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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 on the second 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 second meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), held in Manila, Philippines, on 3 and 4 May 2004, discussed the finalization of the CGE work programme for the period 2004–2007, and modalities for cooperating with other expert groups established under the Convention and the National Communications Support Programme of the United Nations Development Programme, the United Nations Environment Programme and the Global Environment Facility. This report also summarizes discussions relating to the CGE thematic hands-on training workshops, which have been planned for the next two years. The hands-on training was considered to be a critical part of the CGE's programme of work, but its success will depend on the availability of additional financial resources.

The Subsidiary Body for Implementation may wish to take note of this report and provide further guidance to the CGE on the conduct of its work and on how additional financial resources will be made available for the effective implementation of the CGE work programme.

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I. Introduction

A. Mandate

1. The Conference of the Parties (COP), by its decision 3/CP.8, decided to continue the mandate of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) with 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 Parties which have not yet submitted them. In order to achieve this objective, the COP, in paragraphs 8 and 9 of the annex to decision 3/CP.8, 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.
2. The CGE held its first meeting in Mexico City, Mexico, on 23 and 24 September 2003, in conjunction with the consultations on the United Nations Development Programme (UNDP) Adaptation Policy Framework (APF), and on the Global Environment Facility (GEF) procedures for expedited financing of the national communications of non-Annex I Parties. The report of that meeting is contained in document FCCC/SBI/2003/INF.17.
3. The second meeting of the CGE was held on 3 and 4 May 2004, in Manila, Philippines, at the invitation of the Government of the Philippines. The meeting was held following the UNFCCC workshop on the preparation of national communications from Parties not included in Annex I to the Convention, on 26 to 30 April 2004. Most CGE members also attended this workshop.

B. Possible action by the Subsidiary Body for Implementation

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

II. Proceedings

6. The objectives of the second meeting of the CGE were to finalize the work programme in light of the SBI conclusions at its nineteenth session, to discuss ways in which the CGE task groups will work, to discuss how the CGE would work with other expert groups of the Convention, to discuss cooperation with the National Communications Support Programme (NCSP)¹, to consider the arrangements for the thematic hands-on training workshops and to consider the recommendations of the UNFCCC workshop on national communications from non-Annex I Parties.
7. Seventeen members of the CGE (from Antigua and Barbuda, Bahamas, Canada, Cuba, Fiji, Kenya, Libyan Arab Jamahiriya, Mexico, Nigeria, Republic of Korea, Senegal, Switzerland, Thailand, Ukraine, United States of America, Uruguay and Uzbekistan) attended the meeting. One member from UNEP also participated in the meeting.

¹ NCSP is a UNDP/UNEP/GEF project on national communications from non-Annex I Parties.

8. The meeting was chaired by Mr. Brian Challenger (Antigua and Barbuda), and Ms. Emily Ojoo-Massawa (Kenya) acted as the rapporteur. Mr. Challenger welcomed CGE members participating for the first time and emphasized that the work of the CGE was an important part of the UNFCCC process, particularly with regard to the examination of information in national communications from non-Annex I Parties, and the provision of technical advice and support for their preparation, with a view to recommending ways to improve their preparation.

III. Discussions

A. Consideration of the recommendations of the UNFCCC workshop

9. In considering the recommendations arising from the UNFCCC workshop on the preparation of national communications from Parties not included in Annex I to the Convention (FCCC/SBI/2004/INF.6), the CGE reinforced the view that capacity-building and training on the use of the UNFCCC guidelines, annexed to decision 17/CP.8, was needed to further improve the process of preparation of national communications.

10. With respect to capacity-building, the CGE was of the view that:

- (a) There continues to be a need to enhance institutional capacity in order to facilitate the process of preparation of national communications and the focus should be on building and retaining institutional capacities at the national, regional and subregional levels. Regional climate change centres and centres of excellence were viewed as one of the means by which the process of preparation of national communications could be improved;
- (b) There is a need to assess existing institutional capacities that could provide technical advice and support to non-Annex I Parties for the preparation of national communications;
- (c) There is a need to facilitate and enhance cooperation through South–South as well as North–South partnerships to complement each other in the process of building institutional capacity. Academia has an important role to play in capacity-building and in research and development;
- (d) There continues to be a need to develop curricula, at all educational levels, to integrate climate change considerations in national and regional programmes.

11. With regard to training, the CGE noted that there is a need to provide technical advice and support through workshops and hands-on training on appropriate technologies and tools for vulnerability and adaptation assessments, greenhouse gas (GHG) inventories and mitigation. These should be priority activities in the CGE work programme.

12. The CGE also noted that the experience gained by the Least Developed Countries Expert Group (LEG) through the process of the preparation of national adaptation programmes of action (NAPA) could be taken into consideration in the provision of technical advice on the use of the various policy frameworks, including the APF of the UNDP.

B. Finalization of the work programme

13. In considering the work programme, the CGE took account of the issues which arose from the conclusions of the nineteenth session of the SBI relating to the need for the CGE to prioritize its work and activities in fulfilling its mandate, and to cooperate with other expert groups established under the Convention and with the NCSP. The work programme contained in FCCC/SBI/2003/INF.17 was

amended to reflect the changes made in the scheduling and timelines of the activities and tasks and submission of reports to the SBI.

14. With respect to the issue of cooperation, the CGE had the benefit of information provided by an expert from the LEG and an expert from the Expert Group on Technology Transfer (EGTT), who are also members of the CGE. The CGE requested the secretariat to provide information on the work programme of the two expert groups so as to assist in defining the areas/themes on which the CGE and the relevant expert groups could cooperate.

15. The CGE was constrained in its discussion by the lack of information on activities planned by other agencies. This was particularly the case for the NCSP, which was expected to initiate a number of activities of relevance to the preparation of national communications by non-Annex I Parties. Particular opportunities would appear to exist for the pursuit of joint training workshops and other activities between the CGE and NCSP. In this regard, CGE members recognized the importance of greater consultation with the NCSP in order to facilitate input from non-Annex I Parties to the programme to ensure the fullest possible coordination and complementarity of activities and to make the best use of limited financial resources.

16. The CGE considered several steps that could be taken to strengthen the level of collaboration between the CGE and the NCSP and agreed that an informal consultation between the CGE and the NCSP should be organized during the twentieth session of the subsidiary bodies to discuss issues relating to hands-on training workshops, to capacity-building activities and the involvement of regional or subregional centres of excellence, climate change centres and programmes, as appropriate, and to the use of resources and development of training material.

17. In seeking greater cooperation and collaboration with the NCSP, the CGE suggested that its Chair be made an ex officio member to serve on the Project Advisory Committee of the NCSP, so as to enhance input of non-Annex I Parties into the NCSP work plan and to facilitate cooperation between CGE and NCSP activities.

C. Membership and function of the thematic groups

18. In order to effectively fulfil its mandate, the CGE set up four thematic groups: national GHG inventories; vulnerability and adaptation assessments; mitigation; and cross-cutting issues which includes research and systematic observation, technology transfer, capacity-building, education, training and public awareness, information and networking, and financial and technical support. The members of each thematic group are listed in annex I to this document.

19. Each thematic group appointed one of its members to serve as its coordinator for a two-year term. The terms of reference for each of the thematic groups were discussed and agreed upon, and are contained in annex II to this document.

20. The CGE also discussed the way in which it would provide technical advice and support to non-Annex I Parties and noted that this would depend on the number and scope of requests received. The CGE also agreed to develop the modalities for the provision of such advice and support. However, if a specific request was made to the CGE for advice, the Chair, in consultation with the respective thematic group, could respond as appropriate.

D. Arrangements for the thematic hands-on training workshops

21. The CGE, while agreeing that all elements of national communications are equally important, recommended that priority be given to the development of training materials on vulnerability and adaptation, GHG inventories, and mitigation.

22. The CGE noted the higher costs associated with global workshops and agreed that the emphasis for hands-on training activities should be on regional and, whenever possible, subregional levels, in order to respond to the needs and priorities of non-Annex I Parties, especially regarding vulnerability and adaptation. As far as possible, the workshops should be coordinated with other related activities by the secretariat and other agencies.

23. With respect to the development of training material, the CGE agreed that the secretariat should provide guidelines to be used by the respective thematic groups for the review of the material for training workshops. The CGE stressed the importance of the development of quality training materials prior to holding any training workshops.

24. The CGE further noted that it would be beneficial for its thematic group on vulnerability and adaptation to have an exchange of experiences with the vulnerability and adaptation experts from Annex I Parties in the development, application and use of methodologies for vulnerability and adaptation assessment. The CGE requested the secretariat to explore the possibilities for such exchanges.

E. Any other business

25. The CGE noted the continuing difficulties being experienced by its members in travelling to attend meetings and requested the secretariat to continue to work towards improving the travel arrangements. CGE members noted that in many instances more flexible arrangements could reduce both travel fatigue and travel costs.

26. The next meeting of the CGE should be held prior to the tenth session of the Conference of the Parties.

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

Ms. Riita Pipatti, Finland
Mr. Subodh Kumar Sharma, India
Mr. Taka Hiraishi, Intergovernmental Panel on Climate Change GHG Inventory Task Force
Mr. Mohamed Etayari, Libyan Arab Jamahiriya (group coordinator)
Mr. Samuel Adejuwon, Nigeria
Ms. Tatyana Ososkova, Uzbekistan

Vulnerability and adaptation assessments

Mr. Arthur Rolle, Bahamas (group coordinator)
Mr. Mahendra Kumar, Fiji
Ms. Marília Manjate, Mozambique
Mr. Klaus Broersma, Netherlands
Ms. Madeleine Diouf, Senegal
Mr. Othmar Schwank, Switzerland
Mr. Alexander Pisarenko, Ukraine

Mitigation

Ms. Emily Ojoo-Massawa, Kenya
Mr. Jaekyu Lim, Republic of Korea (group coordinator)
Mr. Jack Fitzgerald, United States of America
Mr. Ravi Sharma, UNEP
Mr. Luis Santos, Uruguay

Cross-cutting themes

Mr. Brian Challenger, Antigua and Barbuda
Mr. Santender Singh, Canada
Mr. Luis Paz Castro, Cuba
Ms. Julia Martinez, Mexico (group coordinator)
Ms. Bo Lim, National Communications Support Unit/UNDP
Mr. Vute Wangwacharakul, Thailand

Annex II

**Consultative Group of Experts on National Communications
from non-Annex I Parties (CGE)**

I. Objectives of the thematic working groups and method of work

A. National GHG inventories group

1. The national GHG inventories working group will:
 - (a) Identify and assess technical problems and constraints affecting the preparation of GHG inventories in those Parties that have yet to submit their initial national communications
 - (b) Identify and assess the difficulties encountered by non-Annex I Parties in the use of the guidelines and methodologies for preparation of inventories
 - (c) Examine national GHG inventories in terms of methodological issues, technical problems and constraints in preparing and reporting
 - (d) Provide technical advice and support through hands-on training workshops on the preparation and reporting of national GHG inventories
 - (e) Review existing activities and programmes (multilateral and bilateral) which facilitate and support the preparation of national GHG inventories
 - (f) Provide recommendations/advice on how to improve the preparation of GHG inventories
 - (g) Obtain information from Parties on the progress of the preparation of GHG inventories and how this process could assist the Parties in completing their inventories. The result of the analysis would provide an indication of the future work.

B. Vulnerability and adaptation assessments

2. The vulnerability and adaptation assessments group will:
 - (a) Identify and assess technical problems and constraints affecting the preparation of vulnerability and adaptation assessments in those Parties that have yet to submit their initial national communications
 - (b) Identify and assess the difficulties encountered by non-Annex I Parties in the use of the guidelines and methodologies for the preparation of vulnerability and adaptation assessments
 - (c) Examine national vulnerability and adaptation assessments in terms of methodological issues, technical problems and constraints in preparing and reporting
 - (d) Provide technical advice and support through hands-on training workshops on the preparation and reporting of national vulnerability and adaptation assessments
 - (e) Review existing activities and programmes (multilateral and bilateral) which facilitate and support the preparation of vulnerability and adaptation assessments

- (f) Provide recommendations/advice on how to improve the preparation and reporting of vulnerability and adaptation to climate change
- (g) Obtain information from Parties on the progress of the preparation of vulnerability and adaptation assessments and how this process will assist the Parties in their sustainable development. The result of the analysis would provide an indication of the future work.

C. Mitigation

3. The mitigation group will:

- (a) Identify and assess technical problems and constraints affecting the preparation of mitigation analysis and assessments in those Parties that have yet to submit their initial national communications
- (b) Identify and assess the difficulties encountered by non-Annex I Parties in the use of the guidelines and methodologies for the preparation of mitigation assessments
- (c) Examine and review national mitigation assessments in terms of methodological issues, technical problems and constraints in preparing and reporting
- (d) Provide technical advice and support through hands-on training workshops on the preparation and reporting of mitigation assessments
- (e) Review existing activities and programmes (multilateral and bilateral) which facilitate and support the preparation of mitigation assessments
- (f) Provide recommendations/advice on how to improve the preparation and reporting of mitigation of climate change
- (g) Obtain information from Parties on the progress of the preparation of mitigation assessments and on how this process could assist Parties in their mitigation assessments. The result of the analysis would provide an indication of the future work.

D. Cross-cutting themes

4. The cross-cutting group will:

- (a) Identify and assess technical problems and constraints affecting the preparation and reporting of research and systematic observation (RSO), technology transfer (TT), education, training and public awareness (ETPA), capacity-building (CB) and information and networking (INFNET), and financial and technical support (FINTECH), as appropriate, in those Parties that have yet to submit their initial national communications
- (b) Identify and assess the difficulties encountered by non-Annex I Parties in the use of the guidelines and methodologies for the preparation of information on RSO, TT, ETPA, CB, INFNET and FINTECH
- (c) Examine RSO, TT, ETPA, CB, INFNET and FINTECH as appropriate, in terms of methodological issues, technical problems and constraints in preparing and reporting
- (d) Provide technical advice and support through hands-on training workshops on the preparation and reporting of RSO, TT, ETPA, CB, INFNET and FINTECH

- (e) Review existing activities and programmes (multilateral and bilateral) which facilitate and support the preparation of RSO, TOT, ETPA, CB, INFNET and FINTECH
- (f) Provide recommendations/advice on how to improve the preparation and reporting of RSO, TT, ETPA, CB, INFNET and FINTECH
- (g) Obtain information from Parties on the progress of the preparation of RSO, TT, ETPA, CB, INFNET and FINTECH, and how this process will assist the Parties in their sustainable development. The result of the analysis would provide an indication of the future work.

II. Functions of the coordinators of the thematic working groups

5. Each coordinator will coordinate the work of the thematic group by:
- (a) Initiating the work of the thematic group
 - (b) Assign specific tasks for each of the members of the thematic group, which would be based on the respective area of expertise after consultations with each of them
 - (c) Disseminate any information relating to the work of the thematic group
 - (d) Communicate via the CGE list serve any information relevant to the thematic group
 - (e) Compile and prepare a draft report of the thematic group
 - (f) Present the draft report on the work of the thematic group to the CGE meeting.

III. Meetings and workshops

6. The thematic groups shall submit their report to the CGE meeting, including information relating to the progress made in implementing their work.
7. The UNFCCC secretariat will assist the thematic groups to prepare reports, maintain the workplan and coordinate the activities of the thematic groups including organizing meetings and workshops.

IV. Some resource materials for CGE members

8. Resource materials for CGE members include the following:
- (a) Relevant SBI conclusions and COP decisions including decisions 10/CP.2, 3/CP.8 and 17/CP.8
 - (b) Reports of previous CGE meetings
 - (c) The CGE workplan for 2003–2007
 - (d) The User manual for the guidelines on national communications from non-Annex I Parties
 - (e) National communications from non-Annex I Parties
 - (f) Compilation and synthesis reports of information from national communications from non-Annex I Parties.
