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SUBSIDIARY BODY FOR SCIENTIFIC AND TECHNOLOGICAL ADVICE
Eighteenth session
Bonn, 4–13 June 2003
Agenda item 4 (c)

METHODOLOGICAL ISSUES

**ISSUES RELATING TO REPORTING AND REVIEW OF GREENHOUSE GAS INVENTORIES
FROM PARTIES INCLUDED IN ANNEX I TO THE CONVENTION**

Addendum

Recommendation by the Subsidiary Body for Scientific and Technological Advice

The Subsidiary Body for Scientific and Technological Advice, at its eighteenth session, decided to recommend the following draft decision for adoption by the Conference of the Parties at its ninth session:

Draft decision -/CP.9

**Issues relating to the technical review of greenhouse gas inventories from Parties
included in Annex I to the Convention**

The Conference of the Parties,

Recalling Articles 4, 7 and 12 of the Convention,

Further recalling its decision 19/CP.8,

Having considered the relevant recommendations of the Subsidiary Body for Scientific and Technological Advice,

1. *Requests* the secretariat, subject to the availability of resources, to develop and implement the training programme for members of expert review teams for the technical review of greenhouse gas inventories, in accordance with the provisions in annex I to this decision, including requirements for testing of experts, and to give priority to implementation of a final seminar for the land use, land-use change and forestry module;
2. *Encourages* Parties included in Annex II to the Convention (Annex II Parties) to provide financial support for implementing the training programme;

3. *Requests* the Subsidiary Body for Scientific and Technological Advice, at its first session in 2006, to assess the results of the training programme for members of expert review teams for the technical review of greenhouse gas inventories and to make recommendations to the Conference of the Parties on the further development and implementation of the training programme;

4. *Adopts* the “Code of practice for the treatment of confidential information in the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention” contained in annex II to this decision;

5. *Requests* the secretariat, beginning in 2004, to apply procedures consistent with this code of practice in the technical review of greenhouse gas inventories and to make these procedures publicly available;

6. *Decides* that, beginning in 2004, all members of expert review teams participating in the technical review of greenhouse gas inventories from Annex I Parties shall be required to sign an agreement for expert review services, prepared based on the elements included in annex III to this decision, and any additional elements arising from consideration, by the Subsidiary Body for Scientific and Technological Advice at its twentieth session, of consequences for breach of the agreement;

7. *Requests* the secretariat to develop the agreement for expert review services and make it publicly available before the twentieth session of the Subsidiary Body for Scientific and Technological Advice;

8. *Requests* the secretariat to take into account the provisions of paragraphs 4–6 above in the selection of members of expert review teams for the technical review of greenhouse gas inventories from Annex I Parties;

9. *Requests* the secretariat, subject to the availability of resources, to organize meetings of lead reviewers participating in the technical review of greenhouse gas inventories from Annex I Parties, the purpose of these meetings being to consider methodological and procedural issues relating to inventory reviews, with a view to developing a common approach to these issues by expert review teams and to making recommendations to the secretariat on ways to improve the effectiveness and efficiency of the technical review of inventories;

10. *Requests* the secretariat to prepare an annual report on inventory review activities, including any recommendation resulting from the lead reviewers’ meetings, for consideration by the Subsidiary Body for Scientific and Technological Advice, the future frequency for the preparation of this report to be considered in the first session of the Subsidiary Body for Scientific and Technological Advice in 2006, in the context of the report assessing the implementation of the review guidelines requested in decision 19/CP.8;

11. *Requests* the secretariat to include also in its annual report on inventory review activities, information on the training programme, in particular on examination procedures and on the selection of trainees and instructors;

12. *Requests* the secretariat to archive review information, including information about members of expert review teams, and to include a description of the types of information collected in its annual report on inventory review activities;

13. *Urges* Annex I Parties to support greenhouse gas inventory review activities as established in decision 19/CP.8, and all Parties to facilitate the participation of their experts in the inventory review process.

ANNEX I

TRAINING PROGRAMME FOR MEMBERS OF EXPERT REVIEW TEAMS FOR THE TECHNICAL REVIEWS OF GREENHOUSE GAS INVENTORIES OF PARTIES INCLUDED IN ANNEX I TO THE CONVENTION

I. PREMISES OF THE TRAINING PROGRAMME

1. New reviewers who successfully complete the relevant requirements of the training programme will be invited to participate in a centralized or in-country review, working alongside experienced inventory reviewers.
2. All courses will include an examination. For courses which have a final seminar, the examination will generally take place during the seminar. In exceptional circumstances, other arrangements for examination will be made, provided that the examinations take place under the supervision of the secretariat. For other courses the examination will take place on-line.
3. Experts who do not pass an examination for a course at the first attempt may re-take the examination one additional time, provided that the expert has fulfilled all the tasks assigned to the trainee in the course in a timely manner, and that the re-take does not require the secretariat to incur additional costs.
4. Examination procedures should be standardized, objective and transparent.
5. All courses will be available on-line. The courses will be distributed on CD-ROM to trainees without easy access to the Internet; in such cases, and for courses that are facilitated by an instructor, reviewers will communicate with the instructor by email.
6. Final seminars for courses may be offered in conjunction with lead reviewers' meetings to complete the training for lead reviewers.
7. The development and implementation of the courses of this training programme depend on the availability of resources.
8. Highly experienced inventory review experts will be selected as instructors for courses of the training programme, ensuring that their collective skills cover the subjects addressed in each course. The secretariat will seek geographic balance among the instructors participating in the training programme.
9. When selecting new reviewers for courses facilitated by instructors, priority will be given to national inventory experts, nominated to the roster of experts, from Parties that have not participated in review activities before 2004.

II. COURSES OF THE TRAINING PROGRAMME

A. Basic course for the review of Annex I Party greenhouse gas inventories

Description: This course covers UNFCCC review guidelines and procedures and general IPCC inventory guidance as well as specific aspects of the review of the IPCC sectors energy, fugitive emissions, industrial processes, agriculture and waste.¹ This course will also provide guidance on making review reports substantive and reader-friendly

Preparation: 2003

¹ This course will not include the module on land use, land-use change and forestry sector (LULUCF) until the year 2006. Starting in 2006, the LULUCF module will be integrated with the basic course.

Implementation: 2004, 2005 and 2006

Target audience: New reviewers and reviewers who have participated in fewer than two review activities before 2004

Type of course: E-learning, facilitated by an instructor, with final seminar (subject to the availability of resources)

Examination requirements: New reviewers and reviewers who have participated in fewer than two review activities before 2004 must pass the examination before participating in expert review teams

B. Land use, land-use change and forestry module of the course for the review of Annex I Party greenhouse gas inventories

Description: This course will be based on the IPCC good practice guidance for the LULUCF sector

Preparation: 2004

Implementation: Only 2005²

Target audience: 50 reviewers for the LULUCF sector

Type of course: E-learning, facilitated by instructors,³ with final seminar (subject to the availability of resources)

Examination requirements: Review experts must pass the examination before participating as an LULUCF expert reviewer

C. Improving communication and facilitating consensus in expert review teams

Description: This course provides tools to improve the work of expert review teams and facilitate teamwork

Preparation: 2003

Implementation: 2004, 2005, 2006

Target audience: All reviewers

Type of course: E-learning, without instructor

Examination requirements: Self-check electronic examination

D. Handling confidential information

Description: This course teaches procedures to protect any confidential information in the inventory review process⁴

Preparation: 2004

Implementation: 2005 and 2006

Target audience: Lead reviewers and all reviewers who handle confidential information

Type of course: E-learning, without instructor. A short seminar will be provided by the secretariat in association with a lead reviewers' meeting, centralized review or in-country review

Examination requirements: Self-check electronic examination

Note: More information on general characteristics of the training programme can be found in document FCCC/SBSTA/2003/3.

² This course will not include the module on land use, land-use change and forestry sector (LULUCF) until the year 2006. Starting in 2006, the LULUCF module will be integrated with the basic course.

³ Experts with experience in the preparation of good practice guidance for land use, land-use change and forestry will be selected as instructors for this course.

⁴ This course will make available for reference, when relevant and feasible, information on national procedures for handling confidential information of Parties that report confidential information in their inventory submissions.

ANNEX II

CODE OF PRACTICE FOR THE TREATMENT OF CONFIDENTIAL INFORMATION IN THE TECHNICAL REVIEW OF GREENHOUSE GAS INVENTORIES FROM PARTIES INCLUDED IN ANNEX I TO THE CONVENTION

1. Pursuant to Article 12, paragraph 9, of the Convention, a Party has a right to designate information as confidential, in accordance with criteria to be established by the Conference of the Parties, and request that this information be aggregated by the secretariat to protect its confidentiality before being made available to any of the bodies involved in the communication and review of information. Should a Party included in Annex I to the Convention (Annex I Party) voluntarily allow access to inventory information other than that required by Article 12, the provisions in this code of practice shall apply.
2. Prior to the provision of specific national greenhouse gas inventory information that an Annex I Party wishes to be considered as confidential, that Party may assert a confidentiality claim by submitting a notification, signed by the appropriate focal point (national or inventory), indicating that the information is considered confidential and requesting that it be protected according to the procedures in this code of practice. The assertion of confidentiality shall be accompanied by documentation of the Party's basis for such protection, including applicable laws and regulations.
3. The secretariat shall confirm receipt of an assertion of confidentiality and provide a written assurance to the Party that the information will be protected in accordance with these procedures.
4. Any confidential information shall be submitted separately from other inventory information, and in hard copy only, and shall be clearly designated as confidential by the Party.
5. The secretariat shall ensure that any inventory information it receives in the course of the inventory reporting and review process, which has been designated as confidential by the Party in accordance with paragraphs 2–4 above, is protected in accordance with these procedures.
6. Information designated as confidential shall be stored in a secure, locked location. Only authorized staff and review team members shall be given access to this information, in accordance with procedures to be established.
7. All review team members shall be required to sign an agreement for expert review services, which shall include provisions for protection of confidential information. The obligation of a review team member to protect confidential information shall continue after completion of his/her services.
8. Expert reviewers shall not be given access to information designated as confidential if a known potential conflict of interest with regard to that information has been disclosed in accordance with the agreement for expert review services.
9. The secretariat shall ensure that any expert with a known potential conflict of interest relating to specific confidential information submitted by the reviewed Party is excluded from participating in the review of the Party concerned.
10. Information designated as confidential shall not be distributed or disclosed to non-authorized individuals and/or organizations and shall not be distributed beyond the secretariat's control.
11. Secretariat staff with a need to handle information designated as confidential shall be instructed in responsibilities and trained in procedures to protect the confidentiality of such information.

12. Expert review team members with a need to handle information designated as confidential shall be instructed in responsibilities and trained in procedures to protect the confidentiality of such information.
13. The secretariat shall ensure that review experts are made aware of their personal liability and of the potential consequences, including legal consequences, that may arise from disclosure by them of confidential information.
14. When an Annex I Party, in accordance with Article 12, paragraph 9, of the Convention, gives an expert review team access to confidential information during an in-country review visit, access to the information would be under the supervision of the Party and in accordance with the Party's own procedures. In such a case, the members of expert review teams shall still be obliged to protect confidential information, in accordance with the agreement for expert review services.
15. Any internal documentation developed by the secretariat or by the review team which contains information designated as confidential shall also be considered confidential and shall be handled in accordance with the above procedures. Confidential information shall not be included in review reports.
16. The secretariat shall make publicly available information on its policies and procedures to protect confidential information, including this code of practice.

ANNEX III

ELEMENTS FOR INCLUSION IN THE AGREEMENT FOR EXPERT REVIEW SERVICES

1. Each expert shall work in his or her personal capacity and perform duties in an objective, neutral and professional manner.
2. Each expert shall disclose any potential conflict of interest relating to review activities.
3. Each expert shall participate in scheduled review activities and comply with the procedures and deadlines for inventory review as set out in the inventory review guidelines, under the direction of the UNFCCC secretariat
4. Information provided by Parties under review and by the secretariat is provided for the sole purpose of the inventory review and shall not be used by expert review team members for purposes other than the inventory review. In particular:
 - (a) Experts shall not disclose any information acquired during the review before finalization and publication of the inventory review report;
 - (b) Experts shall not disclose any non-published information acquired during the review without the express agreement of the Party concerned and the secretariat.
5. Experts shall not disclose information about the review, including any findings, or the status of internal procedures, to anyone except the Party concerned, the secretariat, members of the review team and, as necessary, other lead reviewers, while the review is being conducted.
6. Each expert will be advised of the time requirements and deadlines for the review process, and will do everything in his/her power to meet these deadlines.
7. If, due to unforeseen circumstances, an expert is not able to perform his or her duties in the time frame allotted for them, he or she shall notify the secretariat, lead reviewers of the team and other members of the team as soon as possible.
8. Each expert agrees to use UNFCCC reporting guidelines and IPCC methodologies and good practice guidance as the bases for the technical review of inventories.
9. Each expert has an obligation to protect confidential information both during and after terms of service. Experts authorized to handle confidential information will adhere to agreed procedures for treatment of confidential information.
10. Each expert authorized to handle confidential information shall disclose any potential conflicts of interest relating to specific confidential information submitted by the Party being reviewed before the information is viewed.
11. Each expert will work cooperatively with other review team members, in particular lead reviewers and other experts working in the same subsector, with a view to achieving consensus in decision-making within their expert review team.
12. If, under exceptional circumstances, consensus cannot be reached within an expert review team, lead reviewers from other expert review teams will work cooperatively with the team to assist it in achieving consensus.
