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**SUBSIDIARY BODY FOR SCIENTIFIC AND TECHNOLOGICAL ADVICE**

**Twentieth session**

**Bonn, 16–25 June 2004**

**Agenda item 3 (d)**

**Methodological issues**

**Issues relating to greenhouse gas inventories**

**Draft conclusions proposed by the co-chairs of the contact group  
on agenda item 3 (d)**

1. The Subsidiary Body for Scientific and Technological Advice (SBSTA) welcomed the report by the secretariat on activities relating to the technical review of greenhouse gas (GHG) inventories of Parties included in Annex I to the Convention (Annex I Parties) contained in document FCCC/SBSTA/2004/3. The SBSTA noted that these activities, including the meetings of inventory lead reviewers and the training programme for review experts, have contributed to improvements in the effectiveness and efficiency of the review process, the quality of inventories of Annex I Parties, and the reliability of information available to the Conference of the Parties (COP). It requested the secretariat to continue these activities, subject to the availability of resources.
2. The SBSTA requested the secretariat to further improve the annual report to the COP on GHG emissions and trends of Annex I Parties, required by decision 19/CP.8, by providing information on the improvements achieved in preparing and reporting their GHG inventories.
3. The SBSTA also requested the secretariat to include data from current year inventories in the report referred to in paragraph 2 above only if those inventories have been received within six weeks of the due date for submission and hence in time to have been subject to the secretariat's quality control procedures. The secretariat may include inventory submissions received at a later date, provided that these submissions have also been subject to these procedures.
4. The SBSTA invited Annex I Parties to use the new common reporting format (CRF) software (CRF Reporter) developed by the secretariat to report the inventory submissions due in 2005. The SBSTA also requested those Parties to submit the inventory information of the Land use, Land-use Change and Forestry (LULUCF) sector for the trial period in 2005 using the provisional electronic spreadsheets developed by the secretariat to report the new LULUCF CRF tables, in accordance with decision 13/CP.9.

5. The SBSTA requested the secretariat, subject to the availability of resources, to integrate the LULUCF CRF tables into the CRF Reporter by August 2005, to enable Annex I Parties to submit inventory information in 2006 using integrated software.
6. The SBSTA endorsed the agreement for expert review services contained in the annex to this document, to be used beginning in 2004, and noted that the use of the agreement would further promote the professionalism and objectivity of the technical review of GHG inventories of Annex I Parties. The SBSTA requested the secretariat to include information on experience with implementation of the code of practice for the treatment of confidential inventory information, and on the use of the agreement for expert review services, in its report on the implementation of the guidelines for the technical review of the GHG inventories of Annex I Parties adopted with decision 19/CP.8, for consideration by the SBSTA at its first session in 2006.
7. The SBSTA did not complete its consideration of documents FCCC/SBSTA/2004/INF.2, FCCC/SBSTA/2004/INF.3, FCCC/SBSTA/2004/INF.4, and FCCC/SBSTA/2004/INF.7, due to a delay in their availability in good time before the twentieth session of SBSTA. Some Parties expressed the view that these documents contain useful background information for the work of the Intergovernmental Panel on Climate Change (IPCC) on the development of the *2006 IPCC Guidelines for National Greenhouse Gas Inventories*. Other Parties said that they needed more time to consider the documents. The SBSTA agreed to defer action and further consideration of these documents until its twenty-first session.

Annex**Agreement for Expert Review Services**

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) has invited you to participate as an expert in the technical review of the greenhouse gas inventories of Parties included in Annex I to the Convention (Annex I Parties) (the "review"). Your service as an expert reviewer is requested on the basis of your expertise in greenhouse gas inventories, and will help to ensure that the Conference of the Parties (COP) has accurate and reliable information on greenhouse gas emissions. Reviews are conducted under the authority of the Subsidiary Body for Scientific and Technological Advice and the auspices of the UNFCCC, as set out in decision 2/CP.1, and in accordance with the guidelines for review of greenhouse gas inventories adopted by decision 19/CP.8 (FCCC/CP/2002/8).

The COP, by its decision 12/CP.9, decided 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 this agreement for expert review services, prepared based on the elements included in annex III to that decision (FCCC/CP/2003/6/Add.1). Your participation in the review is subject to the terms and conditions set forth below.

**Conduct in the review**

1. The expert shall use the UNFCCC reporting guidelines on annual inventories, adopted by decision 18/CP.8, and the Revised 1996 Intergovernmental Panel on Climate Change (IPCC) Guidelines and IPCC good practice guidance as the bases for the technical review of inventories, following the procedures and deadlines for each stage as set out in the inventory review guidelines, under the direction of the Convention secretariat.
2. In conducting review activities, the expert shall perform duties in an objective, neutral and professional manner and serve in the best interest of the Convention. The expert shall notify the secretariat of any known potential conflict of interest relating to a specific review activity in which the expert has been invited to participate.
3. The expert shall 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 the expert review team. If, under exceptional circumstances, consensus cannot be reached within an expert review team, lead reviewers from other expert review teams may be asked to work cooperatively with a team to assist it in achieving consensus.
4. The expert will be advised of the time requirements and deadlines for the review process, and will do everything in his or her power to meet these deadlines. If, due to unforeseen circumstances, the expert is not able to perform his or her review duties in the time 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.

**Information provided during the review**

5. 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 this regard, the expert shall not disclose any information acquired during the review before finalization and publication of the inventory review report; and shall not disclose any non-published information acquired during the review without the express agreement of the Party

concerned and the secretariat. Further, the expert 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. The expert has an obligation to protect any confidential information provided in the course of the review both during and after the term of service. If the expert is specifically authorized to handle confidential inventory information, he or she shall adhere to established UNFCCC procedures for treatment of this information, as instructed by the secretariat. In this case, the expert shall be informed by the secretariat that he or she may be personally liable and shall be informed by the secretariat of the potential consequences, including legal consequences, that may arise from disclosure of the confidential information by the expert. The expert shall notify the secretariat of any known potential conflict of interest relating to specific confidential information submitted by the Annex I Party being reviewed before the information is viewed.

### **Consequences**

7. Failure to comply with the conditions of this agreement may result in the expert's removal from the review.

### **Recognition**

8. Upon request, the secretariat will provide a letter of recognition for services to experts who have participated in a review in accordance with the terms and conditions of this agreement, with a copy to the national focal point.

### **Acknowledgement**

Please acknowledge your agreement with the terms and conditions for your participation in the review process by signing, dating and returning to the UNFCCC secretariat a copy of this agreement.

For the secretariat of the United Nations Framework Convention on Climate Change

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledged and agreed:

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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