and networking), with a view to improving the consistency of information provided, data collection, the use of local and regional emission factors and activity data, and development of methodologies	<p>Reports to the SBI</p> <p>Recommendations to address technical and methodological problems</p> <p>Assistance to Parties on the use of the UNFCCC guidelines and manual, capacity-building framework, the Delhi work programme on Article 6, and the technology needs assessment</p>	Examine national communications, including national action plans	CGE (thematic groups), supported by the secretariat	Annually, starting in 2004

Mandate paragraph of decision 3/CP.8	Tasks	Output/product	Means to achieve the outputs/activities	Responsibility	Time period/dates
9 (d)	Provide technical advice and support on GHG inventories, V&A, mitigation and cross-cutting issues	<p>Manual on the use of the UNFCCC guidelines</p> <p>Workshop reports</p> <p>Improvement in the capacity of non-Annex I Parties in GHG inventories, V&A, mitigation, and cross-cutting issues</p>	<p>Provide input for the development of the manual</p> <p>Sensitize focal points on the use of the manual</p> <p>Organize hands-on training workshops on:</p> <ul style="list-style-type: none"> • GHG inventories (use of the UNFCCC guidelines, IPCC Revised 1996 Guidelines, IPCC GPG, IPCC GPG on LULUCF, use of emission factor database). IPCC and other resource documents to be disseminated to Parties <hr/> <ul style="list-style-type: none"> • V&A (UNFCCC guidelines, NAPA guidelines, IPCC technical guidelines, UNEP Handbook, other documents/resources). Consider specific studies as case examples – AIACC, APF, models, tools <hr/> <ul style="list-style-type: none"> • Mitigation (UNFCCC guidelines, models, tools, case-studies, best practice) <hr/> <ul style="list-style-type: none"> • Cross-cutting issues relevant for the implementation of the Convention <p>Review previous work on thematic areas for lessons learned</p>	<p>Secretariat, in consultation with the CGE</p> <p>Secretariat, in consultation with the CGE</p> <p>CGE (thematic groups), supported by the secretariat, in collaboration with MIS, implementing agencies and other experts</p> <p>Secretariat, in coordination with MIS and SD (LEG work on NAPA)</p> <p>CGE (thematic groups) with support of the secretariat, in coordination with EGTT, MIS on RSO and SD on other relevant issues</p>	<p>September/October 2003</p> <p>Global workshop (April 2004)</p> <p>Workshop schedules:</p> <p><u>GHG inventories</u> Asia-Pacific (Aug./Sep. 2004) LAC (Oct. 2004) Africa (Apr. 2005)</p> <p><u>V&A:</u> Asia-Pacific (July/Sep. 2005) LAC (Sep./Oct. 2005) Africa (Apr. 2006)</p> <p><u>Mitigation:</u> Global (Aug. 2006)</p> <p>Workshop to be held in conjunction with workshops organized by SD</p>

Mandate paragraph of decision 3/CP.8	Tasks	Output/product	Means to achieve the outputs/activities	Responsibility	Time period/dates
9 (e)	Review existing activities and programmes, including those of multilateral and bilateral funding sources, to support the preparation of national communications	Report to the SBI on ways to improve access to financial and technical support	Review programmes, and recommend improvements	CGE, supported by the secretariat	2004
9 (f)	Provide, as appropriate, technical advice to the SBI on matters relating to the implementation of the Convention by non-Annex I Parties	Reports to the SBI Recommendations on the preparation of national communications and on the implementation of the Convention	Follow up on CGE recommendations	CGE, supported by the secretariat	Regularly
9 (g)	Develop the agenda for workshops and meetings	Workshop and meeting agendas		CGE, supported by the secretariat	Regularly
10	Encourage interaction on relevant technical issues among expert groups established under the Convention		Allow some CGE members to serve on other expert groups Attend other expert group meetings/workshops Hold joint workshops/meetings	CGE, supported by the secretariat	Continuously
Other matters, and SBI 18 conclusion		Response to interested Parties, with advice on how to improve their subsequent national communications	Examine national communications by thematic areas	CGE (thematic groups), supported by the secretariat	On request

Acronyms and abbreviations

AIACC - Assessments of Impacts of and Adaptations to Climate Change
 APF - Adaptation Policy Framework
 EGT - Expert Group on Technology Transfer
 GHG - Greenhouse gases
 IPCC GPG - IPCC good practices guidance
 LAC - Latin American and the Caribbean
 LEG - Least Developed Countries Expert Group
 LULUCF - Land use, land-use change and forestry

MIS - Methods, Inventories and Science Programme of the secretariat
 NAPA - National adaptation programmes of action
 RSO - Research and systematic observation
 SBI - Subsidiary Body for Implementation
 SD - Sustainable Development Programme of the secretariat
 UNEP - United Nations Environment Programme
 V&A - Vulnerability and adaptation assessment