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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**

**Progress report on the activities of the Consultative Group of Experts
on National Communications from Parties not included in Annex I
to the Convention**

Note by the secretariat*

Summary

This document provides a report on the activities of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE). It covers the third meeting of the CGE under its revised mandate, held in Buenos Aires, Argentina, on 2 and 3 December 2004. It also contains reports of the CGE hands-on training workshop on greenhouse gas inventories for the Latin America and the Caribbean region held in Panama City, Panama, from 25 to 29 October 2004, and of the workshop for the Asia region held in Shanghai, China from 8 to 12 February 2005.

* This document was submitted late to include the results of the hands-on workshop on greenhouse gas inventories for the Asia region.

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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 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.

B. Scope of the note

2. This note covers the report of the third meeting of the CGE under its revised mandate. It also includes the reports of the CGE hands-on training workshops on greenhouse gas (GHG) inventories for the Latin America and the Caribbean region and for the Asia region. The other activities of the CGE for 2004 were reported to the Subsidiary Body for Implementation (SBI) at its twentieth session. The report of the second meeting of the CGE, held in Manila, Philippines, on 3 and 4 May 2004, is contained in document FCCC/SBI/2004/INF.5.

C. Possible action by the Subsidiary Body for Implementation

3. The SBI, after having considered the reports of the CGE, may wish to provide guidance on how to improve the implementation of the CGE regional hands-on training workshops and the implementation of the work programme.

II. Report of the third meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

4. The third meeting of the CGE was held on 2 and 3 December 2004, in Buenos Aires, Argentina, in conjunction with COP 10. The objectives of the meeting were to review the implementation of the work programme of the CGE for 2004 and to discuss activities planned for 2005. In particular, the meeting was aimed at reviewing the status of cooperation with other expert groups under the Convention and the hands-on training workshops.

5. Seventeen members of the CGE (coming from Antigua and Barbuda, Bahamas, Canada, Cuba, Finland, Kenya, Mexico, Mozambique, Nigeria, Republic of Korea, Senegal, Switzerland, Thailand, Ukraine, United States of America, Uruguay and Uzbekistan) attended the meeting. Three members from international organizations (Intergovernmental Panel on Climate Change (IPCC), the United Nations Environment Programme (UNEP), and the United Nations Development Programme (UNDP)) also participated in the meeting.

6. The meeting was chaired by Mr. Brian Challenger (Antigua and Barbuda) and Ms. Emily Ojoo-Massawa (Kenya) acted as the rapporteur. In outlining the agenda of the meeting, the Chair emphasized the important role of the CGE in providing technical advice and support to non-Annex I Parties as they prepared their second national communications. The report below contains highlights of the discussions and conclusions of the meeting.

A. Cooperation with other expert groups under the Convention

7. The SBI, at its nineteenth session, concluded that closer cooperation with expert groups established under the Convention would be beneficial to the work of the CGE. At SBI 20, the chairs of the subsidiary bodies convened a meeting to facilitate collaboration among expert groups established under the Convention on their work programmes.

8. In addition, members of the CGE who are also members of other experts groups under the Convention reported on the activities of the Least Developed Countries Expert Group (LEG) and the Expert Group on Technology Transfer (EGTT). The reports included outcomes of the meeting of the LEG held in Banjul, Gambia, from 24 to 25 September 2004¹ and the workshop on innovative options for financing the development and transfer of technologies organized by the EGTT in Montreal, Canada, from 27 to 29 September 2004.² Based on these reports, the CGE concluded that:

- (a) There was merit in its members participating in workshops organized by other expert groups, such as regional workshops on Article 6 of the Convention and EGTT workshops;
- (b) The CGE would keep under review the possible cooperation with expert groups under the Convention, in particular on the issue of the preparation of national communications.

9. The CGE requested the secretariat to continue to facilitate the sharing of information among the expert groups, including the circulation of the minutes of meetings of various experts groups. It further requested the secretariat to invite relevant expert groups to provide comments on drafts of training materials for the CGE hands-on training workshops. It also requested the secretariat to identify possible areas of cooperation (e.g. vulnerability and adaptation assessments and technology needs assessments), based on the comparison of the work programmes of the expert groups.

B. Cooperation with the National Communications Support Programme

10. The SBI, at its twentieth session, re-emphasized the need for closer cooperation between the CGE and the National Communications Support Programme (NCSP) of UNDP/UNEP and the Global Environment Facility (GEF). A coordination meeting between the CGE and the NCSP held in June 2004 in Bonn, Germany, established various measures to enhance cooperation and exchange information such as sharing training materials and the inclusion of the Chair of the CGE as an ex officio member of the NCSP Advisory Committee.

11. The representative of NCSP briefed the group on the outcomes of the workshop on greenhouse gas (GHG) inventories for central and West Africa held in Dakar, Senegal, from 22 to 23 November 2004, and the meeting of the Advisory Committee of the NCSP held in New York, United States of America, on 3 and 4 November 2004. It was also reported that the NCSP is establishing a web-based adaptation tool to guide countries on methods to be used in vulnerability and adaptation assessments and that the training materials on inventories for land-use change and forestry (LUCF) and for agriculture will be ready in March 2005.

12. The CGE agreed to develop a joint work plan with the NCSP; to invite its members, where possible, to attend the workshops within the region organized by NCSP; and to exchange information on the development of training materials for various components of national communications.

¹ FCCC/SBI/2004/17.

² FCCC/SBSTA/2004/INF.17.

C. Measures to improve access to financial and technical support

13. Decision 3/CP.8 includes a provision for the CGE to review existing activities and programmes, including those of multilateral and bilateral funding sources, to support the preparation of national communications. To facilitate this work, a background paper on the history of support for the preparations of national communications from non-Annex I Parties was presented. The paper identified information gaps and outlined additional work that would be required in order for the CGE to report to the SBI.

14. A series of steps that aim at progressing this issue were agreed. The CGE requested the secretariat to prepare an outline of a series of questionnaires to be sent to donors and recipient countries and to present it at its next meeting.

D. Status of work of the thematic groups

15. Decision 3/CP.8, paragraph 9 (c), mandates the CGE to examine national communications of non-Annex I Parties. The CGE established thematic groups on national GHG inventories, vulnerability and adaptation assessments, mitigation and cross-cutting themes at its first meeting under this revised mandate. The CGE thematic groups met separately to discuss the status of their respective work and plans to examine national communications submitted to the COP since 2002, when the CGE presented its findings in document FCCC/SBI/2002/15. The coordinators of the thematic groups reported on the ongoing work of examining the national communications of non-Annex I Parties.

16. The thematic groups are preparing templates to be used in the examination of national communications. The mitigation thematic group, for example, is developing a spreadsheet to assist the group in this effort. The spreadsheet will be used to collate information on tools and methodologies used, difficulties and constraints encountered, and mitigation options identified. The CGE agreed, in developing these templates:

- (a) To adopt a common format for extracting information to ensure consistency across sectors and comparability of information while recognizing difference in methodologies;
- (b) To prepare a report that include lessons learned, and gaps/constraints, and means to address them.

17. One concern that was raised was the continuity of members because some thematic groups will lose their members after they have served their terms. It was suggested that the composition of the thematic groups should be reviewed once the new members have joined in January 2005 in order to ensure the work of the groups is not disrupted.

E. Status of the hands-on training workshops

18. The work programme adopted by the CGE at its first meeting was discussed, in particular the organization and status of hands-on training workshops and the development of training materials.

19. A series of regional workshops on GHG inventories, vulnerability and adaptation assessments and mitigation in fulfilment of the mandate of the CGE to provide technical advice and support to non-Annex I Parties in the preparation of their national communications have been scheduled (see FCCC/SBI/2003/INF.17). The report on the outcome of the hands-on training workshop on GHG inventories for the Latin America and the Caribbean region was presented. The Asia region workshop on GHG inventories to be held in Shanghai, China, was discussed. The secretariat also reported that the training materials on GHG inventories that were used at the workshop will be revised based on feedback from the workshop participants and additional comments by CGE members.

20. The CGE emphasized that the workshops should seek to enhance the capacity of countries to conduct socio-economic analysis in order to facilitate the decision-making process at national level. The workshops should also facilitate the development of policy options that will eventually feed into the national communications and, if feasible, trainers should come from the regions hosting the workshops in order to strengthen the capacity of experts at the regional level.

21. The draft terms of references for the development of training materials for vulnerability, and adaptation assessments were discussed. Discussion on these training materials considered that both the top-down and bottom-up approaches that involve the local community, as well as the inclusion of applied science and indigenous knowledge (local communities), are to be emphasized.

22. The draft terms of reference for mitigation assessments were also discussed and it was agreed that tools for institutional assessments should be included in the training module. A presentation on the link between mitigation assessments and adaptation should be made. The work of the EGTT relating to technology needs assessments may be useful input during the mitigation workshop. The CGE suggested that good practice guidance for mitigation assessments in the context of national communications may be required.

23. The CGE scheduled the following workshops in 2005:

- (a) Hands-on training workshop on national GHG inventories for the Asia region, Shanghai, China, 8–12 February 2005
- (b) Hands-on training workshop on vulnerability and adaptation assessments for the Africa region, Maputo, Mozambique, 18–22 April 2005
- (c) Global hands-on training workshop on mitigation, September 2005 (venue and dates to be finalized). The Government of Republic of Korea offered to host this workshop.

III. Reports of the hands-on training workshops

24. The objectives of the CGE hands-on training workshops for the Latin America and the Caribbean region and the Asia region were to facilitate the use of the new methodologies and guidelines for the preparation of national GHG inventories, such as the *IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories* and the *Good Practice Guidance for Land Use, Land-Use Change and Forestry*, and to provide a forum for exchange of experience among experts within the region. The training materials were developed based on the UNFCCC user manual (available at <http://unfccc.int/resource/userman_nc.pdf>).

25. The training materials covering all sectors of a GHG inventory were presented, followed by country case studies on the problems encountered by selected countries in preparing their national GHG inventories. After each presentation, participants took part in exercises using the IPCC GHG inventory software and their country data.

A. Latin America and the Caribbean region

26. A total of 38 experts from 21 countries (Antigua and Barbuda, Argentina, Bahamas, Belize, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Trinidad and Tobago and Uruguay) attended this workshop. Three CGE members (from the IPCC, UNEP and United States of America) also attended.

27. Five international experts contributed to the development of the training materials on the five sectors of a national GHG inventory (energy, industrial processes, agriculture, LUCF and waste). The training materials aim to assist non-Annex I Parties to better understand the requirements of the

UNFCCC guidelines for preparing national GHG inventories. Two other international experts made presentations on inventory management systems.

28. The English version of the materials will be edited before they are posted on the UNFCCC web site. The Spanish version prepared for the Panama workshop will also be edited before being made available publicly.

B. Asia region

29. A total of 26 experts from 19 countries (Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Iran (Islamic Republic of), Lao People's Democratic Republic, Malaysia, Nepal, Pakistan, Philippines, Republic of Korea, Singapore, Sri Lanka, Tajikistan, Thailand, Vietnam and Yemen) attended this workshop. Three CGE members (from Bangladesh, Philippines and the IPCC) also attended.

30. Six international experts further elaborated the UNFCCC guidelines for national communications of non-Annex I Parties (see decision 17/CP.8) by providing inputs on the five sectors of a national GHG inventory (energy, industrial processes, agriculture, LUCF and waste), including the training on the use of the IPCC GHG inventory software covering all sectors. The CGE members present took an active role in the workshop, made presentations, chaired the workshop and acted as the over-all rapporteur. Nine country case studies were presented on different sectors.

C. Financial, technical and logistical support for the workshops

31. The Government of the United States of America provided financial support for the development of the training materials on GHG inventories. The workshops were made possible through the financial, technical and logistical support provided by the Governments of Canada, Finland, Japan, Spain, Switzerland and the United States of America.

32. The first regional CGE hands-on training workshop on national GHG inventories was held, at the kind invitation of the Government of Panama, in Panama City, Panama, from 25 to 29 October 2004, for the Latin America and the Caribbean region. The second workshop on national GHG inventories was held in Shanghai, China, from 8 to 12 February 2005, for the Asia region. The Asia workshop was organized at the kind invitation of the Government of China, through the Chinese Research Academy of Environmental Science; it was held back-to-back, and in the same venue, with the second workshop on GHG inventories in the Asia region organized by the Government of Japan, to allow some participants to attend both workshops. The Governments of Panama and China, in addition to hosting the workshops, provided logistical support.

D. Workshop recommendations

33. The evaluations of the workshops, prepared by the participants, showed that the objectives of the workshops were met. The participants also stated that they had acquired new knowledge and found useful the exchange of experiences on the preparation of GHG inventories. The participants at both workshops made the following recommendations:

- (a) Provide and dedicate more time to practical exercises on each sector. The exercises should include analysis of concrete problems and simulate the actual preparation of inventories by sector
- (b) Shorten each session and provide additional opportunities for interaction between trainers and participants
- (c) Explore other training approaches such as the use of group work and/or exchange of experiences

- (d) Organize a separate training workshop on LUCF
- (e) Request the IPCC to provide a template for submission of emission factors
- (f) Provide a forum (such as a message board) for exchange of information among experts
- (g) Make the training materials available in advance of the workshop, including in hard copies
- (h) Prepare tests for all sectors
- (i) Integrate case studies of the sectors into the training materials, so that they reinforce each other.
