气候变化框架公约

附属履行机构

第三十四届会议

2011 年 6 月 6 日至 16 日，波恩

临时议程项目 4(a)

《公约》附件一所列缔约方的国家信息通报

非《公约》附件一所列缔约方国家信息通报问题专家咨询小组的工作

非《公约》附件一所列缔约方国家信息通报问题 专家咨询小组工作进度报告

秘书处的说明*

增编

共同挑战、各国可采用的备选办法和案例研究/最佳做法，以及促进国家信息通报进程的发展和长期可持续性的可能方法

内容提要

　　本文件由非《公约》附件一所列缔约方国家信息通报问题专家咨询小组编写，载有一份调查分析，调查涉及有关国家信息通报进程的可持续性，以及为持续编写非《公约》附件一所列缔约方国家信息通报，包括温室气体清单维持国家技术工作队的问题。本文件还汇编了调查分析中提出的建议，建议旨在明确共同挑战，并提出各国编写国家信息通报可采用的备选办法和案例研究/最佳做法，以及促进国家信息通报进程的发展和长期可持续性的可能方法。

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* 本文件逾期提交，是为了纳入 2011 年 3 月 21 日至 23 日举行的研讨会的讨论结果，以及 2011 年 3 月 24 日至 26 日举行的非《公约》附件一所列缔约方国家信息通报专家咨询小组第四次会议的讨论结果。

请 回 收

目录

一. 导言

A. 任务

1. 非《公约》附件一所列缔约方国家信息通报问题专家咨询小组(专家咨询小组)的职权范围规定：专家咨询小组在执行任务时，须向非《公约》附件一所列缔约方(非附件一缔约方)提供技术咨询，便利进程的发展和长期可持续性，并为持续编写国家信息通报，包括温室气体清单，建立并维持国家技术工作队。[1]

2. 为此，专家咨询小组在 2010 年 3 月 29 日至 31 日在德国波恩举行的第一次会议上制定了 2010–2012 年工作方案。[2] 附属履行机构(履行机构)第三十二届会议注意到并欢迎[3] 专家咨询小组的工作方案。

3. 专家咨询小组将下列工作列入工作方案：

(a) 开展调查，就有关国家信息通报进程的可持续性，以及为持续编写国家信息通报，包括温室气体清单维持国家技术工作队的问题，向国家以及多边和双边机构收集信息；

(b) 综合调查中收集的信息，以及国家信息通报所载信息，以便明确共同挑战，提出各国可采用的备选办法和案例研究/最佳做法，以及促进国家信息通报进程的发展和长期可持续性的可能方法，并为持续编写国家信息通报，包括温室气体清单，建立和维持国家技术工作队。

B. 本说明的范围

4. 为帮助筹备并完成上述工作，专家咨询小组开展了一项调查，就技术和能力需要，以及为编写国家信息通报保持和维持国家技术工作队方面的问题和挑战，收集国内专家、国家联络点和国家信息通报项目协调人的意见。

5. 本报告提供资料，说明了以上第 4 段所述调查中提出的，有关非附件一缔约方国家信息通报进程的可持续性，以及为持续编写国家信息通报，包括温室气体清单维持国家技术工作队的问题。

C. 附属履行机构可采取的行动

6. 履行机构在审议本报告后，不妨向专家咨询小组提供进一步指导，指导其执行职权范围第 2 段(c)所述关于向非附件一缔约方提供技术咨询的任务。

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[1] 第 5/CP.15 号决定附件，第 2 段(c)。

[2] 载于 FCCC/SBI/2010/INF.2 号文件附件一。

[3] FCCC/SBI/2010/10，第 21 段。

二. 信息产生的过程

A. 调查

7. 履行机构第三十二届会议注意到专家咨询小组在执行工作方案时计划开展的调查，[4] 请非附件一缔约方及时向专家咨询小组提供所需信息。[5]

8. 向所有非附件一缔约方，以及为国家信息通报进程提供支持的多边和双边机构发出了以上第 4 段所指调查。专家咨询小组收到了 39 个非附件一缔约方以及三个多边和双边机构的专家的答复。调查问卷载于本文件附件。

B. 结果

9. 鉴于只有 26%的非附件一缔约方作了答复，专家咨询小组在开展分析时，承认调查结果的局限性。调查采取网上作答形式，可能对缔约国造成了一定困难，不仅存在有无稳定的网络连接的问题，而且存在在线完成问卷的问题。不过，调查结果为编写本报告提供了重要投入。

三. 有关国家信息通报进程的可持续性，以及为编写国家信息通报，包括温室气体清单维持国家技术工作队的问题的调查结果汇编

A. 体制问题

10. 调查结果显示，在回答关于利用现有程序和组织经验的问题时，大多数应答者的选择介于"一点都不难"到"有一定难度"之间。

11. 答复者称，编写新的国家信息通报时，更新每个章节的数据，以及与编写此前国家信息通报的专家联系的难度介于"略有难度"到"有一定难度"之间。

12. 大多数答复者认为利用现有程序和组织经验，编写缓解和适应项目建议书以获得资金"非常困难"。

13. 应当注意，答复者认为更新国家温室气体清单章节"非常困难"。该章节被认为是最难利用以往程序和组织经验的领域之一，具体体现在以下方面：

    (a) 获得国内高级别的支助；

    (b) 实现国内不同部委之间的协调；

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[4] 一项调查涉及专家咨询小组职权范围第 2 段(a)和(b)所述工作，另一项调查涉及第 2 段(c)所述工作。

[5] FCCC/SBI/2010/10，第 24 段。

(c)　达成一致，实现与相关国家主管部门的互动。

14.　关于完成国家温室气体清单章节，答复者认为开展所有相关活动(例如获得温室气体管理体系方面的专门知识，与外部组织建立联系，确保不缺工作人员，并与适当的组织接触)总体上"有一定难度"。在这些活动中，确保与适当的外部组织接触似乎是一个最大挑战。

15.　特别考察关于建立和维持国家信息通报小组的问题时，答复者认为维持技术和行政人员的难度介于"有一定难度"到"非常困难"之间。调查结果表明，找到并维持具备温室气体清单、缓解和适应方案专长的工作人员的难度介于"有一定难度"到"非常困难"之间。这主要是由于资金限制、项目之间的时间差(例如提交初次国家信息通报与开始编写第二次国家信息通报之间的时间差)、国内对专家的需求量大，以及很难找到愿意接受短期合同的专家。与建立和维持工作队有关的其他方面，例如找到合格的内部工作人员以及合格的国内和国际组织的难度，各缔约方的答复差异很大，从"一点都不难"到"非常困难"不等。

16.　关于与建立和维持国家信息通报小组能力有关的主要体制问题，调查结果显示存在"一定程度的担忧"，涉及工作人员的招聘和聘用拖延问题。其他问题，例如小组成员的时间安排和时间空挡、购买必要设备的拖延和开支限制，也造成了"略微的担忧"到"一定程度的担忧"。

17.　在回答维持国家技术工作队可持续性的问题时，答复者在总体评价中着重指出，国家行政结构的变化、缺乏专长和能力、缺乏能够胜任工作的人员，以及其他互相竞争的优先事项，影响了国家信息通报进程。

B.　资金问题

18.　大多数被调查者指出，他们对限制其维持国家信息通报进程和/或建立和维持国家信息通报小组能力的大量资金困难表示担忧。例如，答复者对能否为内部技术和行政人员获得充分、稳定的资金表示担忧。此外，他们还对为编写国家信息通报聘请技术顾问、购买设备以及其他资源表示担忧。资金拨付的拖延、货币贬值，以及找到并调动供资和共同供资来源的困难也令人担忧。

19.　许多答复者详细叙述了他们遇到的资金困难。一些答复者指出，执行机构拖延资金拨付，不仅导致不能按时完成与国家信息通报有关的项目，而且导致他们的国家信息通报小组人员青黄不接。此外，资金不足(例如用于支付协调人和技术顾问、产生数据、涵盖制定设想情景和/或利用建模技术的工作范围)影响了一些国家以全面方式完成国家信息通报的能力。

20.　答复者还着重指出，全球环境基金(环境基金)为编写国家信息通报划拨资金的方式(即自上而下的方针，未针对各国的具体需要和情况)是一个大问题，这种方式导致许多国家资源不足。此外，一些答复者指出国际顾问开价高是造成当前资金水平不足的原因。最后，答复者指出的一个主要问题是汇率波动，这导致一些情况下项目预算缩水 10%至 15%，更有一个案例中预算缩水高达 50%。

21.   虽然对资金困难表示担忧，答复者仍然指出，各种技术援助和支助将有助于解决维持国家信息通报进程方面的资金和供资困难。例如，几乎所有答复者都认为，为国家信息通报项目协调人和工作人员提供财务管理培训将"略有作用"到"非常有用"。此外，大多数答复者都称开展下列活动将"有一定作用"到"非常有用"：

(a)   关于现有供资机制和资金来源以及共同融资问题的培训；

(b)   提供更多机会，供非附件一缔约方就财务管理和/或资金来源交流信息和合作；

(c)   其他援助，例如南南合作和三方合作。

C.   温室气体清单软件

22.   目前的《气候公约》温室气体清单软件(第 1.3.2 版)的使用中发现了两类问题：

(a)   清单编制者在使用软件时遇到技术问题，例如：

(一)   与"宏"有关的问题(一些情况下无法使用"宏")；

(二)   不同语言版本的问题；

(三)   缺乏使用软件的信息技术技能/知识；

(四)   缺乏对第 17/CP.8 号决定附件所述政府间气候变化专门委员会《修订的 1996 年气专委国家温室气体清单编制指南》应有的理解，以至于无法有效地使用该软件；

(b)   清单编制者希望使用或执行最新的气专委指南和/或当前软件不支持的更高端的方法。

23.   与其他部分相比，调查的这一部分跳过未答的问题更多。这可能是因为缺乏完善的制度安排，无法反映国家一级温室气体清单的编制。

24.   在使用当前《气候公约》温室气体清单软件的调查答复者中，约一半称软件使用不成问题。

25.   还应注意，超过三分之一的答复者没有使用该软件。调查结果显示，一些答复者没有使用该软件正是因为上文第 22 段所述的问题。此外，一些答复者表示，为他们编制清单的外部顾问没有使用该软件，但没有解释为何不用。这表明内部缺乏沟通和/或过于依赖外部专家。

26.   大多数调查答复者对测试该软件的新版本感兴趣，这表明很多人正在寻找更好的编制温室气体清单的工具。

27.   就参与编写国家温室气体清单的专家人数而言，分配到能源以及土地利用、土地利用的变化和林业部门的专家通常比其他部门多，表明这两个部门需要

开展的工作更多。不过，除一些国家外，平均而言，许多非附件一缔约方参与温室气体清单工作的专家人数似乎不多。专家人数不足导致很难确保清单编制的可持续性，在清单编写过程主要依赖顾问的情况下，尤为如此。

D. 跨部门问题：能力建设和培训

28. 回答哪类技术援助和支助对维持国家信息通报过程和维持国家信息通信小组有用的问题时，答复者认为以下做法"非常有用"到"极为有用"：

    (a) 增加缔约方之间信息交流与合作的机会；

    (b) 提供在职培训和实际操作培训，并开发师资培训方案；

    (c) 通过基于网络的电子学习工具提供援助；

    (d) 南南合作、三方合作，以及与非《公约》附件一所列缔约方报告机构的接触。

29. 特别需要关于方法学的实际操作培训，提供资料概述可利用的工具，以及就其他国家的最佳做法和进展分享信息。这种信息分享和培训可以提高国家信息通报提供信息的质量。

30. 持续的监测过程应当有助于知识转让，人们认为这是应对因负责编写国家信息通报的人员流失而导致技能丧失的关键。

四. 建议

A. 制度问题

31. 基于缔约方在调查中提供的信息，专家咨询小组建议帮助非附件一缔约方：

    (a) 交流信息并加强它们与所有缔约方的协调与合作；

    (b) 找到最适合本国的体制安排和结构；

    (c) 找到适当的激励措施、职业发展机会和方法，以留住参与编写国家信息通报的工作人员；

    (d) 提高参与编写国家信息通报的工作人员的管理技能，包括财务和行政技能；

    (e) 提供实际操作培训和在职培训；

    (f) 提供最新信息和工具。

B. 资金问题

32. 基于缔约方在调查中提供的信息，专家咨询小组建议根据《公约》第四条第 3 款——"附件二所列的发达国家缔约方和其他发达缔约方应提供新的和额外的资金，以支付经议定的发展中国家缔约方为履行第十二条第 1 款规定的义务而招致的全部费用"，为非附件一缔约方提供援助。

33. 非附件一缔约方指出的大多数资金问题都与环境基金作为《公约》资金机制的经营实体，通过其执行实体提供资金有关。

34. 基于缔约方在调查中提供的信息，专家咨询小组建议帮助非附件一缔约方：[6]

(a) 分享解决与维持国家信息通报进程和/或建立和维持国家信息通报小组有关的资金和供资问题的良好做法；

(b) 财务管理技能培训(例如关于项目的成本控制和预算监测)，包括关于报告程序的培训；

(c) 拟定项目建议书过程中持续进行的培训；

(d) 与研究机构以及能够进行非商业合作的其他机构明确并建立关系网；

(e) 明确与正在进行的其他项目的协同关系，以增加成本效益。

35. 专家咨询小组认为以下几点对推动改善国家信息通报的编写非常重要：

(a) 鼓励环境基金的执行机构减少资金划拨的拖延；

(b) 鼓励环境基金以及执行机构充分考虑并满足各国的具体需要和情况。

C. 温室气体清单软件

36. 基于缔约方在调查中提供的信息，专家咨询小组建议帮助非附件一缔约方：

(a) 加强关于使用《气候公约》温室气体清单软件的培训，以便增加国内不同机构负责国家温室气体清单各部门的部门专家人数；

(b) 将培训当地工作人员使用《气候公约》软件作为优先事项，从而以当地人员代替国际顾问；

(c) 将培训重点放在对缔约方最重要的部门，例如能源和土地利用、土地利用的变化和林业；

(d) 鼓励国家清单小组使用《气候公约》软件或其他专门软件编制温室气体清单；

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[6] 鉴于专家咨询小组的任务仅限于技术咨询，建议不涉及资金援助层面。

(e) 制定相关程序和做法，包括清单编制的体制安排，使非附件一缔约方能够借鉴过去的经验，继续改进国家信息通报，特别是温室气体清单。

37. 专家咨询小组认为以下几点对推动改进国家信息通报的编写至关重要：

(a) 秘书处应考虑到迄今为止查明的技术问题，加快完成新版的《气候公约》软件；

(b) 在《气候公约》网站上开设用户论坛，以及常见问题版块。应提供支持，推动缔约方之间分享使用《气候公约》软件以外的工具/软件的经验，从而可采用更高级别的方法；

(c) 每个非附件一缔约方都应提名一名国家清单小组组长，负责协调整个温室气体清单进程，在与相关部委、机构和国际组织的沟通中发挥重要作用，以便加强清单编制过程的可持续性。

D. 跨部门问题：能力建设和培训

38. 基于缔约方在调查中提供的信息，专家咨询小组建议帮助非附件一缔约方维持和加强国家信息通报小组的能力。有必要重点加强公共部门专家的技术能力，并采用多种方法发展和提高能力，与这些专家合作。

39. 专家咨询小组认为以下几点对推动改进国家信息通报至关重要：

(a) 今后有必要持续地进行能力建设，因为当许多缔约方开始编写其第三次国家信息通报时，将会有更多复杂的分析方法和工具可供使用。这种能力建设将帮助缔约方确保技术工作队的持续性，以及维持编写国家信息通报所需的知识；

(b) 国家信息通报支助方案等全球和区域机制已证明对维持缔约方能力的可持续性有效；急需采取行动维持该支助，以确保提供该支助的现有体制安排中没有空白。

Annex

Survey on identification of technical problems and constraints affecting non-Annex I Parties in the process of preparation of their national communications and assessment of capacity-building needs

1.   The survey entitled "Collection of information on problems related to the sustainability of the national communication process and the maintenance of national technical teams for the preparation of national communications, including greenhouse gas inventories, on a continuous basis" was sent to UNFCCC national focal points and/or coordinators of national communications of Parties not included in Annex I to the Convention (non-Annex I Parties) and multilateral and bilateral agencies supporting the national communication process. In responding to the survey, Parties either coordinated the inputs of the different agencies or circulated the survey among the experts in their country for them to respond individually. The survey was conducted between July and December 2010. A total of 39 non-Annex I Parties responded to the survey, representing 25.5 per cent of the total non-Annex I Parties. The following is the regional breakdown: 15 from Africa, 11 from Asia, four from Eastern Europe and nine from Latin America and the Caribbean.

2.   The survey has four parts:

        (a)   **Part 1: Background Information:** asks about you and your role in preparing your country's national communication or in helping non-Annex I Parties in the preparation of their national communications;

        (b)   **Part 2: Institutional Concerns and Solutions:** asks you to describe institutional constraints that you face in ensuring the sustainability of your national communication process over time and in maintaining a consistent national technical team to prepare your national communication;

        (c)   **Part 3: Financial Concerns and Solutions:** asks you to describe financial and funding constraints that you face in ensuring the sustainability of your national communication process over time and in maintaining a consistent national technical team to prepare your national communication;

        (d)   **Part 4: Greenhouse Gas (GHG) Inventory Software:** asks for information that will assist the UNFCCC in improving its existing GHG inventory software and to enable the UNFCCC to contact you for feedback about a prototype version of the software that it is currently developing.

I.   Background information

1.   Please indicate the type of organization you represent:

        (a)   Non-Annex I Party country;
        (b)   Multilateral or bilateral **organization** that provides national communication support to non-Annex I Party(s) (*Please skip to question number 7*).

2.   Please provide the following information about yourself:

        (a)   Your country name;
        (b)   Your name;
        (c)   Your job title;
        (d)   Your organization name;
        (e)   Your office name;

(f)   Your phone number;

(g)   Your email address.

3.   Is there a Project Coordinator for your country's national communication?

(a)   Yes, I am Project Coordinator

(b)   Yes, someone else is Project Coordinator (*Please provide name*)

(c)   No, we do not have a Project Coordinator

4.   What is your role in preparing the national communication?

5.   Please indicate which national communications your country has completed (*Check all that apply*)

(a)   First national communication;

(b)   Second national communication;

(c)   Third national communication;

(d)   Fourth national communication;

(e)   Have not completed a national communication.

6.   Please indicate if your country is in the process of preparing a national communication

(a)   First national communication;

(b)   Second national communication;

(c)   Third national communication;

(d)   Fourth national communication.

(e)   We are not currently working on a national communication (Please skip to Part 2).

7.   Please provide the following information about yourself:

(a)   Your name;

(b)   Your job title;

(c)   Your organization name;

(d)   Your office name;

(e)   Your phone number;

(f)   Your email address.

8.   What non-Annex I country(s) have you worked with to help prepare their national communications?

9.   What type of support do you provide to non-Annex I Parties relating to their national communications? (*Check all that apply*)

(a)   Technical support;

(b)   Administrative and/or institutional support;

(c)   Financial advice;

(d)   Other.

10.   Please use this box to provide more detail about the ways you support non-Annex I countries in preparing their national communications.

11.   Which sections and/or tasks related to the national communications do you provide assistance on? (*Check all that* apply)

(a)   Preparation of the Executive Summary;

(b)   Other information considered relevant to the achievement of the objective of the Convention;

(c)   National circumstances;

(d)   Constraints and gaps, and related financial, technical, and capacity needs;

    (e)   National GHG inventory;

    (f)   National communication submission;

    (g)   Programmes containing measures to facilitate adequate adaptation to climate change;

    (h)   Preparation of project proposal for funding;

    (i)   Programmes containing measures to mitigate climate change.

12.   When working with non-Annex I Parties on their national communications, with whom do you typically work? (*Check all that apply*)

    (a)   Project Coordinator for national communication;

    (b)   Project technical staff;

    (c)   Project administrative staff;

    (d)   Ministry officials;

    (e)   Other.

II. Institutional Concerns and Solutions

1. Sustainability of the National Communication Process

1.   Have you been involved in preparing or working with a non-Annex I Party to prepare more than one national communication?

    (a)   Yes;

    (b)   No (Please skip to question 7).

2.   Which of the following national communications have you participated in preparing? (*Please check all that apply*)

    (a)   First national communication;

    (b)   Second national communication;

    (c)   Third national communication;

    (d)   Fourth national communication.

3.   Based on your experience with non-Annex I Party national communications, have you built on your previous experience with national communications to help prepare your most recent national communications? For example, you might have built on previous experience by updating data and resources, using procedures developed for your first national communication, and/or learning from previous experiences. Have you been able to build on these past experiences *not at all, some of the time, most of the time, or all of the time*?

4.   Overall, how easy/difficult has it been to build on your previous experience with national communications? Has it been *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult*?

5.   Please characterize the extent to which you have found that when preparing a new national communication you can update data and resources from each of the sections or tasks related to the previous national communication. Is it *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult* to update data and resources?

    (a)   Executive summary;

    (b)   National circumstances;

    (c)   National GHG inventory;

    (d)   Programmes containing measures to facilitate adequate adaptation to climate change;

    (e)   Programmes containing measures to mitigate climate change;

     (f)   Other information considered relevant to the achievement of the objective of the Convention;

     (g)   Constraints and gaps, and related financial, technical, and capacity needs;

     (h)   Preparation of project proposal for funding.

6.   Please characterize the extent to which you have found that when preparing a new national communication you can build on existing procedures and organizational experience from the sections or tasks related to the previous national communications. Is it *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult* to build on past procedures and organizational experience?

     (a)   Executive summary;

     (b)   National circumstances;

     (c)   National GHG inventory;

     (d)   Programmes containing measures to facilitate adequate adaptation to climate change;

     (e)   Programmes containing measures to mitigate climate change;

     (f)   Other information considered relevant to the achievement of the objective of the Convention;

     (g)   Constraints and gaps, and related financial, technical, and capacity needs;

     (h)   Preparation of project proposal for funding.

7.   One area of the national communication for which it is particularly important to update data and to build on past experiences is the National GHG Inventory section. Please characterize the level of ease/difficulty involved in conducting the following activities related to completing this section of your national communication. Are these activities *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely* difficult?

     (a)   Obtaining expertise in data management systems to prepare and update GHG inventories on a continuous basis;

     (b)   Developing relationships with outside organizations (e.g. universities, private industry, consultants, associations) to coordinate activity data collection and update and maintain the GHG inventory;

     (c)   Consistent availability of staff within your organization who have appropriate expertise on GHG inventory development;

     (d)   Consistent access to appropriate outside organizations (e.g. universities, private industry, consultants, associations) on GHG inventory development.

2.   Institutional Concerns and Solutions Related to the Sustainability of the National Communication Process and the Maintenance of the National Communication Team

8.   Please characterize the level of ease/difficulty related to the following potential issues related to achieving a sustainable national communication process. Are these issues *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely* difficult?

     (a)   Obtaining high-level support within your country for preparing your national communication on a consistent basis;

     (b)   Obtaining ministry-level approval of the national communication;

     (c)   Achieving coordination among ministries in preparing the national communication;

     (d)   Attaining agreements that enable interaction between relevant authorities in preparing the national communication;

     (e)   Preparing project proposals for funding subsequent national communications;

     (f)   Preparing project proposals for funding adaptation and mitigation projects recommended in your national communication;

     (g)   Submitting project proposals;

     (h)   Obtaining approval of project proposals;

(i)   Engaging national stakeholders in the national communication process   .

9.   Please use this box to expand on the types of institutional difficulties identified above, especially where your answer was <u>A major concern</u>, and to describe any other types of institutional concerns you have experienced related to achieving a <u>sustainable national communication process.</u>

10.   Please characterize the level of ease/difficulty involved in <u>building and maintaining your national communication team</u>. Is it *not at all difficult, slightly difficult, moderately difficult, very difficult, or extremely difficult*?

(a)   Identifying qualified in-house staff to manage the national communication team;

(b)   Identifying qualified in-house technical staff to help prepare the national communication;

(c)   Identifying qualified in-house administrative staff to help prepare the national communication;

(d)   Maintaining a consistent technical national communication team to work on two or more national communications;

(e)   Maintaining a consistent administrative national communication team to work on two or more national communications;

(f)   Identifying qualified national organizations (e.g. universities, private industry, consultants, associations) to assist with preparing the national communication;

(g)   Identifying qualified international organizations (e.g. universities, private industry, consultants, associations) to assist with preparing the national communication;

(h)   Identifying and maintaining consistent staff or outside consultants with specific expertise in preparing GHG inventories;

(i)   Identifying and maintaining consistent staff or outside consultants with specific expertise in developing programmes containing measures to facilitate adequate adaptation to climate change;

(j)   Identifying and maintaining consistent staff or outside consultants with specific expertise in developing programmes containing measures to mitigate climate change;

(k)   Identifying and maintaining consistent staff or outside consultants with specific expertise in completing the national communication section on Other information considered relevant to the achievement of the objective of the Convention.

(l)   Identifying and maintaining consistent staff or outside consultants with expertise in developing project proposals.

11.   Please use this box to expand on the types of difficulties you encounter when <u>building and maintaining a national communication team</u>, especially where you responded that it is *Very difficult or Extremely difficult*. Please also describe any other difficulties you have encountered in building and maintaining a national communication team.

12.   Following is a list of institutional concerns that could constrain your ability to <u>build and maintain a national communication team</u>. Please indicate whether each of these is *not at all a concern, a slight concern, a moderate concern, or a major concern* to you as you build and maintain your team.

(a)   Accommodating team member schedules, issues, or other problems;
(b)   Recruitment and hiring delays (e.g. for staff and consultants);
(c)   Delays due to Allowable Spending Limits;
(d)   Delays due to purchasing equipment and other resources for the national communication;
(e)   Availability of time to complete national communications;
(f)   Translating national communications.

13.   Please use this box to expand on the types of institutional constraints identified above, especially where your answer was <u>A major concern</u>, and to describe any other types of institutional concerns that you have experienced.

14.   Please rate how useful the following types of technical assistance and support would be in helping you <u>sustain the national communication process</u> and/or <u>build and maintain your national communication team</u>. Would they be *not at all useful, slightly useful, moderately useful, very useful, or extremely useful*?

        (a)   On-the-job training for the national communication Project Coordinator and staff;
        (b)   Hands-on training;
        (c)   Web-based "e-learning" training tools and sessions;
        (d)   Development of a train-the-trainers programme that will increase the number of qualified trainers who can provide in-country support on national communications;
        (e)   Increased opportunities for information exchange and collaboration among non-Annex I Parties;
        (f)   Other assistance (e.g. South-South cooperation, triangular cooperation, twinning with A1 reporting institutes).

15.   Please use this box to expand on types of technical assistance and support that would be helpful in sustaining your national communication process and/or building and maintaining your national communication team, especially where your response was <u>Very useful</u> or <u>Extremely useful</u>. Please also suggest other types of technical assistance that would help you sustain the national communication process and/or build and maintain your national communication team.

16.   Please provide any additional information you would like to share related to institutional concerns and solutions in sustaining your national communication process over time and/or maintaining a consistent national technical team to prepare your national communication.

III.   Financial Concerns and Solutions

1.   Following is a list of potential financial difficulties that could constrain your ability to <u>sustain your national communication process and/or build and maintain a national communication team</u>. Please indicate whether each of these is *not at all a concern, a slight concern, a moderate concern, or a major concern* to you as you build and maintain your team.

        (a)   Obtaining sufficient and consistent funding for in-house technical staff;
        (b)   Obtaining sufficient and consistent funding for in-house administrative staff;
        (c)   Obtaining sufficient and consistent funding to hire external technical consultants;
        (d)   Obtaining sufficient and consistent funding for purchasing equipment and other resources required to prepare your national communications;
        (e)   Delays due to Allowable Spending Limits;
        (f)   Currency appreciation;
        (g)   Currency depreciation;
        (h)   Identifying and mobilizing sources of funding and co-funding;
        (i)   Delays in disbursement of funds.

2.   Please use this box to expand on the types of financial constraints identified above, especially where your answer was <u>A major concern</u>, and to describe any other types of financial difficulties and concerns you have experienced related to achieving a sustainable

national communication process and/or building and maintaining a national communication team.

3. Please rate how useful the following types of technical assistance and support would be in helping to *address* financial and funding concerns related to <u>sustaining your national communication process and/or building and maintaining a national communication team</u>. Would they be *not at all useful, slightly useful, moderately useful, very useful, or extremely useful*?

 (a) Training on financial management for the national communication Project Coordinator and staff;

 (b) Training about available funding mechanisms and sources of funding and co-funding;

 (c) Increased opportunities for information exchange and collaboration on financial management and/or funding sources among non-Annex I Parties;

 (d) Other assistance (e.g. triangular cooperation).

4. Please use this box to expand on types of technical assistance and support that would be helpful in addressing financial and funding concerns related to sustaining your national communication *process* and/or building and maintaining a national communication team, especially where your response was <u>Very useful</u> or <u>Extremely useful</u>. Please also suggest other types of assistance that would be useful.

5. Please provide *any* additional information you would like to share related to financial concerns and solutions in *sustaining your national communication process over time and/or maintaining a consistent national technical team* to prepare your national communication.

IV. Greenhouse Gas Inventory Software

1. The UNFCCC is currently improving the existing GHG inventory software (version 1.3.2) in order to *facilitate* the process for reporting GHG data for non-Annex I Parties' national communications. The UNFCCC will seek feedback on this prototype from interested non-Annex I Parties and will incorporate this information into a new version that better supports your needs in reporting GHG data.

2. Are you *interested* in testing the prototype and providing feedback to the UNFCCC?

3. Are you *currently* using a data management/reporting software for GHG inventory related information?

 (a) The UNFCCC GHG inventory software for non-Annex I Parties (version 1.3.2);

 (b) An earlier version of the UNFCCC GHG inventory software;

 (c) Another product (please provide name and detailed information);

 (d) No, please indicate why.

4. If you are using the current version of the UNFCCC GHG inventory software (1.3.2), have you *encountered* any problems that you would like to see resolved in the new version (2.0)?

 (a) Yes, please describe the problems you have encountered and ways they might be resolved;

 (b) No.

5. If you are not using the current version of the UNFCCC GHG inventory software (1.3.2), are you *experiencing* problems with the GHG Inventory software that your country is currently using?

(a)   Yes, please describe the problems you are facing and any initiatives to address these problems;

(b)   No.

6.   Do you *plan* to import/export GHG data between various systems?

(a)   Yes, please indicate the systems, language and version used;

(b)   No.

7.   Please *indicate* the number of experts, by sector, who are involved in preparing your GHG inventory.

8.   Please *provide* the following details about the computer system where your GHG inventory software is installed:

(a)   Language of your computer system:
(i)   Arabic;
(ii)   Chinese;
(iii)   English;
(iv)   French;
(v)   Spanish;
(vi)   Russian;
(vii)   Other (please specify).
(b)   Screen resolution
(c)   Screen size
(d)   Operating system and version:
(i)   MS Windows;
(ii)   MAC;
(iii)   Linux;
(iv)   Unix;
(v)   Other (please specify).
(e)   Internet browser and version:
(f)   FireFox version;
(i)   Explorer version;
(ii)   Safari version;
(iii)   Other (please specify).
(g)   Speed of internet connection
(h)   Do you have Java?

9.   Do you have sufficient technical resources to help you install and maintain GHG inventory software?

10.   Do you have sufficient technical resources to help you install and maintain your computer system?

11.   Please provide contact information for one or more people to whom we can send additional information about the UNFCCC GHG inventory software.

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