

Information Matters

Information Matters: Capacity Building for Ambitious Reporting and Facilitation of International Mutual Learning through Peer-to-Peer Exchange



Summary report of the Peer-to-Peer Exchange Workshop 2015

7 - 9 September 2015

Dessau, Germany

Information Matters

Transparency through Reporting

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Executive Summary

The project Information Matters

The GIZ Information Matters (IM) project aims to build capacity in sustainable climate change-related reporting in four partner countries: Chile, Dominican Republic, Ghana and the Philippines. It provides tailored capacity building through technical support and workshops in each country based on needs previously identified. In particular, activities aim to strengthen capacities to enable ambitious climate reporting by bridging information and data gaps, and improving processes and procedures according to requirements under the United Nations Framework Convention on Climate Change (UNFCCC), thus, helping to achieve robust and enhanced reporting in their National Communications (NCs) and Biennial Update Reports (BURs).

Peer-to-Peer Exchange Workshop

Upon completion of most of the in-country capacity building activities, GHG inventory experts and political key stakeholders from all four IM countries were brought together to the IM peer-to-peer exchange workshop. The aim of the workshop was to provide a platform for south-south exchange for the four IM countries, to share experiences and lessons learned resulting from the implementation of the project, in particular, on building-up and institutionalizing national MRV systems and preparing for the first Biennial Update Report, and – where a BUR was already submitted – undergoing first steps under the International Consultation and Analysis process (ICA).

The workshop took place from the 7 to 9 September, 2015 in Dessau, Germany and was structured as follows: Day 1 - MRV and Institutional Arrangements, Day 2 – Biennial Update Report and National Communications, Day 3 – International Consultation and Analysis.

Lessons learned from IM Countries

The key lessons learned resulting from the exchange of the participants can be summarised as follows:

- It is doable: Many countries have managed to successfully prepare a BUR and have implemented MRV systems even when resources were limited.
- Using and building upon existing institutions can help the MRV system and BUR preparation process; many of the existing national institutions were able to take on new roles and responsibilities related to MRV systems and the preparation of a BUR. For example, monitoring and evaluation (M&E) systems for climate change often exist already which can be adapted and their roles extended to cover MRV functions.
- High-political buy-in is helpful and necessary: using and building upon existing institutions provides a stronger buy-in from stakeholders; in addition, a close connection of the BUR coordination team to senior government levels will increase the likelihood of securing resources for the BUR as well as collaboration with other ministries and institutions.

- Getting the main stakeholders on board: possible concerns by stakeholders may be reduced by clearly explaining the benefits of a BUR at the national level (e.g. better data and information basis for planning of national policies, improved institutional arrangements, enhancing capacities of national staff, etc.). Stakeholder consultations can support mutual understanding of the needs of the various stakeholders.
- Ensure the BUR processes, including potentials for improvements, are institutionalised, so that there is no need to reinvent the wheel every time a BUR has to be submitted.
- There is a lot of guidance, as well as many tools and examples that can be of assistance.
- The ICA process has helped countries to improve their BURs and strengthened their national institutional structures.
- Exchange among countries that participated in the ICA process has helped reducing concerns significantly and understanding the benefits of such process.

Next steps

During the peer-to-peer workshop, participants also discussed common barriers and next steps to build upon what they have achieved during the project and also get a greater outreach of the work they have done. Some of the key points discussed were:

- **Public awareness:** the need to ensure that the content of the NC and BUR is understood beyond UNFCCC boundaries, e.g. by the general public; in particular, the need for such reports, the

consequences of climate change for the country and the importance of gathering climate relevant data needs to be translated and be understandable to the national population.

- **BURs:** to continue to development of BURs, participants considered questions around how to obtain high-level political buy-in and how best to develop certain chapters in the BUR, such as on climate support needed and received.
- **Knowledge management and institutional memory:** it was recognised by all IM countries that maintaining institutional memory (both Annex I and non-Annex I countries) is a challenge. Discussions addressed questions on how best to retain staff and ensure that skills and knowledge are maintained in the institutions or on the role that researchers could play in the development of the GHG inventory.
- **Lessons learned and good practice:** needs to be shared among IM countries and beyond; for example, through regional exchanges and by wide dissemination of the tools and lessons learned from IM activities to a larger number of countries worldwide.
- **Integration of reporting requirements:** for the sake of efficiency and consistency it is important to think about how to integrate aspects of the various climate reporting requirements into one comprehensive and coherent MRV system that is efficient and effective at the national level and facilitates gathering information needed for the BURs and NCs as well as other information required under the UNFCCC, such as on Intended Nationally Determined Contributions (INDCs).

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About the Information Matters Peer-to-Peer Exchange Workshop

Brief background to the Information Matters project

The Information Matters (IM) project delivered by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) with the technical support of the Consultancy Firm Ricardo Energy & Environment has been commissioned by the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB) to build capacity in sustainable climate change-related reporting in four partner countries: Chile, Dominican Republic, Ghana and the Philippines. To this end, a number of activities were developed in each of the four countries, including in-country workshops and trainings.

Each capacity building mission aimed to provide technical support to these four countries with the objective to strengthen capacities towards ambitious climate reporting.

The technical content covered by the capacity building was determined through a gap analysis, which was carried out at the beginning of the project to detect the specific needs of the four partner countries. The results of the gap analysis were validated for each country and a tailored capacity building plan was agreed. The IM project complemented other related projects in the partner countries, but did not overlap with them (See Figure 1).

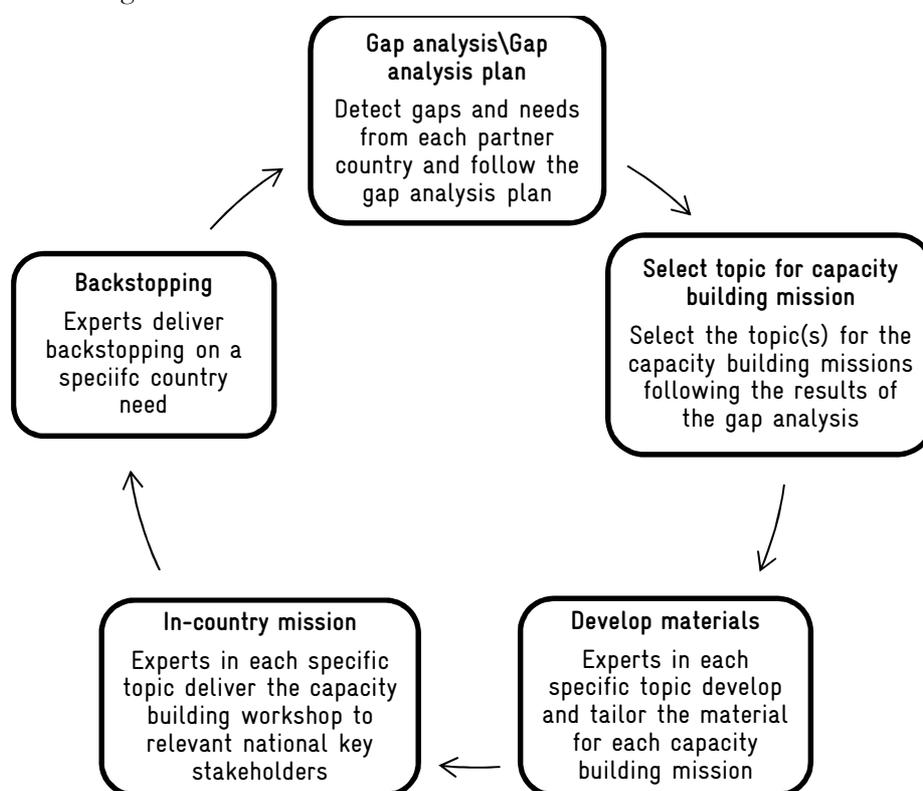


Figure 1 Information Matters capacity building process

The peer-to-peer workshop

The peer-to-peer workshop (7-9 September 2015, Dessau, Germany) was the culmination of the first phase of the IM project. It brought together representatives of the four IM partner countries Chile, Dominican Republic, Ghana and the Philippines as well as GIZ, the German Environment Agency (UBA) and BMUB, and was delivered with the technical support of the consultancy Ricardo Energy & Environment. The aim of this workshop was to foster the exchange of experiences and lessons learned for sustainable climate change reporting systems between the IM partner countries.

The three day programme was structured as follows

(a full agenda can be found in Appendix 1):

- Day 1: MRV and institutional arrangements
- Day 2: Biennial Update Report and National Communications
- Day 3: International Consultation and Analysis

This report provides an overview on activities carried out during the peer-to-peer exchange workshop and summarizes the lessons learned and next steps for the IM partner countries.

Day 1: MRV and institutional arrangements

The first day of the IM peer-to-peer workshop concentrated on measuring, reporting and verification (MRV), and institutional arrangements. It provided an opportunity for IM country representatives to present their experiences of and lessons learned on MRV and institutional arrangements activities that had been completed in their countries during the IM project.

Welcome and overview

Mr. Alexander Fisher (BMUB) and Mr. Klaus Wenzel (GIZ) welcomed the participants, who came from every IM partner country, on behalf of the BMUB and the GIZ IM team. They gave an overview of the IM project and noted the importance of fostering the exchange of experiences and lessons learned throughout the project since its beginning and noted the importance of working together towards the upcoming climate change agreement in Paris.

Partner countries experiences

The objective of this session was to present the situation in each IM partner country before IM, what was done during IM, and what will happen after IM.

Philippines

Before IM, there was a weak link between the GHG inventory and mitigation analysis. Capacity building on mitigation analysis was needed to strengthen the institutions and actions. Before IM, there was not a clear idea of what a framework for an MRV system would

look like, but consultations with key stakeholders from different governmental institutions were carried out within the IM project to help increase the understanding of the benefits from an MRV system, and to discover what elements were already in place.

Capacity building workshops under IM were customized after a gap analysis was done to understand the areas that needed technical support and capacity building. Each capacity building mission was structured to allow lectures, hands-on exercises, exams and quizzes to be used as learning tools. Time

“Capacity building should be translated into actual policies” – Ms. S. Recabar, Climate Change Commission, Philippines

was allocated to discuss with the stakeholders what they learnt and how this new knowledge could be used to support their international reporting requirements and, mainstream into actual work plans and programs for the government. The capacity building workshops helped the Philippines to take into account their national priorities and support their national strategies (e.g. mitigation as a function of adaptation). Training topics in the Philippines included: domestic MRV architecture, baselines training, and climate relevant data management. Backstopping support was received to help improve the national MRV framework and to enhance the IT system of the National Integrated Climate Change Database and Information System (NICCDIES). The IM project also held the Asian peer-to-peer regional workshop in the Philippines on GHG and non-GHG indicators. During this workshop, the participants learned how GHG emissions can be monitored as part of one MRV system.

Another topic of the workshop was how to monitor non-GHG effects¹ in a cost-effective way. This workshop contributed in the understanding of how sustainable development and monitoring GHG emissions are interlinked and may support national development policies.

Activities carried out during the IM project were not seen as independent from other activities supported by the government or donors, each activity is an input to another activity/workshop/etc. Political will and support from senior officials, technical staff, and relevant government agencies are key elements of success.

Ghana

The Environmental Protection Agency (EPA) of Ghana was the leading institution for the IM project as it was in charge of the third National Communication, GHG inventory and the BUR. The UNFCCC Focal Point office is located in the EPA. Before the IM project, Ghana had established a Monitoring and Evaluation (M&E) system that was later used as a basis for their national MRV framework. There were no formal institutional arrangements and working groups for the GHG inventory. The need to establish and institutionalize working groups in each of the sectors was a lesson learned from the 2nd National Communication. During the IM project, institutional arrangements were made, GHG inventory working groups were formed, an online data system was introduced, and Ghana adopted the IPCC 2006 Guidelines as the

methodological basis for its GHG inventory, and defined a two year inventory cycle.

Four capacity building missions were carried out in Ghana. These missions built capacity in the GHG inventory, and the MRV framework to measure and track the GHG and non-GHG effects of policies and actions. Backstopping support was delivered to review the energy section of the national GHG inventory report as well as a technical review of the draft BUR. After IM, improvements in the national data system for continuous data collection were implemented, and institutional arrangements were created. For example, the Ghanaian Statistical Service as one of the main data providers is involved in the data compilation and participates in the working groups. Ghana has established a working team with clearer roles and with enhanced technical knowledge. Further, several enhancements have been done for the compilation of National Communications and BUR. Ghana's third National Communication and first BUR were submitted in June, 2015. Areas for improvement were identified such as improving the national data system for continuous data collection for the AFOLU sector, carrying out a comprehensive study of fugitive emissions, developing and improving the non-energy sector mitigation assessment aligned with the low carbon development strategy, and developing guidelines for MRV implementation in institutions in order to operationalize the domestic MRV system including GHG, support and policies and actions.

Dominican Republic

The National Council for Climate Change and the Clean Development Mechanism (CNCCMDL) was formed with the objective of designing and executing public policies for mitigation of GHG emissions and adaptation to climate change. The Dominican Republic has been addressing climate change with various policies such as the presidential decree 601-08, the national development strategy, the climate

¹ GHG effects refer to the changes in GHG emissions or removals that result from a policy or action. Non-GHG effects are changes in environmental, social, or economic conditions other than GHG emissions that result from a policy or action. More information can be found in page 21 and Appendix B of the WRI Policy and Action Standard (<http://ghgprotocol.org/sites/default/files/ghgp/Policy%20and%20Action%20Standard%203.11.15.pdf>).

compatible development plan and the 2030 national development strategy.

Before IM, no institutional arrangements existed. The Dominican Republic relied on international support, which helped produce the first and second National Communications (NCs). There was no national MRV framework and there was a lack of technical capacities in terms of GHG inventory, MRV and BUR.

During the IM project, five capacity building missions were delivered to help establish a national GHG inventory, focusing on technical training on GHG inventories, QA/QC, and development and improvement of a national GHG inventory system. Furthermore, the institutionalization of the MRV system and the preparation of the BUR were also addressed under these missions. Institutional arrangements have been taking place inviting stakeholders from different ministries to be part of the national MRV framework to support the MRV of emissions, MRV of Nationally Appropriate Mitigation Actions (NAMAs) and MRV of support. The third NC and the 2010 national GHG inventory were developed with reduced international support and capacities within the relevant institutions have been built as a result of the training under the IM in close cooperation with UNDP's third NC support project.

There are still some challenges to overcome such as the compilation and submission of the first BUR, definitions of what the roles and responsibilities should be - a legal mandate is still pending to state which are the roles and enforce the commitment of the different institutions to comply with their role, the institutionalization of the MRV system structure, which will produce NCs and BURs, and the institutional relations to commit to the completion of their commitments.

Chile

Before IM, Chile based its work on climate change-mitigation on the country's Copenhagen pledge, which contemplated a reduction in emissions of 20% against business-as-usual (BAU) until 2020. Under this framework NAMAs and voluntary agreements with the private and public sectors were developed. Five NAMAs were registered at the UNFCCC Registry and MRV was recognised as an important input for NAMAs but there was no general framework in place. There was a lack of coordination between NAMAs and each NAMA coordinating agency was responsible for the design of its own MRV system without exchange with other NAMA coordinators. The GHG inventory was the most developed aspect of their MRV system before the IM project started, as they started working on this in 2010. Chile had submitted two National Communications, in 2000 and 2011, respectively. The BUR was planned to be developed in 2014. Chile had well prepared local national experts, but there were few of them, the time they could allocate to the BUR was limited, in addition to limited financial resources. Activities and personnel were mainly funded by international sources, and climate change was not a key issue or part of Chile's national development strategy.

During the IM kick-off mission Chile identified that management issues on the GHG inventory required improvement. They also identified the set-up of a QA/QC system and a better estimation of uncertainty as gaps in the system as well as the need for "formalization and standardization". Capacity building missions were carried out on BUR preparation and simulation of the ICA process and in the further development of MRV systems of emissions, MRV of NAMAs and MRV of support. Additionally, with support of the World Resources Institute (WRI), trainings on standards for MRV of green taxes and Intended Nationally Determined Contributions (INDC) were conducted. Backstopping support was also received for the design of MRV for agricultural NAMAs, critical review of national GHG

inventories, support on the drafting and critical review of BUR chapters, and facilitation of initial contact with South Africa on MRV of support. Very important was also the support provided by the national GIZ focal point, Sergio González, who provided valuable expertise for the development of the 2010 GHG inventory and Chile's first BUR.

The most successful story was the preparation of Chile's BUR, which was submitted in December 2014. They worked following the UNFCCC guidelines, gathering relevant data and information with public entities. Approval by the Council of Ministries for Sustainability and Climate Change was granted and the BUR was presented by the President Bachelet during COP20 to the UNFCCC in December 2014. Through the IM project, Chile has a clear understanding of concepts on MRV, and a better knowledge of the design and implementation of MRV systems for mitigation actions. Regarding the GHG inventory process, for the first time they applied systematic QA/QC procedures and improved the uncertainty estimates. Regarding the NC and BUR, Chile has a better understanding of the content and demonstrated leadership in the ICA process, becoming one of the first Non-Annex I countries under the UNFCCC to undergo this process.

Chile has updated its GHG inventory, the MRV procedures for Chilean NAMAs, and the MRV procedures for financial support and the country is currently working in the development of its third NC and second BUR by December 2016.

Group Exercise A: MRV experiences

The first group exercise session focused on the lessons learned and experiences from the IM partner countries implementing MRV systems. The participants were divided into country groups and started discussing their key experiences and lessons learned. A country lead shared their experiences with the plenary. *Box 1*, provides an overview on guidance questions that were asked in order to guide participants through this exercise.

- What elements of MRV (MRV of emissions, MRV of NAMAs or MRV of support) have you implemented in your country?
- What was your experience implementing each element?
- What benefits have you identified from your MRV system?
- What can be improved?
- What are the next steps for your MRV system?

Box 1. *Guidance questions on experiences and lessons learned implementing MRV systems*

Outcome MRV experiences exercise

Chile has implemented a formal MRV of emissions that supports the national GHG inventory system. Formal institutional arrangements need to be established and lack of permanent funding has been one of the key challenges for the MRV of emissions but has been improved over time. The MRV of emissions supported Chile's intended nationally determined contribution (INDC) indicators, and has helped improving the data gathering process following a formal QA/QC process and the establishment of a more formal data management system. Chile has also designed the framework for the MRV of NAMAs but this still needs to be implemented and integrate other mitigation policies and actions. This MRV of NAMAs is a technical tool to develop indicators and bring clarity for reporting the effects of mitigation actions under a common format. Chile has also established a programme called *Huella Chile* (Chile's carbon footprint) that aims to encourage the private sector to act against climate change through estimation of GHG emissions and formal verification assessments.² As a benefit of this programme, more data from the private sector should be made available for the improvement of Chile's GHG inventory and for a better design of mitigation policies and actions. Chile is still working towards the development of the framework for the MRV of support and an integration platform for accountability rules.

The Philippines have worked towards establishing a formal MRV of emissions framework. Creating guidance documents and institutional arrangements were key for successful implementation. Some benefits obtained from the system were that stakeholders have a better understanding of their data, horizontal ministerial coordination was achieved

and it was possible to establish a sectoral monitoring system. They still need to develop the frameworks for the MRV of NAMAs and MRV of support. Institutional arrangements also need to be established so governmental institutions can have formal roles and responsibilities.

Ghana has worked on a national GHG inventory system which is in place in several sectors. The biggest challenges the country faced while implementing the systems were the availability of data and its collection. What is lacking is a national coordination entity for all NAMAs in the country, as well as establishing steering committee to oversee and coordinate the sectoral NAMAs and actions. For Ghana the benefits of a MRV system are that it helped with the identification of gaps in data gathering and with capacity building. Also the establishment of several Memorandum of Understanding between the EPA and other key data provider, e.g. Ghanaian Statistical Services or the Ministry for Forestry and Agriculture (MoFA). As a next step it can be thought about how to close these gaps. The country sees room for improvement in the main-streaming of their national development plan.

Dominican Republic noted the elements that already have been implemented in the country such as institutional arrangements through letter of intents (LOI), which has improved the data gathering and QA/QC processes. This was supported through capacity building and institutional strengthening. Some of the elements that can be improved are the empowerment of the CNCCMDL, the buy in from high level decision makers and the national GHG system implementation. This can be supported through an improvement plan and system which has yet to be designed.

² <http://www.huellachile.cl/>

Group Exercise B: Institutional arrangements, challenges and technical experiences in the compilation of BURs and NCs

During the second group exercise, participants were mixed into groups in order to share experiences and lessons learned establishing institutional structures and preparing a BUR. For the countries who already prepared a BUR, they were asked to share their most relevant lessons learned in their country with regards to institutional arrangements and BUR contents. They were also asked to share how they plan to improve towards their next BUR. For the countries who haven't prepared a BUR they were asked to present the challenges envisaged ahead. The experiences and lessons learned were then presented to the plenary.

Presentations were followed by a discussion where participants agreed on several valuable lessons learned of the BUR preparation process:

- To read carefully and have a good understanding of the BUR Guidelines.
- To plan the work ahead including the setting of deadlines, bearing in mind that reporting cycles need to happen every two years.
- A clear definition of everybody's role inside the preparation process. Roles should be clearly defined in the job description of the government officials relevant to the BUR preparation.
- To establish a core compilation and coordination team with technical capacity.
- To secure that coordinators have both technical and personal skills.
- A clear understanding of the scope of the data collection. Define what is needed from

which institution in which format to avoid big challenges in data collection.

- To establish clear responsibilities for other relevant ministries and agencies responsible for reporting on GHG emissions, mitigation actions or support needed and received.
- To set up formal arrangements and friendly relations with all relevant institutions and organisations, including the private sector.
- In a first phase to compile all information; in a second phase to write the report.
- The use of templates, such as the IM BUR template. However, it was noted that the template only helps with the BUR compilation, but not with the data collection.
- To allow for a substantial period of time for the assessment of a working plan and capacity building.
- To ensure sustainability of the system by establishing formal institutional arrangements, with a clear coordinating agency, and by archiving and documenting data and processes.

Most participants reported on problems with obtaining data from the private sector, who is often reluctant to provide data to the authorities. Further problems found relate to the lack of clear guidance on how to report on mitigation and on support needed and received. The BUR guidelines are not clear enough on the scope under which to report on those topics.

Finally, the countries that had already submitted a BUR, and especially Chile, highlighted the challenge of securing funding for the compilation of the BUR. GEF funding for BUR was very delayed so that resources had to be diverted from other projects in order to be able to submit the BUR on time before the deadline of December 2014.

Day 2: Biennial Update Report and National Communications

The second day of the workshop concentrated on reporting – Biennial Update Reports, and National Communications (NCs). The day provided an opportunity for IM country representatives to present their experiences on institutional structures for MRV and for two countries the lessons learned on the BUR compilation. The afternoon was used for exercises and role play.

Lessons learned on the Biennial Update Report compilation: Chile

The pre-assessment process started with an analysis of the decisions and guidelines to prepare BURs. This included the BUR and NC guidelines, the Consultative Group of Experts on National Communications from non-Annex I Parties (CGE) material and workshops delivered by the UNFCCC, as well as previous NC and Biennial Reports (BR) submitted by Annex I Parties and exchanges of views on BUR preparation with other non-Annex I Parties. Then they analysed the information available and defined the chapters and contents of the BUR. After this analysis process, Chile drafted a work plan proposal. It was decided to use existing institutional structure for reporting. So, the Department of Climate Change (DCC) within the Ministry of Environment was in charge of the coordination and compilation of the reports to be included in the BUR.

The work plan to compile the BUR consisted of three steps between August and December 2014. The first step was to update the national GHG inventory for 2010 which had been completed in mid-2014, followed by the identification of sectoral policies and actions related to mitigation and updated information on NAMAs, and the

last step was setting up a database of the support received. Chile was the first Latin American country to submit their BUR during the COP20 in Lima, Peru and 4th country to meet the deadline established by the COP.

Chile faced several challenges while compiling its first BUR. The lack of capacity in BUR preparation was addressed through the support from the IM project and the exchange with other non-Annex I Parties, especially with Singapore. The lack of human resources at the DCC was addressed by developing studies by external contractors for gap-filling and by prioritising the BUR preparation over other tasks of the DCC.

Chile highlighted some lessons learned from the process. First, the BUR has raised awareness on climate change. Second, the planning and preparation of the second BUR due in 2016 will involve more professionals and time, as well as more capacity development. As next steps, Chile has started the update process of their GHG inventory, and they will form a working group on accountability in order to define some of the key aspects of MRV systems on integration and reporting.

Lessons learned on the Biennial Update Report compilation: Ghana

Ghana submitted its first BUR on 21st July 2015. The first step to compile the BUR in Ghana was to establish the institutional structure which was supported by the Ministry of Environment, Science, Technology and Innovation (MESTI), the EPA, sectoral teams on the GHG inventory, mitigation and MRV, and a cross-cutting team. Many challenges were encountered such as data

handling and keeping existing capacity. Additionally the continuous update of activity data and the involvement of the private sector into the working groups on a regular basis needed more effort and the work will be continued for the next BUR compilation cycle. The EPA identified also new activity data sources for a more comprehensive and high quality GHG inventory, for example the import and use of F-gases. The next BUR is planned for the 2016-2018 period. The team will start with a stock-taking analysis exercise and establishment of four teams (GHG, mitigation, support and “other information”). The comments and feedback received from the ICA process will be addressed and implemented. Ghana will need to review the current Memorandum of Understanding (MOUs) among the EPA and other institutions, deploy the online database, implement the updated QA/QC plan, update existing data and collect new data sets. Capacity building will be an essential part of the process. The EPA implemented also a survey to track climate finance and sent it out to universities, NGOs and other government agencies for a comprehensive reporting on climate finance support.

Lessons learned on the Institutional Arrangements for MRV: Dominican Republic

The country identified how to ensure the sustainability of the reporting system by institutional arrangements and the preparation of a legal decree or letter of intent (LOI) to sustain the continuous reporting of their international

“There will be a legal decree that establishes a National MRV system” – Mr. Grullón, CNCCMDL (Dominican Republic)

obligations to the UNFCCC. When establishing institutional arrangements, they encountered challenges such as the lack of national capacities, lack of available and sequential data and weak collaboration amongst institutions.

The establishment of a future legal decree will establish a national MRV system where the collaboration of institutions will be a key element of the system. The decree will also include a designation of a representative institution responsible of the MRV system. The legal mandate that creates the MRV system will be set up in close cooperation with the Ministry of Environment, in order to meet the international reporting commitments related to climate change. Institutional arrangements will be a key element of the process to prepare their first BUR.

Lessons learned on the Institutional Arrangements for MRV: Philippines

A series of climate change policies have been initiated to establish institutional arrangements at different levels. One example is the Executive Order 174 signed by the President in 2014 with the objective to institutionalize the Philippine GHG inventory management and reporting system. The system is integrated by the Climate Change Commission who acts as the overall coordinator of the system and is supported by different governmental institutions such as the department of energy, the forest and management bureau, the department of agriculture, the Philippine statistics authority, the environmental management bureau.

Information Matters contributed in assisting the Philippines in setting up the MRV system through its workshops and backstopping activities. The MRV system integrated in the National Integrated Climate Change Database and Information Systems (NICCDIES) for the GHG component is a key element for consolidating the GHG database; it is a basis for long-term development planning and reporting the Philippine international climate change commitments such as the NC and BUR.

Regarding the institutional arrangements for the MRV for finance framework, in August 2014, the Departments of Budget and Management,

Interior and Local Government and Climate Change Commission issued Joint Memorandum Circular (JMC) 2014-01 and amended it in June 2015 to encourage local government units to track their climate change expenditures in their respective annual investment programs. Climate change is integrated in the budget call issued by the Local Chief Executive (LCE) and in Technical Budget Hearings and it is a pilot project in 31 local government units, where the CCC attend the budget hearings. The CCC also provides guidance and verifies the tagging of the budget for climate change, which is at the moment 5% of the national budget.

This system will enable the tagging of budget being used for adaptation and mitigation using standardized typologies.

Group Exercise C: World Café

For this group exercise, country tables were set up with one lead representative from each IM partner country anchored at their country table, the other delegates circulated from table to table. Guidance questions (*Box 2*) were given to the participants to encourage discussions. At the end of the exercise the country lead representative shared their experiences and discussions with the plenary.

- What institutional structures did you use in your country to help with the BUR process?
- What were the major legal, procedural and institutional barriers you faced?
- How did you overcome these barriers?
- What were the major successes in your BUR programme?
- What are the most important lessons you have learnt in creating a BUR?
- Which information have you been able to "reuse" from other sources to create your BUR?
- How much quicker do you think creating the next BUR will be?

Box 2. Guidance questions on experiences and lessons learned from the BUR process

Participants were very active and highly motivated to share experiences such as the major success during the BUR compilation process which was the opportunity to build capacity among country experts and achieving support from other institutions, as this was the case for Ghana. Chile highlighted that their second BUR will integrate more institutions, as it will be submitted together with the NC, although barriers still exist with the engagement of the private sector. One success factor for the development of their first BUR was the involvement of high-level key stakeholders, such as the case with the involvement of their first BUR at a presidential level. The Dominican Republic shared their experience when requesting international financial support, this tends to be a slow process and that countries need to plan ahead their future reporting

obligations that may require international support due to the barrier of time.

Group Exercise D: The Information Matters TV Show dynamic

During this dynamic the representatives from Chile (Mr. Paulo Cornejo), Dominican Republic (Mr. Jose Carlos Fernández), Ghana (Mr. Kyekyeku Yaw Oppong-Boadi), and the GIZ from the Philippines (Mr. Voltaire Acosta) were invited to discuss under the moderation of the GIZ hosts of the Information Matters project as seen in *Picture 1*. The experience from Germany was shared by Mr. Dirk Günther (UBA). Each guest presented its opinions towards different topics such as preparation and submission of BURs, MRV and shared success stories from their participation in the IM project.



Picture 1. Participants of the "Information Matters Show" from each country

During the TV Show dynamic, several questions were asked to the participants. On how it is encouraged / motivated to compile GHG inventories, participants stated that it is important to give people a say on guidance and get them interested. The benefits to their own main line of work have to be explained and good work relations among the different sectoral experts established for easier and faster communication as well as understanding. Data collection and delivery should be made part of their job description. In order for teams to work harmoniously it is important to build capacity.

Good team building and pride in delivery of their jobs is

"You can't manage what you can't measure" – Voltaire Acosta (GIZ Philippines)

needed, as well as work on institutional relationships. Also clear roles, responsibilities and timelines are needed and they should be set in an MOU. If sectoral experts deliver what is needed, access to funding has to be provided.

The representatives of the different countries agreed on the following main points as the greatest benefits of NC/BUR, which are important for their work and the submission of the report on a regular basis:

- You cannot manage what you can't measure: Data and especially new data are essential for addressing climate change in each of the countries.
- Awareness raising of the general public is needed. Therefore the collected data, the reports and also the conclusion need to be interpreted to demonstrate the usefulness of the work and also how helpful it is for the population of the countries.
- "Be friendly to your data keepers": Good working relations with data deliverer from other sectors, government agencies and the private sector are needed for continuous work on high level and the submission of the reports every two years.

Role Play A: Supporting the preparation for a BUR

In the next working session on day 2, participants were invited to join three mixed groups to work on a “role play dynamic”. Each group would represent the BUR coordination team of a fictional country called “Pangea”. The objective of the session was to use the knowledge and experience from the participants to convince the fictitious president of Pangea (enacted by a facilitator of the workshop) on doing their first BUR. Some barriers and challenges of the fictional country were presented to the teams that they had to consider when convincing the president. Further, the

president does not understand the importance of the BUR and there is a lack of ownership in the Ministry of Environment.

The participants needed to work together as a team coordinating the BUR to explain to the president of Pangea why they should compile a BUR and how to do so within one year (Picture 2). The participants were given five guiding issues to think about, *Table 2* summarises how the groups intended to address the issues in their planning process.



Picture 2. Participants working on Pangea’s BUR compilation plan

Table 2: Role Play A - guiding issues and summary of responses from groups

Guiding issues	Responses on how to address these issues when planning the BUR for Pangea
1) The Ministry of Environment has been coordinating the GHG inventory in the last two years, but they haven't formalized proper institutional arrangements with the other 4 ministries (energy, industry, waste and forestry) who have data for the GHG inventory.	Teams stated here that this is not such a big problem. One can either try to formalize the institutional arrangements in time or work parallel. Another suggestion was to organize a high level meeting to connect all ministries.
2) They don't have a formal IT data gathering/management system in place and don't have the resources to develop one in time.	One approach would be to look for international funding. In parallel, countries could use the already existing system or use the IPCC software. It was pointed out that it is always good to start with existing information and used tools, e.g., Microsoft Excel as a basis for data management.
3) The President does not understand the importance of the BUR and there is a lack of ownership in the Ministry of Environment.	Teams saw this related to issue number 1, hence a high level meeting could be organized for communicating the importance of the BUR. Also a policy brief might help.
4) There is available data on mitigation actions, but Pangea has not tracked the performance of their policies and actions so far.	The importance of the implementation of a future MRV system was pointed out here as without MRV there will be no monitoring. It was suggested to meet with sectoral experts to consult them on what data and outcome can be expected.
5) There is available data on the support needed and received but the Ministry of Finance does not have the authorization to share this information.	Teams suggested to consult other sources and to try to obtain the needed data. Asking donors or the private sector can also be helpful.

Day 3: International Consultation and Analysis

Day 3 started focused on the International Consultation and Analysis (ICA), with presentations about the principles and practice of the ICA process, followed by a presentation from Chile about their experiences.

Overview to the ICA process

Ms. Rocio Lichte (GIZ) introduced this session by giving an overview of the ICA process. She continued explaining the UNFCCC context, mandate, principles, scope and timelines of the ICA process.

The aim of the ICA is to increase the transparency of mitigation actions and their effects, and, most importantly, to bear in mind that the ICA process is meant to be of facilitative nature, i.e. non-intrusive, non-punitive and respectful of national sovereignty, and does not discuss the appropriateness of reported domestic mitigation actions. The ICA process consists of two steps: (1) a technical analysis (TA) carried out by a team of technical experts (TTE) and, (2) a facilitative sharing of views (FSV).

On step 1: Following the submission of the BUR, the ICA process starts within six months with the TA. A TTE, working in one single location, conducts a TA of the BUR, drafts a summary report and sends it to the Party for review and comments within three months. The TTE will have another three months to address the comments from the Party and to finalize the summary report, which gets published on the UNFCCC website.

The TA is based on information contained in the BUR. It focuses on transparency and

identifies the extent to which the elements of the information of the BUR guidelines are included in the BUR. It will also help identify, in consultation with the Party concerned, capacity building needs to facilitate reporting in line with BUR guidelines and participating in the ICA.

Given the timelines agreed for the ICA, the TA may take up to nine months until the final summary report is completed. This gives time to the Party subject to the ICA to effectively prepare for the second step of the ICA, the FSV.

The FSV consists of a workshop (one to three hour session) for Parties, during which the Party subject to the ICA provides a brief presentation on its BUR, followed by a questions and answers session. According to information under the UNFCCC, the first FSV workshop is planned to be held during the 44th session of the Subsidiary Body for Implementation (SBI) in June 2016.

Ms. Rocio Lichte highlighted a number of positive elements that the ICA can have for the Party such as: receiving feedback from peers, which may help the country to prioritize tasks in the future, and to make improvements on a continuous basis. Such international feedback could also emphasize the

"It is not meant in any way to be a judgment of the country actions; the purpose is to understand what the Party is doing and identifying capacity building needs in a transparent way" – Rocio Lichte (GIZ Germany)

role of reporting, and prioritize accordingly in decision-making activities at the national level. At the same time, through the exposure to the ICA, own national staff gets capacitated, where the Q&A session supports national staff and enhances their capacities. It can also identify capacity building and training needs. Increasing the overall transparency and trust within the UNFCCC community attracts further support by potential donors.

Mr. John Watterson (Ricardo Energy & Environment) talked through the steps of the

technical analysis of the ICA but from a country perspective. Preparing for the ICA process is a key step, from the selection of the ICA coordination team to understanding the guidelines for the preparation of the BUR and the modalities and guidelines for ICA. Ideally experts who have contributed to the BUR would be part of this ICA preparation process. It is important to make a list of all the relevant experts and select those who have contributed to the BUR and to ensure that all the relevant experts are available during the analysis week, and agree on the fastest mode of contact with each expert in case they are needed to clarify or answer a specific question from the TTE. The preparation before the analysis week is also very important. The ICA coordination team should brief experts on the aim and the steps of the ICA process, and ensure they understand that answers are required within 1-2 days during the analysis week. During the presentation, it was recommended to practice ahead of time and identify potential questions from the TTE.

After the analysis week, it is important to debrief the experts on what has worked well and what can be improved. It is also advisable to decide on an approach to review the draft summary report received from the TTE and document lessons learned to enable a continuous improvement process.

Towards the FSV, the importance on selecting country members that had experience or contributed to the BUR sections³ was highlighted. In addition, it was suggested to follow the multilateral assessments for Annex I Parties during the sessions of Subsidiary Bodies and COPs to get a feeling for how countries present their reports and for the questions asked. For the FSV, countries need to carefully prepare their presentations and focus on their BUR

strengths and also present their weaknesses, if any, when highlighting the country needs for support. Clarifying the roles for the workshop ahead of time will help with a fluid presentation.

The country should also identify possible questions and have all relevant materials at hand during the FSV, in case there are unforeseen questions.

"Use a principle of 'safe drafting'. Don't try to write a big report; stay clear and simple" – John Watterson (Ricardo Energy & Environment)

Key messages from Germany's experience with the International Assessment and Review (IAR) process: perspectives from an Annex I country

A representative from the UBA presented Germany's experiences and lessons learned going through the multilateral assessment under the International Assessment and Review (IAR) process, providing the perspective from an Annex I country. The Review process for Annex I Parties is structured differently as the ICA process for Non-annex I Parties:

- The GHG inventory review is preceded by a synthesis & assessment. Reviews can be centralised or in-country.
- For the NCs and the Biennial Report (BR), there are in-country reviews for each NC and a centralized review for BRs. A draft report is sent to the Party for comments.
- The Expert Review Team (ERT) can request additional information – even confidential data.
- The ERT gives recommendations, which the country should strive to implement in the subsequent submission.
- In case of major problems, the ERT may also request a re-submission from the Party within 6 weeks.

³ National Circumstances, GHG Inventory, mitigation actions, support needed and received, and MRV framework.

Generally, Germany has made rather positive experiences with review processes both under the Conventions and the Kyoto Protocol, in particular

- Reviews are generally conducted in a supportive manner, and neither punitive nor intrusive.
- The general approach of a review is to commonly seek for solutions and improve the inventory quality together with the ERT.
- However, there is a need from the Party's perspective to be prepared for the IAR process with relevant (background) information.

Lessons learnt from Chile's experience with the ICA process

Chile presented their experience going through the ICA process. The core ICA team consisted of 4 experts with valuable experience as Annex I

GHG inventories reviewers, NCs reviewers and BURs reviewers. Whoever goes to the technical analysis should understand the requirements of the BUR guidelines, especially the "shall's" and the "should's".

The ICA process in Chile underwent three major phases to date. Previous to the technical analysis week the names of the TTE members were communicated to Chile and preliminary clarification on the BUR was requested two days before the week of the technical analysis. During this period Chile's ICA team first sent answers to the preliminary clarifications, which was followed by a second round of requests for clarifications by the TTE. In addition, the TTE sent a preliminary list of capacity building needs identified, which were discussed during a teleconference among the TTE and Chile's ICA team. Chile also answered the second round of clarifications to the TTE. As a third step in the process, the draft report from the TTE was submitted to Chile around three months later.

- ICA is a process helping you to improve the BUR and NCs and to identify your own needs
- ICA process is a tool to highlight needs for internal authorities and prioritize the resources
- Prepare yourself in advance (both technically and mentally)
- Try to secure the participation of the ICA team during the review week (no vacations!)
- Having a couple of expert reviewers in your teams is a plus in the overall context
- Define clearly: roles, responsibilities and deadlines
- Provide short and uncomplicated answers to the questions by the TTE
- Take it easy, it is not terrible, everybody is really nice

Box 3. Lessons Learned and Experiences from Chile going through the ICA process

Chile learnt a lot from its participation at the ICA process so far (*Box 3*). The process is seen as part of the QA/QC process for Chile's BUR and a document has been produced internally with the comments received from the TTE in order to include them in Chile's BUR improvement plan.

Mr Cornejo explained that Chile could answer all questions asked by the TTE during the technical analysis week, even the most difficult ones, but

he assumes that more time could be allocated to a Party after the technical analysis week to answer further questions, if required. Questions asked ranged from complex and specific (regarding the LULUCF GHG inventory) to simple (about in which section can information on finance be found). After receiving the report from the TTE, Chile is not planning to make any significant changes to the current BUR; changes are meant to be accomplished as part of the improvement plan of Chile's next BUR.

Plenary discussion

In this question and answer session participants could ask questions related to the ICA and IAR processes. This session enabled a lively discussion and gave room to clarify uncertainties that IM countries had. Chile explained some of the steps they are taking to maintain capacity and institutional memory:

"You have allayed my fears of the ICA process"

- Provide templates and training for other teams
- Establish routines – which increases the quality of reports each time (don't start from scratch each time)
- Have a solid team with technical capacities
- Ensure good access to information.

Role B: Preparing for the ICA process

In this exercise participants prepared for the ICA process. The purpose was to understand the requirements of the modalities and guidelines for ICA divided into the technical assessment and an introduction to a facilitative sharing of views. This was again done by the example of the fictional country "Pangea".

Pangea's president had to be convinced to support the preparation of a BUR but he does not want the country to participate in the ICA at all cost. He fears the process will be invasive and take too much time to prepare. So participants had to prepare a justification and convince the president why Pangea should participate in the ICA and clarify what the key preparation steps and advantages are.

Participants at the group discussions suggested that participation at the ICA has benefits for the Party, including greater chances of receiving financial support, international prestige, obtaining valuable feedback for improving the quality of the BUR. The process does not contemplate any judgment of appropriateness of mitigation efforts by the Party, nor is it thought to be punitive or impose additional measures.

As preparation steps for the ICA, the participants highlighted the following:

- Identify roles and responsibilities, provide capacity-building, if needed
- Anticipate questions and identify guidelines' requirements for ICA
- Readiness of access to relevant information
- Run a trail of the ICA process, either by a role play or by sharing experience with other countries



Picture 3: Pangea country representatives explain their approach and benefits of the ICA to their president and his advisor.

Conclusions from the Workshop

During the peer-to-peer workshop, IM countries had the opportunity to share experiences and lessons learned, and raise questions to other partner countries. Some of these focused on the topics chosen for each day of the workshop, and addressed the following:

- how to approach drafting different sections of the BUR and obtain political support during the compilation of the BUR;
- making best use of lessons learned and good practice identified during the IM project;
- gaining a better understanding of the ICA process;
- understanding how to implement an MRV system and integrate each element;
- understanding how to integrate and harmonize the different reporting formats and requirements for effective resource management.

The key lessons learned from IM countries in building up national MRV systems, preparing for the BUR, and – where a BUR was already submitted – undergoing first steps under the international consultation and analysis process (ICA) are summarised below:

- It is doable: many developing countries have been able to successfully create BURs and implement MRV systems, even when resources were limited.
- Many of the existing national institutions were able to take on new roles and responsibilities related to MRV systems and the preparation of a BUR.
- Using existing institutions provides a stronger buy-in from stakeholders.
- Monitoring and Evaluation (M&E) systems for climate change often exist already. It is possible to adapt these and extend their roles to cover MRV functions.

- Reduce the level of possible concerns of stakeholders by clearly explaining the benefits of a BUR. Set up consultations to understand and address any concerns.
- There is a lot of guidance, as well as many tools and examples that can be consulted to obtain help.
- A close connection of the BUR coordination team to senior government levels will increase the likelihood of securing resources for the BUR as well as collaboration with other ministries and national institutions.
- Ensure the BUR processes are institutionalised, so that there is no need to reinvent the wheel each time a BUR has to be submitted.
- Documenting potentials for improvement during the BUR compilation allows creating a detailed BUR improvement plan once a BUR has been submitted.
- The ICA process has helped countries to improve their BURs and strengthened national institutional structures.
- Exchange among countries that participated in the ICA process has helped reducing concerns significantly and understanding the benefits of such process.

Participants also discussed common barriers and next steps to build upon what they have achieved during the project and also get a greater outreach of the work they have done. The exchange of experiences from IM countries also helped to gain a greater understanding on the benefits for countries to develop and submit a BUR, and undertaking the ICA process. The final board of expectations and questions is shown in Picture 4. Some of the key points discussed included the following:

- Climate reporting obligations (e.g. NCs and BURs) are often being seen as different reporting streams, while they share similar reporting requirements and timelines. The integration of the systems in charge of these reporting obligations was highlighted as a task that would improve the consistency and efficiency when compiling and reporting, while considering the national circumstances of the country.
- The BUR was identified as a document that will help identifying and enhancing activities on GHG inventories, MRV systems and on climate support needed and received. On MRV, experiences and best practices from the design to the implementation of each element subject to MRV (e.g. MRV of emissions, MRV of mitigation actions and MRV of support) would help improve and overcome barriers. The MRV of support component of the BUR was seen as one of the most challenging to implement. IM countries shared their experiences on the treatment of climate finance into the MRV of support.
- Furthermore, the integration of, for example INDC, and other information required under the UNFCCC into the overall MRV framework of the country is fundamental for efficiency and consistency at the national level; furthermore, it also helps tracking the implementation of activities towards what is set out in the INDC.
- Countries also agreed that knowledge and knowledge management at an institutional level was still a challenge, were institutional memory and communication among institutions still needs to be improved in both Annex I and non-Annex I countries.
- The need to enhance communication among countries to share lessons learned and good practices was another key point highlighted during the workshop. There are only a few initiatives of events that provide such opportunities, such as the summer schools held under the International Partnership on Mitigation and MRV, and more recently the IM peer-to-peer workshop, that makes sharing experiences possible.
- IM countries highlighted the importance and the need to raise awareness and to reaching out to society, translating the work carried out for the NCs and BURs and its consequences in an understandable language, as most of the knowledge from this work usually stays within UNFCCC boundaries and at a high level of expertise and is generally not communicated to the national population.

The above points were identified as something that countries can build upon and take into consideration as they continue working on their MRV systems and ambitious reporting, but also for future work under the Information Matters project.

Appendix: Agenda

Day 1: MRV and Institutional Arrangements

Time	Activity / Topic	Presenters
Day 1: Monday 7th September 2015		
08:30 – 09:00	Arrival of participants and Registration	
09:00 – 10:00	Opening ceremonies <ul style="list-style-type: none"> Welcome and opening statement Introduction to workshop Presentation of agenda 	Alexander Fisher, BMUB Klaus Wenzel, GIZ Gill Wilkins (Moderator), Ricardo Energy & Environment
10:00 – 11:00	Introduction Round Exercise <i>Participants will get to know each other through this introduction exercise (introduction in pairs, people present each other bilaterally, then one participant has to present the other to the group)</i> <ul style="list-style-type: none"> Board of expectations and questions 	John Watterson, Ricardo Energy & Environment Partner Countries and GIZ members
11:00 – 11:20	Group Photo and Coffee Break	
11:20 – 11:50	Partner countries experiences: Philippines <ul style="list-style-type: none"> Before IM What was done After IM 	Philippines (Ms. S. Recabar, Climate Change Commission, via Skype)
11:50 – 12:20	Partner countries experiences: Ghana <ul style="list-style-type: none"> Before IM What was done After IM 	Environmental Protection Agency (EPA)
12:40– 13:40	Lunch	
13:40 – 14:20	Group Exercise A: MRV Experiences <i>Participants will discuss their experiences implementing MRV systems in their country, such as what worked well, what benefits they have discovered, what can be improved, next steps, etc.</i>	Partner Countries and GIZ members Facilitated by Raúl Salas, Ricardo Energy & Environment
14:20– 14:50	Partner countries experiences: Dominican Republic <ul style="list-style-type: none"> Before IM What was done After IM 	Jose Carlos Fernández, GIZ
14:50– 15:10	Coffee Break	
15:10 – 15:40	Partner countries experiences: Chile <ul style="list-style-type: none"> Before IM What was done After IM 	Fernando Farías, Chief of the Department of Climate Change, MMA

Time	Activity / Topic	Presenters
16:00 – 17:00	<p>Group Exercise B: Institutional arrangement, challenges and technical experience in the compilation of BUR/NC</p> <p><i>Participants will highlight the remaining gaps and the road to the BUR for those who haven't submitted it and the road to the next reporting exercise for those who have</i></p>	<p>Partner Countries and GIZ members</p> <p>Facilitated by John Watterson, Ricardo Energy & Environment</p>
17:00	Closing of Day 1; Expectations for Day 2	Gill Wilkins (Moderator), Ricardo Energy & Environment
17:30	<p>Guided tour through Dessau</p> <p>Meeting Point in front of NH Hotel. The tour will end at the restaurant.</p>	

Day 2: BUR and NC

Time	Activity / Topic	Presenters
Day 2: Tuesday 8th September 2015		
09:00 – 10:00	Guided Tour through UBA	
10:00 – 10:30	<p>Preliminaries</p> <ul style="list-style-type: none"> Recapitulation and highlight key points from Day 1 Board of Expectations and questions Overview of Day 2 Agenda 	Gill Wilkins (Moderator), Ricardo Energy & Environment Review board – John Watterson, Ricardo Energy & Environment
10:30 – 10:50	<p>Lessons learned on the BUR compilation from Chile</p> <ul style="list-style-type: none"> Chile will present their experiences and lessons learned from the compilation process of their BUR 	Jenny Mager, MRV and Mitigation Expert at the Department of Climate Change MMA
10:50 – 11:10	<p>Institutional Structures: Dominican Republic</p> <ul style="list-style-type: none"> Experience exchange on institutional structures Dominican Republic present their approach 	Federico Grullón, Head of Technical Department National Council for Climate Change and Clean Development Mechanism
11:30 – 11:50	<i>Coffee Break</i>	
11:50 – 12:10	<p>Institutional Structures: Philippines</p> <ul style="list-style-type: none"> Experience exchange on institutional structures Philippines present their approach 	Ms. S. Recabar, Climate Change Commission, via Skype
12:10 – 12:30	<p>Lessons learned on the BUR Compilation from Ghana</p> <ul style="list-style-type: none"> Ghana will present their experiences and lessons learned from the compilation process of their BUR 	Mr. Daniel Benefor, Environmental Protection Agency (EPA) via Skype

Time	Activity / Topic	Presenters
12:30 – 13:30	<i>Lunch</i>	
13:30 – 14:50	Group Exercise C: World Cafe <i>World Café dynamic where countries will present their experiences on institutional structures and lessons learned from the BUR process to other participants</i>	Partner Countries and GIZ members Facilitated by John Watterson, Ricardo Energy & Environment
15:20– 15:40	<i>Coffee Break</i>	
15:40 – 17:10	Role play A: Supporting the preparation for a BUR <i>Participants will be mixed in different groups in order to plan the preparation of a BUR</i> <i>Preparation of BUR planning for a country with various problems, (e.g., data, institutional structures, lack of ownership, institutional memory, IT system, etc.) which will result in knowledge transfer from countries with BUR to countries without BUR</i>	Mixed groups Partner Countries and GIZ members Facilitated by Raúl Salas, Ricardo Energy & Environment
17:10	Closing of Day 2; Expectations for Day 3	Gill Wilkins (Moderator), Ricardo Energy & Environment

Day 3: ICA

Time	Activity / Topic	Presenters
Day 3: 9th September 2015		
09:00 – 09:30	Preliminaries <ul style="list-style-type: none"> Recapitulation and highlight key points from Day 2 Board of Expectations and questions Overview of Day 3 Agenda 	Gill Wilkins (Moderator), Ricardo Energy & Environment
09:30 – 10:15	Introduction to the ICA Process (30 minutes) Questions and answers (15 minutes) <ul style="list-style-type: none"> What is the ICA process? Aims and approaches How to prepare for the ICA process 	Ms. Rocio Lichte, GIZ and John Watterson, Ricardo Energy & Environment
10:15 – 11:00	Chile's experience with the ICA Process (30 minutes) Questions and answers (15 minutes) <ul style="list-style-type: none"> Chile's team will present their experiences from the ICA process Looking forward to the facilitative sharing of views 	Paulo Cornejo, Inventory and Mitigation Expert at the Department of Climate Change, MMA
11:00 – 11:20	<i>Coffee Break</i>	
11:20 – 11:40	Germany's Experience with the Annex I review process	Dirk Günther, UBA
11:40 – 12:00	Group Exercise E: Plenary Discussion Questions and answers	Plenary discussion moderated by John Watterson, Ricardo Energy & Environment

Information Matters: Peer-to-peer exchange workshop report

Time	Activity / Topic	Presenters
12:00 – 13:00	<p>Role Play B: Preparing for the ICA process</p> <p><i>Participants will prepare for the ICA process, understand the requirements of the modalities and guidelines for international consultation and analysis divided into the technical assessment and an introduction to a facilitative sharing of views (FCCC/CP/2011/9/Add.1 Annex IV)</i></p> <p><i>Participants will understand the ICA process and its preparation at a practical level.</i></p>	<p>Mixed groups</p> <p>Partner Countries and GIZ members</p> <p>Facilitated by Raúl Salas, Ricardo Energy & Environment</p>
13:00– 14:00	Lunch	
14:00– 16:10	<p>Feedback session: Suggestions for Information Matters 2.0</p> <ul style="list-style-type: none"> • Participants may also discuss how they can provide support to the new countries under Information Matters 2.0 • Country participants will discuss and write their comments, ideas and opinions on how to improve and approach Information Matters 2.0 • Country participants will also have the opportunity to present their needs individually to GIZ, that could be addressed by Information Matters 2.0 as far as available 	<p>Klaus Wenzel, GIZ</p> <p>Group exercise facilitated by GIZ</p> <p>4 Country breakout groups facilitated by GIZ</p>
16:10 – 16:30	Wrap-Up session on the workshop and the project	GIZ
16:30	<p>Closing of day 3</p> <p><i>Travel back to Berlin</i></p>	Gill Wilkins (Moderator), Ricardo Energy & Environment
19:00	Farewell Dinner in Berlin	



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