Concept Note
Supporting activity for the development of a roadmap for the first biennial transparency report

Background

With the launch of the Paris Agreement's enhanced transparency framework, countries are required to submit their **first biennial transparency report** (BTR), in accordance with *the modalities, procedures and guidelines*[1] (MPG), by December 31, 2024. The BTRs, which will replace the biennial update reports (BURs), will provide information on actions taken and progress made on mitigation, adaptation and support provided, required or received. This information gathered through the BTRs will feed into the global stocktake, which will assess collective progress toward long-term climate goals.

As a means of providing support to developing countries, PATPA and FAO developed the BTR *Guidance and Roadmap Tool*[2] (BTR Tool). This MS Excel-based tool uses a series of questions to elicit answers related to national technical capacities, institutional arrangements and information needed for BTR development. Based on these answers, the tool generates a simple roadmap to help countries manage the process of planning, developing and submitting their BTRs.

While the roadmap is a valuable resource for countries, there are opportunities to improve the applicability of the BTR tool with the goal of generating an **improved roadmap** that accurately reflects national circumstances and capacities. To this end, the **Partnership on Transparency in the Paris Agreement** (PATPA) and the **Capacity Building Initiative for Transparency - Global Support Programme** (CBIT-GSP) are teaming up to conduct a support activity for the development of a roadmap for the first BTR. This activity will help countries foster the engagement and support of their working teams and relevant stakeholders, support the efficient collection of information for the BTR tool, and generate an improved roadmap to ensure its applicability and implementation. Having an improved roadmap will help countries attract donor funding for both the BTR and the elements of a national transparency system and will support the development of the first BTR in line with the reporting requirements of the enhanced transparency framework.

Objective of the activity

The activity aims to provide technical support to countries in the generation of a country-specific roadmap for the planning, preparation and submission of the first BTR through the effective application of the PATPA/FAO BTR tool.

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[1] Available at https://unfccc.int/sites/default/files/resource/CMA2018_03a02E.pdf
[2] Available at https://transparency-partnership.net/publications-tools/btr-guidance-and-roadmap-tool

Beyond generating a country-specific roadmap, this activity will contribute to:

- Facilitating the improvement of reporting and transparency over time;
- Understand the current status and identify gaps in information, technical capabilities and institutional arrangements necessary for the development of BTRs;
- Build technical and institutional capacity for planning, preparation, management and presentation of BTRs and other climate change reports;
- Sensitize work teams to their roles and responsibilities and involve them early in the BTR development process;
- Support long-term planning with respect to the development of BTRs and the implementation of the national transparency system.

Scope of the activity

To carry out this support activity, PATPA and CBIT-GSP will have **technical experts** available to support the country in managing the five steps necessary for the generation of the country's first BTR roadmap (Figure 1). The timeline for the implementation of each of the five steps will largely depend on national circumstances and capabilities, therefore, all timelines and dates of the support activity will be previously agreed between the parties.

Figure 1.
Steps of the support activity for the generation of the roadmap of the first BTR

The steps for generating the roadmap of the first BTR are described below.

Step 1. Identification of the work team

The first step serves to identify the members of the **work team**[3] who will be directly involved in the development of the BTR and who should therefore participate and provide the necessary feedback for the generation of the roadmap through the application of the BTR tool. In addition, this step may be useful for the working team to become familiar with the roles, responsibilities, activities and timelines for the development of the country's first BTR.

This step begins with a **coordination meeting** between the technical experts and the entity in charge of coordinating the country's BTR, who ideally will be the **coordinating counterpart** of the support activity, and who will be able to generate a roadmap of the work team.

For countries with limited technical and institutional capacities or low political support for the development of climate change reports, this step should probably include a **workshop** in which the

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[3] Within the framework of this support activity, the work team should include all national and international personnel with direct responsibility for the development of the country's climate change reports, whether through general or sectoral coordination, information gathering and processing, text writing, quality management, official approval, etc.

work team is introduced to their intended role in the development of the BTR and they can provide the necessary responses to generate the roadmap. In the case of countries that are more advanced in the preparation of their reports, it is possible that the counterpart may already have identified the working team, so it is likely that they will be able to directly request the necessary answers for the generation of the roadmap. In any case, it is suggested that a kick-off meeting or workshop be held to encourage the commitment and participation of the work team in this support activity and in the development of the BTR in general.

The counterpart is suggested to take into consideration the relevance of those invited to the kick-off workshop, as it is likely that sensitive information will be exchanged, for example, on the level of technical and institutional capacities or available budgets.

Step 2. Obtaining the necessary answers

For the generation of a roadmap, the BTR tool requires the user to provide answers, many of these by default, to a series of standardized questions, for this reason, this step aims at obtaining the **necessary answers** to apply the BTR tool and generate the roadmap. It is crucial to take into consideration that the participation of the work team -identified in the previous step- will be a key element for this purpose.

Prior to obtaining the answers, the country counterpart can use the BTR tool's **question and answer guide** (see Annex) to sensitize the working team on the questions and answers needed and, subsequently, to follow up on the progress in obtaining the answers. In addition, this step can be used to strengthen inter-agency collaboration and team commitment. During this step, exchange with other **relevant stakeholders** may be appropriate, especially those who are also likely to be indirectly involved in the development of the BTR.

Technical experts will be able to support the counterpart in understanding the functionalities of the tool and in obtaining the necessary feedback. If the country deems it appropriate, the experts may also participate in exchanges with the work team and support the evaluation of the relevance of the responses obtained.

Step 3. Generating a simple roadmap

This step aims at generating a **simple roadmap** through the application of the BTR tool by the coordinating counterpart. In general, the simple roadmap will provide countries with indicative planning for the development and submission of their first BTR by December 2024.

It is important to take into consideration that step 2 and step 3 can be carried out simultaneously, as identifying the work team and obtaining the necessary responses may take time and generate several iterations of the BTR tool. Iterations will largely depend on the availability of information from the work team. In addition, the country will be able to generate roadmaps with different scenarios, for example, an *optimistic* scenario where information is readily available and there are high technical capacities in the country or a *pessimistic* scenario where there are considerable information gaps and obstacles, and political support is low. The generation of roadmaps with different scenarios can be useful to the country for effective risk management.

Technical experts will be available to support the counterpart in selecting the most appropriate answers to the questions in the tool. In this step, the experts will also be able to provide background on the reporting requirements of the MPG provisions as a capacity building process for the country team.

Step 4. Generating an enhanced roadmap

This step aims to generate an **enhanced roadmap** by refining the simple roadmap based on good practices and lessons learned at the national and international level for the elaboration of country climate change reports.

Once the tool has generated the simple roadmap, the technical experts will be able to support the counterpart in adjusting and refining the simple roadmap, highlighting how each activity could be best applied in the country. It is very likely that the technical experts will require additional information from the country for the generation of the enhanced roadmap, therefore, this step will be carried out in close collaboration with the counterpart and the working team considering national circumstances and capacities. A working meeting of no more than three hours is suggested between the technical experts and the counterpart, possibly with the participation of the working team.

Additionally, the enhanced roadmap may include suggestions for the implementation of **long-term improvements** beyond the submission of the first BTR to the UNFCCC, for example, improvements related to increasing the scope, level of detail or transparency of the information in the first BTR or establishing new institutional arrangements.

Step 5. Validation of the roadmap

The objective of this step is to carry out a validation of the roadmap - simple or enhanced - by the working team or other relevant stakeholders.

The final roadmap will be discussed with the work team or other relevant stakeholders in a validation activity and updated as appropriate. Depending on the country's needs and circumstances, this step could be conducted through a virtual meeting or through a face-to-face workshop with the work team, or other relevant stakeholders, and may have the additional objective of strengthening ownership of the results of the roadmap.

The validation meeting closes the process of the support activity for the development of a roadmap for the country's first BTR.

Contacts

Countries interested in this support activity may contact:

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The following tables are presented for the identification of the answers needed for the BTR tool. Each table includes the columns of **questions for the generation of the roadmap** and default **response options** that can be selected in the BTR tool. In addition, a column is included for the **work team or relevant stakeholders** to document the potential response providers or managers. Finally, in the **comment column for follow-up**, the user of the guide can note any relevant comments, for example, whether the response provider has already delivered the requested information, or the deadlines committed for it.

1.1 Political commitment

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
1.1.1 - When would the process for the preparation of the BTR begin?	DD/MM/YYYY		
1.1.2 - Is there a strong political commitment to BTR preparation in your country?	Yes Ongoing process No		
1.1.3 - Is there an established process for requesting/allocating a budget for the preparation of your BTR?	Yes Ongoing process No		
1.1.4 - Has a ministry/institution been assigned to coordinate the overall BTR process	Yes Ongoing process No		

1.2 BTR Coordination Team

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
1.2.1 - Do you have a BUR or NC coordination team, including a designated coordinator?	Yes No		
1.2.2 - Do you anticipate that the BUR coordinator and team will be ready for BTR preparation?	Yes No		
1.2.3 - Was a BTR coordination team appointed?	Yes Designation in process No		

1.3 Content of the BTR

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
1.3.1 - Have you already discussed the contents of the BTR?	Yes No		

1.3.2 - What non-mandatory components should you consider, or have you already decided to address?		
Information related to climate change impacts and adaptation	Yes	
	No	
Information on support requested and received	Yes	
	No	
REDD+ annex	Yes	
	No	

2.1 Gap Analysis

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
2.1.1 - Have you made an assessment or conducted a gap analysis to understand the extent to which your current BUR/MRV system covers the requirements of the BTR as per the MTR?	Yes		
	In part		
	No		

2.2 Institutional Arrangements

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
2.2.1 - Did you identify the relevant institutions, and do you have regular coordination meetings with them?	Yes		
	No		
2.2.2 - Are there agreements in place to share data and information?	For all or the vast majority		
	Only for some		
	No		

2.3 National GHG Inventory

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
2.3.1 - Have you recently compiled an GHGI?	Yes		
	No		
2.3.2 - Do you still have access to the data used for the compilation of the GHGI?	Yes		
	No		
2.3.3 - Have you retained the ability to develop a GHGI?	Yes		
	In part		
	No		
2.3.4 - Have you used the 2006 IPCC Guidelines to compile the GHGI?	Yes		
	In part		
	No		
	Yes		

2.3.5 - Do you intend to design and implement QA/QC procedures?	No, flexibility should be applied		
2.3.6 - Have you applied QA/QC procedures before?	Yes		
	No		
2.3.7 - Have you retained the capacities to apply QA/QC procedures?	Yes		
	In part		
	No		
2.3.8 - Have you estimated the uncertainty of GHGI in previous submissions (e.g., NC, BUR or NIR)?	Yes		
	No		
2.3.9- Have you retained the ability to estimate GHGI uncertainty?	Yes		
	In part		
	No		

2.4 Monitoring NDC Progress

	Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
Indicators of progress	2.4.1 - What kind of goal does the NDC have?	Base year target		
		Baseline or BAU/trajectory target		
		Non-GHG Target		
		Mitigation actions		
	2.4.2 - Have you already defined progress indicators for all NDC targets?	Yes		
		In part		
		No		

2.5 Adaptation

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
2.5.1 - Have you previously submitted a communication on adaptation?	Yes		
	No		
2.5.2 - Do you have a national adaptation plan (NAP) or a national adaptation strategy/policy?	Yes		
	No		
2.5.3- Have you retained the capacity to monitor the implementation of the NAP, the NDCs and adaptation strategies and policies?	Yes		
	In part		
	No		

2.6 Support requested and received

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
	Yes		

2.6.1 - Have you previously reported the support requested and received?	No		
2.6.2 - Have you retained the capabilities to report support?	Yes		
	In part		
	No		

2.7 REDD+ annex

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
2.7.1 - Have you previously informed the technical annex on the measures based on the results under REDD+?	Yes		
	No		
2.7.2 - Have you retained the capacities to prepare the technical annex?	Yes		
	No		

3.1 Human Resources

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
3.1.1 - How many staff members are expected to work full time on the compilation of the BTR?	1–5		
	6–10		
	>10		
3.1.2 - Does the composition and expertise of the team allow to develop in parallel some of the following main activities? *Select the one that you think could be developed in parallel*			
National GHG inventory			
NDC to track progress			
Progress indicators			
Mitigation measures			
Effect of mitigation measures			
Projections			
Information related to the effects of climate change and adaptation			
Information on support requested and received			
REDD+ annex			

3.2 Capacity-building needs

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
National GHG inventory			
Monitoring the progress of the NDCs			
Progress indicators			
Mitigation measures			
Effect of mitigation measures			
Projections			
Information related to the effects of climate change and adaptation			
Information on support requested and received			
REDD+ annex			

4.1. Compilation

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
National GHG inventory			
Monitoring the progress of the NDCs			
Progress indicators			
Mitigation measures			
Effect of mitigation measures			
Projections			
Information related to the effects of climate change and adaptation			
Information on support requested and received			
REDD+ annex			

4.2 Finalisation

Questions to generate the roadmap	Answer options	Work team or relevant stakeholders	Follow-up comments
4.2.1- How long would it take you to consolidate the different chapters and design the complete BTR?	List 1-3 months		
4.2.2 - How long would it take to receive official review and approval?	List 1–6 months		