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## Subsidiary Body for Implementation

Forty-third session

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Item 4(b) of the provisional agenda

**Reporting 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 work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention: report on the training workshop for the African region on the preparation of biennial update reports**

**Note by the secretariat**

#### *Summary*

The Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, with the assistance of the secretariat, conducted a regional training workshop on the preparation of biennial update reports from Parties not included in Annex I to the Convention (non-Annex I Parties) for the African region in Bonn, Germany, from 23 to 25 February 2015. The aim of the workshop was to enhance the capacity of national experts from non-Annex I Parties in using the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” and to raise awareness of the international consultation and analysis process. This report outlines the proceedings of the workshop and includes a summary of the discussions.

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<sup>1</sup> Exact dates within the sessional period are subject to confirmation.

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## **I. Introduction**

### **A. Mandate**

1. The Conference of the Parties (COP), by decision 19/CP.19, continued the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) for a period of five years, from 2014 to 2018,<sup>2</sup> and decided that the CGE, in fulfilling its mandate, shall function in accordance with the revised terms of reference contained in the annex to this decision.

2. In keeping with those terms of reference, the CGE developed, at its first meeting of the year, held in Bonn, Germany, on 27 and 28 February 2014, a work programme for 2014–2018.<sup>3</sup> On the basis of the progress of implementation of the work of the CGE, this work programme was revised in 2015.

3. The CGE, in its workplan for 2014, agreed to conduct three regional training workshops for Parties not included in Annex I to the Convention (non-Annex I Parties) on the preparation of biennial update reports (BURs). The first two workshops were held from 16 to 18 July 2014 in Panama City, Panama, and from 8 to 10 September 2014 in Yerevan, Armenia, for the Latin American and Caribbean region and for Asia-Pacific and Eastern European regions, respectively.<sup>4</sup> However, the regional training workshop for the African region, planned to be held from 18 to 20 August 2014 in Lomé, Togo, was postponed to 23–25 February 2015 and held in Bonn owing to the health concerns in Western Africa.

4. The COP, by decision 19/CP.19, requested the CGE to submit a progress report annually on its work to the Subsidiary Body for Implementation (SBI) for consideration at its sessions held in conjunction with the sessions of the COP.

### **B. Scope of the note**

5. This report, prepared as part of the progress report on the work of the CGE, contains a summary of the proceedings of and discussions at the regional training workshop for the African region on the preparation of BURs held in Bonn from 23 to 25 February 2015.

### **C. Possible action by the Subsidiary Body of Implementation**

6. The SBI, having considered this report, may wish to provide further guidance to the CGE, as appropriate, on the provision of technical assistance to non-Annex I Parties so as to enable them to fulfil their reporting obligations under the Convention.

## **II. Summary of the proceedings**

7. The regional training workshop for the African region on the preparation of BURs was attended by 48 national experts representing 43 non-Annex I Parties from the African region, as well as by six CGE members and one representative of the United Nations Environment Programme as resource persons.

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<sup>2</sup> Decision 19/CP.19, paragraph 1.

<sup>3</sup> FCCC/SBI/2014/17.

<sup>4</sup> FCCC/SBI/2014/18.

8. The main objectives of the regional training workshop were, inter alia, to: (1) enhance the capacity of national experts in using the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” (hereinafter referred to as the UNFCCC reporting guidelines on BURs) to facilitate the preparation of their country’s BURs; and (2) serve as a platform to exchange views, lessons learned and experiences relating to the process and preparation of national communications and BURs, as appropriate.

9. This regional workshop was conducted following an agenda similar to those of the two other regional workshops mentioned in paragraph 3 above,<sup>5</sup> and was designed to cover all of the core elements of the reporting in BURs by an interactive approach. Information was disseminated through presentations in plenary sessions, and participants actively engaged in mock exercises, breakout groups, and question and answer sessions. The provision of simultaneous interpretation from English to French and vice versa facilitated active participation throughout the workshop.

10. A summary capturing the discussions at the sessions of the workshop is provided in chapter III below.

### **III. Summary of the discussions**

11. The regional training workshop included seven substantive sessions covering:

(a) Overview of the measurement, reporting and verification (MRV) framework for developing country Parties under the Convention, including the details of the UNFCCC reporting guidelines on BURs and the process and outcome of international consultation and analysis (ICA);

(b) Support for the preparation of BURs;

(c) Reporting on national circumstances and institutional arrangements in BURs, reflecting on previous national communication experiences;

(d) Reporting on mitigation actions and their effects;

(e) Reporting on national greenhouse gas (GHG) inventories;

(f) Reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received.

12. The presentations in each of these sessions were followed by question and answer time and breakout group discussions, which were based on a set of guiding questions that aimed to facilitate targeted discussion. In addition to breakout group discussions, mock exercises were also conducted for the sessions “Reporting on mitigation actions and their effects” and “Reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received”. These exercises<sup>6</sup> were designed to provide participants with an indication of the information to be reported in BURs and approaches to reporting, in accordance with the UNFCCC reporting guidelines on BURs.

13. The key elements of the discussions under each of these sessions are summarized below. A summary of the discussion under the session “Support for the preparation of BURs” is not presented separately; instead, the key elements of this session are discussed within the context of the substantive themes covered below.

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<sup>5</sup> The agenda for the workshops is included in annex I.

<sup>6</sup> The templates and guidance questions are included in annex II.

## **A. Overview of the measurement, reporting and verification framework for developing country Parties under the Convention**

14. The interactive discussions in this session resulted in the following observations.
15. Participants expressed the usefulness of this session in clarifying the scope, content and provisions of the UNFCCC reporting guidelines on BURs as well as the process and outcomes of ICA. The nomination of experts to the UNFCCC roster of experts and an overview of MRV related to REDD-plus<sup>7</sup> were also of interest.
16. Participants highlighted two challenges regarding submission of BURs in the years when they coincide with national communications:
- (a) Determining the differences in the information and data to be included in the national GHG inventories in the two reports;
  - (b) Deciding on the content of the BUR when it is submitted as a summary of the national communication. Clarification was also sought on determining the key differences between the contents to be reported for the overlapping areas when the documents are submitted as stand-alone reports.
17. Participants further sought clarification on the sequencing of the technical assessment of the reference levels for REDD-plus and reporting in the technical annex of the BUR.
18. Clarification was moreover requested on the financial support provided by the Global Environment Facility (GEF) for the preparation of national communications and BURs. Participants expressed concern about the unavailability of funding during the interim period when one report is completed and preparations are being made to commence work on the subsequent report.

## **B. Reporting on national circumstances and institutional arrangements in biennial update reports, reflecting on previous national communication experiences**

19. The interactive discussions in this session resulted in the following observations.
20. Participants identified some of the essential elements for establishing and maintaining institutional arrangements that respond sufficiently to the needs arising from producing a BUR every two years and keeping up with the ICA process. These include gaining political support, identifying the relevant institutions and a focal person in the coordinating body, and forming a team of experts and focal points in line ministries. Another critical element identified is related to agreements, contracts and memorandums of understanding for data and service provision. To ensure sustainability, suitable and well-coordinated institutions, with multiple experts within the ministries involved in the process, were seen as critical.
21. Some of the key features of the national circumstances that facilitate the efficient functioning of institutional arrangements in a country were seen to be high-level political support, a legislative framework for establishing reporting frameworks, and national committees or task forces consisting of representatives of various ministries.

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<sup>7</sup> In decision 1/CP.16, paragraph 70, the COP encouraged developing country Parties to contribute to mitigation actions in the forest sector by undertaking the following activities: reducing emissions from deforestation; reducing emissions from forest degradation; conservation of forest carbon stocks; sustainable management of forests; and enhancement of forest carbon stocks.

22. Some of the key challenges identified in establishing and maintaining sustainable institutional arrangements that could function on a continuous basis are: inadequate political awareness and weak political support; unstable governments and institutions; changes in personnel; lack of technical, human and financial resources; and unavailability of data and unsuitable arrangements for data sharing. Another key challenge is that the activities relating to the preparation of national communications and BURs are not among the core functions of the national experts involved.

23. Regarding the current institutional arrangements for preparing national communications and the ability to cope with the challenges of producing a BUR every two years, participants from only a few countries reported that adequate institutional arrangements are in place. For most countries, participants indicated adequate institutional arrangements are non-existent. Several countries are preparing for the third national communication, which presents a good opportunity to institutionalize the reporting process, especially for GHG inventories, and to establish permanent structures with clearly defined roles and responsibilities in relevant line ministries.

24. An observation was made that the institutions involved in the reporting process lack clarity on the institutional arrangements and their respective roles in the reporting process and preparation of BURs and in responding to the requirements of the ICA process.

### **C. Reporting on mitigation actions and their effects**

25. The interactive discussions in this session resulted in the following observations.

26. Two of the key challenges of identifying and reporting information on mitigation actions and their effects in accordance with the UNFCCC reporting guidelines on BURs are coordination among the ministries involved in the reporting process and the lack of a mechanism to collect data and synthesize information. Improving the coordination mechanism at all levels and aligning actions with national development objectives, goals and priorities were identified by participants as ways to move forward.

27. A lack of awareness of MRV among stakeholders was also identified as challenge in reporting on mitigation. Some participants suggested that at the national level, governments need to develop a framework for establishing an MRV system for mitigation actions.

28. The UNFCCC reporting guidelines on BURs themselves were seen to pose a challenge in reporting on mitigation actions as some of the provisions in the guidelines are vague and open to subjective interpretation. There is a need for further elaboration of these provisions, without making them too prescriptive.

29. An extensive discussion took place on the challenges experienced in assessing the progress of implementation of mitigation actions and their effects. The following challenges were identified and discussed:

(a) Implementation of some projects without consideration of clear timelines, milestones, indicators or the emission reductions possible, making it difficult to monitor the progress of implementation;

(b) Weak political support, the national prioritization of adaptation over mitigation and a lack of awareness among stakeholders can potentially pose a challenge. However, elevating the importance of climate change and taking it into account in the national development agenda could contribute to addressing this particular challenge;

(c) Some mitigation actions are undertaken for economic and social co-benefits, and therefore the information about them is not readily available in a manner consistent with the needs and the format of the UNFCCC reporting guidelines on BURs;

(d) The templates contained in the CGE training materials on mitigation actions (in a tabular format) are not very clear and, as such, there is a need for clarification of the different elements included in the templates;

(e) Inadequate knowledge of and expertise in the use of relevant models and tools that could facilitate projections of GHG emissions was reported to be faced by most participants;

(f) Varying degrees of preparation have been made at the national level for institutional arrangements to facilitate domestic MRV as well as reporting information on mitigation actions every two years;

(g) The dual role of institutions to prepare the GHG inventory and to monitor mitigation actions poses a challenge in obtaining data, as priority is given to GHG inventory data.

30. Participants recognized the need for a national coordinating mechanism to take advantage of existing policies and develop new ones in order to enable institutional coordination. As a solution, the participants suggested taking a critical look at institutional mandates and identifying which institutions are the most appropriate for specific responsibilities.

#### **D. Reporting on national greenhouse gas inventories**

31. The interactive discussions in this session resulted in the following observations.

32. The status of institutional arrangements for preparing GHG inventories every two years and the adequacy of these arrangements for coping with challenges differs across the region. While some participants indicated that institutional frameworks and teams are in place for this purpose in their country, they recognized the inadequacy of their countries' response to new and emerging reporting requirements and the need to further adjust and enhance those frameworks and teams to function continuously. They also recognized that sustainability is affected by the instability resulting from the mobility of national experts involved in reporting and that, therefore, there is a need to enhance the capacity of national experts and reduce their dependence on external consultants.

33. In some countries, development priorities take precedence over preparing BURs. In such cases, the participants anticipated difficulty in producing a GHG inventory every two years because of the lack of expertise of the remaining available staff in preparing the project proposal, gathering the data and finalizing the GHG inventory. Participants identified the need to anchor the responsibility of collecting activity data in a formal legal or administrative tool. The participants also mentioned the need for subregional workshops to increase the number of experts, and for establishing an expert network to share experiences.

34. In their discussion of key considerations in the endeavour to produce updated national GHG inventories, participants identified the existence of institutional arrangements and their adequacy for coping with enhanced reporting requirements as critical. A number of other considerations were also highlighted, including: capacity-building of experts in the lead agency, data compilers, relevant staff in line ministries, and data providers; permanency of data collection and processing in all sectors; and archiving and documentation of the inventory process and production of a manual to guide preparation of the inventory.

35. Specific challenges to fulfil the reporting requirements of the UNFCCC reporting guidelines on BURs were discussed and identified, as follows:

(a) Lack of data, and the type of mechanism that can be established to facilitate data collection. One solution was ensuring data gaps are addressed and activity data are updated regularly;

(b) Providing and maintaining a consistent time series back to the years reported in the previous national communications, as many data gaps exist. Some participants indicated that they are putting mechanisms in place to address this challenge;

(c) Lack of expert capacity to apply the UNFCCC reporting guidelines on BURs to prepare a national GHG inventory. Capacity-building workshops, expert networks, and creation of a knowledge management platform for sharing information, knowledge and experiences were all suggested as ways to move forward;

(d) The ability of countries to meet expenses exceeding the allocation from the GEF funding, including sustaining the core team. Participants recognized that this challenge could be avoided by overlapping the funding cycles for the national communication and BUR;

(e) The GEF condition that stipulates that remuneration for project managers cannot be more than 10 per cent of the total allocation, which is a deterrent for attracting suitably qualified experts.

#### **E. Reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received**

36. The interactive discussions in this session resulted in the following observations.

37. Some of the key barriers hindering the preparation and timely submission of BURs include: lack of technical expertise; insufficient understanding of the concept of mitigation action and associated technologies; weak institutional capacities; the absence of a mechanism for institutionalization; and delayed funding from the GEF.

38. With regard to compiling and reporting the information to be included in the BURs, participants noted a number of concerns, including but not limited to: the absence of an internal coordinating mechanism to track financial flows for climate change; mislabelling of funds from donors, in particular as official development assistance or climate finance; lack of available data to enable proper tracking, compiling and reporting; and lack of intersectoral communication and sharing of financial information.

39. Approaches for reporting in a robust manner include: establishing a policy and legislative framework for coordinating and/or tracking financial support, including penalties for national actors who do not comply; and establishing a tracking system for climate financing to enhance its transparency, with cooperation between development partners and recipient countries. Participants expressed the importance of institutionalizing the reporting process, to ensure sustainability, by establishing a national ministerial task force. The individual ministries would then be requested to provide the information for their respective sectors. Compiling a database of all the information on finance, technology and capacity-building would be an asset compared with having the information fragmented across various locations.

#### **IV. Conclusion**

40. The workshop was useful in bringing together a good cross section of experts who are involved in the preparation of BURs.



41. The design of the regional training workshop, which included plenary presentations, breakout group discussions and mock exercises, facilitated a suitable environment for interaction and capacity-building for the experts involved in the reporting process.
42. Although the participants appreciated the training materials and templates prepared by the CGE for the preparation of BURs and the conduct of the regional training workshop, they suggested that the usefulness of these materials could be enhanced by providing clarity for Parties in objectively interpreting the UNFCCC reporting guidelines on BURs.
43. There is a need to consider the request to provide additional guidance on approaches for generating the information required to meet the reporting obligations for BURs, which would enhance the capacity of Parties to prepare good quality BURs, thereby increasing the likelihood of a successful technical analysis of BURs under ICA.
44. The CGE thanked those developed country Parties included in Annex II to the Convention and other developed country Parties that provided financial resources for the workshop.

## Annex I

[English only]

## Agenda for the regional training workshops on the preparation of biennial update reports from non-Annex I Parties

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Day 1: 23 February 2015

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8–9 a.m.	Registration
9–9.45 a.m.	<p><b>Session 1: Opening and overview of the workshop</b></p> <ul style="list-style-type: none"> <li>• Opening remarks – <i>Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE)</i></li> <li>• Welcome – <i>secretariat</i></li> <li>• Self-introduction by participants</li> <li>• Workshop objectives and agenda – <i>secretariat</i></li> </ul>
10–10.30 a.m.	Coffee break
10.30–11.30 a.m.	<p><b>Session 2: Overview of the measurement, reporting and verification framework for developing country Parties under the Convention</b></p> <ul style="list-style-type: none"> <li>• Biennial update report (BUR) context and guidelines – <i>secretariat</i></li> <li>• International consultation and analysis (ICA): process and outcome – <i>secretariat</i></li> <li>• Question and answer session</li> </ul>
11.30 a.m.–12.30 p.m.	<p><b>Session 3: Support for the preparation of biennial update reports</b></p> <ul style="list-style-type: none"> <li>• CGE findings: problems, constraints, lessons learned and best practices – <i>secretariat</i></li> <li>• Technical support for the preparation of BURs – <i>CGE Chair</i></li> <li>• Supporting countries on the ground – <i>United Nations Development Programme/United Nations Environment Programme</i></li> <li>• Question and answer session</li> </ul>
12.30–2 p.m.	Lunch break
2–3.30 p.m.	<p><b>Session 4: Reporting on national circumstances and institutional arrangements in biennial update reports, reflecting on previous national communication experiences</b></p> <ul style="list-style-type: none"> <li>• Presentation of factual elements for reporting national circumstances and institutional arrangements in BURs – <i>secretariat</i></li> <li>• Reflecting on experiences from national communications: building sustainable institutional arrangements – possible tools, best practices and lessons learned, and approaches for reporting national circumstances and institutional arrangements in BURs – <i>CGE</i></li> <li>• Question and answer session</li> </ul>

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- 3.30–4 p.m. Coffee break
- 4–5.30 p.m. **Session 4: Reporting on national circumstances and institutional arrangements in biennial update reports, reflecting on previous national communication experiences** (continued)
- Interactive breakout group discussion (three groups: one CGE member as a moderator per breakout group with country representatives as participants) – *CGE*
    - (a) What are some of the essential elements necessary for setting up and maintaining institutional arrangements that respond sufficiently to the needs arising from the preparation of BURs and from the ICA process?
    - (b) What are some of the key factors and features of the national circumstances that facilitate the efficient functioning of institutional arrangements in the country; for example, political support, awareness among senior policymakers and decision makers, and support from external entities?
    - (c) What are the key challenges in setting up and maintaining sustainable institutional arrangements that function on a continuous basis?
    - (d) Are the current national institutional arrangements in place to deal with the preparation of national communications adequate to cope with the challenge of producing a BUR every two years?
    - (e) Is there a clear understanding among the institutions involved of their role in the national institutional arrangements for the preparation of BURs in response to the requirements of the ICA process? For example, who will be responsible for providing feedback during the three-month period that the Party will have to review and comment on the draft summary report prepared by the team of technical experts? Who will be responsible for providing answers to the Party’s questions during the facilitative sharing of views? Who will be responsible for dealing with the comments and questions received during the ICA process in the preparation of the subsequent BUR?
  - The moderator of each breakout group will provide a summary of the discussions of the breakout group to the plenary (five minutes for each moderator)
  - Interactive discussion
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*Day 2: 24 February 2015*

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- 9–10.30 a.m. **Session 5: Reporting on mitigation actions and their effects**
- Key provisions in the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” (UNFCCC reporting guidelines on BURs) and approaches for reporting mitigation actions and their effects in the BUR – *CGE*
  - Reporting the methodologies and assumptions, objectives, steps taken or envisaged, progress of implementation and results achieved in the BUR: approaches and examples – *CGE*
  - Question and answer session
- 10.30–11 a.m. Coffee break

Day 2: 24 February 2015

11 a.m.–12.30 p.m.	<p><b>Session 5: Reporting on mitigation actions and their effects</b> (continued)</p> <ul style="list-style-type: none"> <li>• Mock exercise (details of the mock exercise are contained in annex A to the agenda)<sup>1</sup></li> </ul>
12.30–2 p.m.	Lunch break
2–3.30 p.m.	<p><b>Session 5: Reporting on mitigation actions and their effects</b> (continued)</p> <ul style="list-style-type: none"> <li>• Interactive breakout group discussion based on the mock exercise conducted in the previous part of the session (three groups: one CGE member as a moderator per breakout group with country representatives as participants) – <i>CGE</i> <ol style="list-style-type: none"> <li>(a) Are there any challenges in identifying and reporting information on mitigation actions and their effects using the UNFCCC reporting guidelines on BURs? If so, what are they and how can they be addressed?</li> <li>(b) What are some of the challenges experienced in assessing the progress of implementation of mitigation actions and their effects? How have these challenges been addressed?</li> <li>(c) What preparations have been made or will be needed at the national level to enhance existing, or set up new, institutional arrangements to facilitate domestic measurement, reporting and verification as well as the reporting of information on mitigation actions every two years?</li> <li>(d) Are the institutions involved in the monitoring of the mitigation actions the same as those involved in the greenhouse gas (GHG) inventory preparation process?</li> </ol> </li> <li>• The moderator of each breakout group will provide a summary of the discussions of the breakout group to the plenary (five minutes for each moderator)</li> <li>• Interactive discussion</li> </ul>
3.30–4 p.m.	Coffee break
4–5.30 p.m.	<p><b>Session 6: Reporting on national greenhouse gas inventories</b></p> <ul style="list-style-type: none"> <li>• Key provisions in the UNFCCC reporting guidelines on BURs on the reporting of information on national GHG inventories in the BUR – <i>CGE</i></li> <li>• Question and answer session</li> <li>• Overview of the tables and methods presented in the <i>Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories</i>, referred to in decision 2/CP.17, annex III, the tools available for estimating emissions in national GHG inventories, the key considerations in applying potential updates to activity data, and the minimum requirements with regard to inventory years, frequency and submission dates – <i>CGE</i></li> <li>• Question and answer session</li> </ul>

<sup>1</sup> Not reproduced in this document.

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Day 3: 25 February 2015

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- 9–10.30 a.m.     **Session 6: Reporting on national greenhouse gas inventories** (continued)
- Dealing with the reporting of elements that are encouraged: GHG inventory preparation and management, compilation, documentation and archiving, and final inventory approval processes/procedures – *CGE*
  - Question and answer session
- 10.30–11 a.m.    Coffee break
- 11 a.m.–12.30 p.m.   **Session 6: Reporting on national greenhouse gas inventories** (continued)
- Interactive breakout group discussion (one CGE member as a moderator for each of the three breakout groups with country representatives as participants) – *CGE*
    - (a) As per the UNFCCC reporting guidelines on BURs, the scope of the BUR includes the provision of an update on the national GHG inventory, including a national inventory report. Are there current national institutional arrangements in place to deal with the preparation of the national GHG inventory, and can they adequately cope with the challenge of producing updates every two years?
    - (b) What are some of the key considerations that Parties need to take into account when preparing national GHG inventories and updating the data every two years?
    - (c) What are the specific challenges your Party may face in fulfilling the following requirements contained in decision 2/CP.17 and the UNFCCC reporting guidelines on BURs:
      - The first BUR submitted by Parties not included in Annex I to the Convention (non-Annex I Parties) shall cover, at a minimum, the inventory for the calendar year no more than four years prior to the date of the submission, or more recent years if information is available, and subsequent BURs shall cover a calendar year that does not precede the submission date by more than four years;
      - Any change to the emission factors may be made in the subsequent full national communication;
      - Each non-Annex I Party is encouraged to provide a consistent time series covering the years reported in the previous national communication;
      - Are there any additional challenges in developing and reporting national GHG inventories using the UNFCCC reporting guidelines on BURs? If so, what are they and how can they be addressed?
  - The moderator of each breakout group will provide a summary of the discussions of the breakout group to the plenary (five minutes for each moderator)
  - Interactive discussion
- 12.30–2 p.m.     Lunch break
- 2–3.30 p.m.     **Session 7: Reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received**
- Key provisions in the UNFCCC reporting guidelines on BURs and approaches for reporting constraints and gaps, and related finance, technology and capacity-building needs and support received – *CGE*

Day 3: 25 February 2015

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- Question and answer session
  - Mock exercise (details of the mock exercise are contained in annex A to the agenda)
- 3.30–4 p.m. Coffee break
- 4–5.30 p.m. **Session 7: Reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received** (continued)
- Interactive breakout group discussion based on the mock exercise conducted in the previous part of the session (one CGE member as a moderator for each of the three breakout groups with country representatives as participants) – *CGE*
    - (a) What are the key barriers/challenges/bottlenecks that may hinder the preparation and timely submission of BURs?
    - (b) What are the key barriers/challenges/bottlenecks in compiling and reporting information on constraints and gaps, and related finance, technology and capacity-building needs and support received?
    - (c) What are some of the possible approaches that could be used to identify and report, in a robust manner, constraints and gaps, and related financial, technical and capacity-building needs, as well as development and transfer of technology needs?
    - (d) What are some of the key considerations that Parties need to take into account when compiling and reporting every two years, information on financial, technical, capacity-building, development and transfer of technology support received for climate change activities as well as for the preparation of the BUR?
  - The moderator of each breakout group will provide a summary of the discussions of the breakout group to the plenary (five minutes for each moderator)
  - Interactive discussion
- 5.30–5.50 p.m. **Feedback and evaluation**
- 5.50–6 p.m. **Session 8: Concluding session**
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## Annex II

[English only]

### **Design, structure and content of the interactive mock exercises**

#### **I. Note to the participants**

1. All the participants are urged to bring to the workshop copies of their country's latest national communication submitted under the Convention and any other relevant background material that was used in the preparation of that document, either in print or in digital format. This information will serve as a valuable input to be consulted during the mock exercises detailed below.

2. It is also strongly recommended, as a preparatory activity, that participants read and are thoroughly familiar with their latest national communication submitted under the Convention prior to attending the workshop. This will also serve as important background for the interactive discussions.

#### **II. Mock exercise on session 6: reporting on mitigation actions and their effects**

3. Each participant will be provided with three suggested tabular formats to cover the information on mitigation actions and their effects, to the extent possible, including:

(a) The name and description of the mitigation action, including information on the nature of the action, the coverage (i.e. sectors and gases), the quantitative goals and the progress indicators;

(b) Information on methodologies and assumptions;

(c) The objectives of the action and steps taken or envisaged to achieve that action;

(d) Information on the progress of implementation of the mitigation actions, the underlying steps taken or envisaged, and the results achieved, such as the estimated outcomes (metrics depending on type of action) and estimated emission reductions, to the extent possible;

(e) Information on international market mechanisms;

(f) One of the objectives of the "UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention", contained in decision 2/CP.17, annex III, is to facilitate reporting, to the extent possible, on any economic and social consequences of response measures.

4. Each participant will be instructed to choose one mitigation action (previously communicated by the Party concerned or created by the participant). Based on the chosen mitigation action, the participant will be asked to individually fill in, to the extent possible, the three tables provided below with the information listed in paragraph 3(a–f) above. Thirty minutes will be allotted for this individual exercise. Members of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and the secretariat will be available as resource persons to facilitate and assist the participants in undertaking the exercise.

Figure 1  
**Suggested tabular format 6.1: description of mitigation actions**

Name: state the name of the action here

Description: provide a description of the action here and further details in the columns below

Nature of the action	Coverage		Quantitative goals	Progress indicators
	Sectors	Gases		
	i.	i.	i.	i.
Example	ii.	ii.	ii.	ii.

Figure 2  
**Suggested tabular format 6.2: details of mitigation actions**

Name: state the name of the action here

Information				
Methodologies			Assumptions	
i.			1.a	
			2.a	
ii.			3.b	
Objectives and progress of implementation				
Objectives of the action	Steps taken or envisaged to achieve the action		Results achieved such as estimated outcomes (metrics depending on the type of action)	Estimated emission reductions, to the extent possible
	Steps taken	Steps envisaged		
i.	i.	i.	i.	i.
	ii.	ii.	ii.	ii.
Information on international market mechanisms				
Information on international mechanisms relevant to the implementation of the action				

Figure 3  
**Suggested tabular format 6.3: reporting information on any economic and social consequences of response measures**

Response measures action	Social and economic consequences from the response measures action	Challenges and barriers to address the consequences	Support needed to address the consequences
1. In this column, non-Annex I Parties could provide a description of specific action(s) of response measures	2. In this column, Parties could report on the consequences of the specific action identified in column 1, including any information on how the consequence has been linked to the action. The information should be disaggregated in terms of intensity and magnitude as: low; medium or moderate; and high (to create specific criteria for disaggregation)	3. In this column, Parties could report on challenges and barriers in addressing/coping with the consequences identified in column 2. Parties may also provide further information under the section on reporting finance, technology and capacity-building needs and support received	4. In this column, Parties could report on the support needed for economic diversification. Parties may also provide further information under the section on reporting finance, technology and capacity-building needs and support received



5. At the end of the exercise, the tables will be collected by the moderators and three breakout groups will be formed at which the tables will be presented by the participants (two to three minutes each). After the presentations, the breakout groups will be encouraged to identify the areas where no information was available and/or the reporting of such information was not considered to be possible by the participants, as well as the challenges involved in filling in the tables.

6. The moderators of the breakout groups will summarize the presentations and subsequent discussions and make a presentation to the plenary as the initial inputs for the continuation of the session.

### III. Mock exercise for session 7: reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received

7. Each participant will be provided with three suggested tabular formats to cover the information on constraints and gaps, and related finance, technology and capacity-building needs and support received, as follows:

(a) Constraints and gaps, and related financial, technical and capacity-building needs;

(b) Financial resources, technology transfer, capacity-building and technical support received from the Global Environment Facility, Parties included in Annex II to the Convention and other developed country Parties, the Green Climate Fund and multilateral institutions for activities relating to climate change, including for the preparation of the current BUR;

(c) Technology needs, which must be nationally determined, and technology support received;

(d) Based on the information reported in the latest national communications submitted under the Convention and/or any other relevant background documents, each participant will be asked to individually fill in the tables with the information requested in paragraph 7(a–c) above. Thirty minutes will be allotted for this individual exercise. CGE members and representatives of the secretariat will be available to facilitate the exercise and assist the participants.

Figure 4  
**Suggested tabular format 7.1: reporting information on financial, technical and capacity-building needs and support**

	<i>Status (ongoing/planned/completed)</i>	<i>Overall support needed</i>	<i>Support received</i>	<i>Additional support needed</i>
Activity 1				
Activity 2				
Activity 3				
Activity 4				

Figure 5  
**Suggested tabular format 7.2: reporting information on nationally determined technology needs and technology support received**

<i>Reporting period</i>				
	Status (ongoing/planned/completed)	Overall support needed	Support received	Additional support needed
Activity 1				
Activity 2				
Activity 3				
Activity 4				

Figure 6  
**Suggested tabular format 7.3: reporting information on support received: technical, financial, capacity-building and transfer of technology**

<i>Reporting period</i>						
Type		Description of support, including USD amount (exchange rate)				
		Multilateral sources	Funding from Annex II and other developed country Parties	Party contribution	Multilateral financial institutions, including regional development banks	Other sources
Preparation of biennial update report	Financial					
	Capacity- building					
	Technical Technology transfer					
Climate change activities contained in the biennial update report	Financial					
	Capacity- building					
	Technical Technology transfer					

8. At the end of the exercise, the tables will be collected by the moderators and three breakout groups will be formed at which the tables will be presented by the participants (two to three minutes each). After the presentations, the breakout groups will be encouraged to identify the areas where no information was available and/or the reporting of such information was not considered to be possible by the participants, as well as the challenges involved in filling in the tables.

9. The moderators of the breakout groups will summarize the presentations and subsequent discussions and make a presentation to the plenary as the initial inputs for the continuation of the session.