

REFRESHER SEMINAR ON STEPWISE APPROACH TO INVENTORY REVIEWS AND BEST PRACTICES FOR THE REVIEW PROCESS

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Introduction

- Outline of the presentations
 - ✓ Follow the structure of the “Stepwise guide for managing inventory reviews for Annex I Parties” (stepwise guide) made available during the 2012 review cycle for trial use
 - ✓ Focus on the actions for the Lead Reviewers and for the ERT described in the stepwise guide, not on the actions for the Secretariat or for the Party
 - ✓ Identify some best practices and some not so good, providing examples from recent reviews



Introduction

- Main topics to be covered:
 - ✓ LRs and expert review team preparation prior to the review week
 - ✓ The synthesis and assessment, part 2 (S&A II) and the review transcript
 - ✓ The review week and review procedures
 - ✓ The preparation of the review report



Topic I: LRs and expert review team preparation prior to the review week

Presented at the:

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LRs and ERT preparation prior to the review week

- Main steps prior to the review week:
 - ✓ Initial check of the inventory
 - ✓ Synthesis and assessment, part 1
 - ✓ Synthesis and assessment, part 2
 - ✓ Genesis to the review transcript
 - Covered in Topic II presentation
 - ✓ ERT preparation prior to the review week



Initial check of the inventory

The objective of the initial check of the inventory is to examine if the submission is complete and in correct format

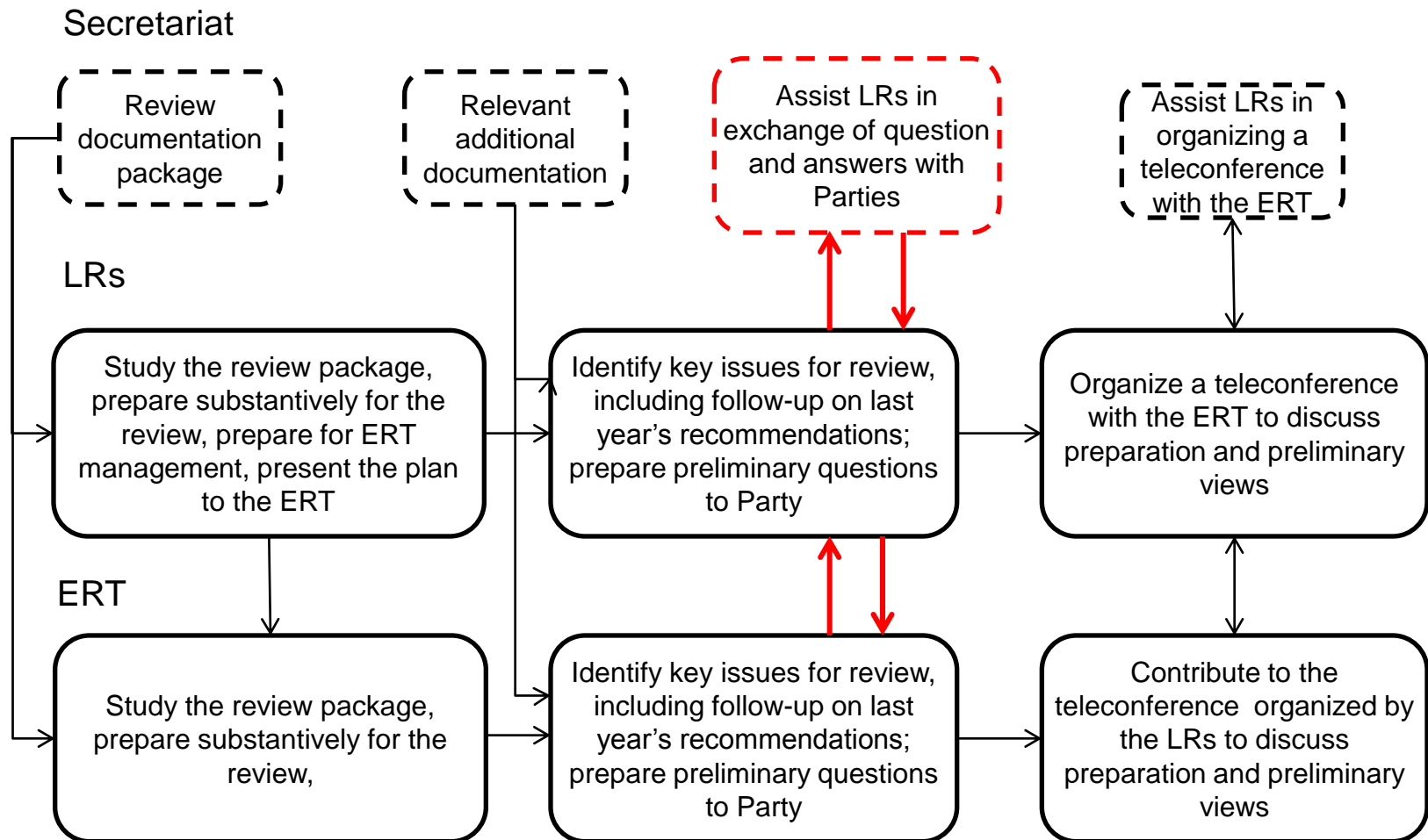
The output of the initial check is the annual status report (ASR)

Responsibility:

- ✓ Convention: The secretariat
- ✓ KP: ERT
- ✓ In practice it is developed by the secretariat with support of lead reviewers



Workflow for ERT prior to the review week



Actions prior to the review week:

- ✓ The secretariat make available review package to the ERT (4-6 weeks prior to the review week). Main contents:
 - Party submissions (NIR, CRF)
 - Previous review reports
 - Reference documents (IPCC, UNFCCC, other)
 - Review tools
- ✓ The secretariat make available additional documentation to the ERT (4 weeks prior to the review week)
 - S&A part II
 - SIAR reports

Issues related to documentation

- ✓ Delays in making available documentation.
 - ✓ Usually only for S&A Part II and SIAR
 - ✓ Delay in Party response to the S&A Part II
 - ✓ Rare delays of documentation (including tools) due to resubmission of CRF or NIR by Parties too close to the review week
- ✓ Submission of NIR in languages other than English without translation, makes difficult preparation by ERT

Issues related to documentation

- ✓ Review tools:
 - ✓ Very useful, but not all experts are aware of all the tools available and how to use them
 - ✓ Lead reviewers (together with the Secretariat) should explain to the ERT the help provided by the tools
 - ✓ Reference library (trial use in 2012) is a big improvement but review experts are not yet fully using it
 - ✓ Marketing and training will have to be improved
 - ✓ Presentation is only provided in the review week and just for centralized reviews

Actions prior to the review week

ERT review documentation prior to the review week

- ✓ Best scenario: ERT performs a desk review before the review week
 - ✓ Frequently seen: an expert opening the NIR file for the first time on the first day of the review week
- ✓ Differences between centralized and in-country
 - Centralized: need to review more than one Party so early start is even more important
 - Centralized: early start is also recommended as dialogue with Party takes more time during the review week. Also, if an extra document is needed from the Party it is better to identify it sooner



Actions prior to the review week

ERT review documentation prior to the review week

- ✓ Differences between centralized and in-country
 - It appears that better practice in preparation occurs when the review will be in-country. Why?
 - Focus on just one Party
 - The fact that the review expert will discuss face to face with the country experts is a motivation for better preparation



Actions prior to the review week

Issues that make difficult the ERT to review the documentation before the review week :

- ✓ ERT not fully established in advance of the review week
- ✓ Expert do not have time available
- ✓ Expert do not feel the need to act in advance
 - Worst scenario is when the review expert begin to look at the documentation at the first day of the review week
 - Often the outcome at the end of the review week could be different if identification of issue and request for explanation or further documentation would be done earlier, particularly in the case of emissions underestimations



Actions prior to the review week

Example where outcome of review could be different if examination of issue started earlier

✓ ARR Text:

“The ERT noted that the consumption of jet kerosene for civil aviation reported to the IEA is 16.6 per cent higher compared with the CRF value. The Party responded to the ERT during the review that this **could** be the result of a different split between domestic and international aviation.”

- ✓ It looks like the ERT get satisfied with the hypothesis put forward by the Party without further discussion
- ✓ This issue could have been better clarified or identified as a potential problem with more exchange between ERT and the Party



Actions prior to the review week

ERT review documentation prior to the review week

- ✓ Priority: Issues that have already been identified
 - Recommendations from previous reviews
 - Take in consideration that the Party may not have had access to the last draft review report before the submission of the inventory under review
 - Issues identified in the S&A part II/review transcript
- ✓ Priority: Completeness
 - Check notation keys (NE, NO, NA, IE), particularly changes from previous submission
- ✓ Priority: Categories that will be focus in the review
 - Categories recalculated
 - Key categories



Actions prior to the review week

ERT formulate questions to Party and request further documentation from Party

✓ Questions to Party:

- Need for early action, particularly for the centralized review when each interaction with Party takes time
- No need to just flag an issue or an error that have been identified by the review expert. Do not make a question for which you already know the answer
- Focus on the issues where explanation from the Party is needed for better understanding of the data used and the methodology employed
- Request documentation that would be required to justify methodological and data choices made by the Party



Actions prior to the review week

Lead reviewers role:

- ✓ Need of action from lead reviewers to motivate and show the need for early identification of issues (**valid also for the review week**)
- ✓ Teleconference is good to create a good understanding among the team, but the guidance and support needs to be based on frequent e-mail exchange
- ✓ Look at the questions produced by the review experts, check if question makes sense and if it is clear. Make improvements. Work with ERT and Party to solve misunderstandings
- ✓ Examples show that language (both for Party and ERT) is often one of the reasons for difficulty in the exchange. Lead reviewers and the Secretariat can help to edit questions in order to facilitate understanding



Issues and examples of best practices and some not so good

Need of clarity in exchange between experts and Party:

- ✓ Examples of misunderstanding:
 - ✓ **Question:** Please provide the calculation sheets for emission calculation from pasture range and paddock manure and N from animal manure application to soils.
 - ✓ **Answer:** What calculation sheets are you referring to?
 - ✓ **Question:** Please explain lack of information (references) in the documentation boxes of CRF tables.
 - ✓ **Answer:** Please specify what information is lacking and we will do our best to provide you with that information



Issues and examples of best practices and some not so good

Unnecessary early questions:

- ✓ Questions that could be easily clarified should be avoided:
 - ✓ **Question:** Who keeps the archive “X” or “Y”
 - ✓ **Answer:** The archive is kept in “Y”



Issues and examples of best practices and some not so good

Necessary early questions:

- ✓ Questions that start a process of understanding of a possible potential problem:
 - ✓ **Question:** CO₂ emissions from diesel in road transportation seem unusually low in 2010 compared to 2009 (12% reduction in the last year alone). What is the reason for this?
 - ✓ **Answer:** Indeed, this value us also appeared too low. After checking with the relevant authority, it appears that this value (260 921 TJ) was provisional and was corrected with a new one (299 994 TJ) which is now in line with consumption in previous years. This correction causes an increase in diesel consumption by about 15% and an increase in total net emission by about 2.2 %



Issues and examples of best practices and some not so good

Necessary early questions:

- ✓ Clear question, confusing answer but early start for identifying and solving an error:
 - ✓ **Question:** IEF for C stock change in living biomass seems unrealistically high (e.g. 20.67 for 'Grassland converted to Forest Land'), can you give some explanation? Is the default 20-years transition period used?
 - ✓ **Answer:** 20.67 Mg C/ha = 502.6 Gg in living biomass on area of 24.31 kHa => 26.6 m³/ha of growing stock. It could be also due to use of too high BEF2 value (2.50 - choice between 1.15- 3.8 in GPG 2003, Table 3A.1.10). 20-years transition period is not used yet (will be used first in 2011/2013 submission).“



Issues and examples of best practices and some not so good

Early acting is improving over time:

- ✓ Examples of good set of request and good reaction from the Party are increasing
 - ERT/Party exchange on savannah burning
 - Question: “A new revised methodology in 2012 submission gives lower GHG estimates for all years except 2005.” Follow a set of very objective and detailed questions
 - Answer: A very detailed methodology explanation is provided including clear answers for each question from ERT



Issues and examples of best practices and some not so good

Example where documentation requested was not provided by the Party:

- ✓ Response by the Party (edited)
 - Party could not find a reference for agriculture containing country-specific days for lactation period, because the reference book - hard copy - has left the “....” together with a former colleague..... Country inventory experts were not able to contact him.
 - This kind of answer is a hint for the ERT to closely examine the archiving function of the National System



Issues and examples of best practices and some not so good

What best practice in questions and answers means:

- That the question is clearly formulated in order that the Party understands what the expert needs to know
- That the answer is detailed and clear enough in order that expert understands what the Party has done



Summary



LRs and ERT preparation prior to the review week

- ✓ ERT needs to engage in the review work at least two weeks before the review week
- ✓ If the ERT is able to identify and begin to address issues early, more profitable will be the work during the review week
- ✓ Questions to the Party must be clearly formulated in order that the Party understands what the expert needs to know
- ✓ Lead reviewers must support the exchange between the ERT and the Party checking if questions make sense and are clearly formulated

