

Training on preparation and reporting of results of national GHG inventories under the ETF of the Paris Agreement

Tokyo, Japan 22-24 May 2024

Presentation: Inventory Workplan and management of the inventory cycle.

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GHG Inventory Management Tools (IMT)



The IPCC defines in the new material added in the 2019 IPCC Refinements to the 2006 IPCC Guidelines a series of IMT aimed at helping to ensure efficiency and transparency in the compilation activities of the inventory, ensuring TACCC, timeliness and good use of resources

Several of these tools are included into the MPGs as contents to be included by Parties into their BTRs

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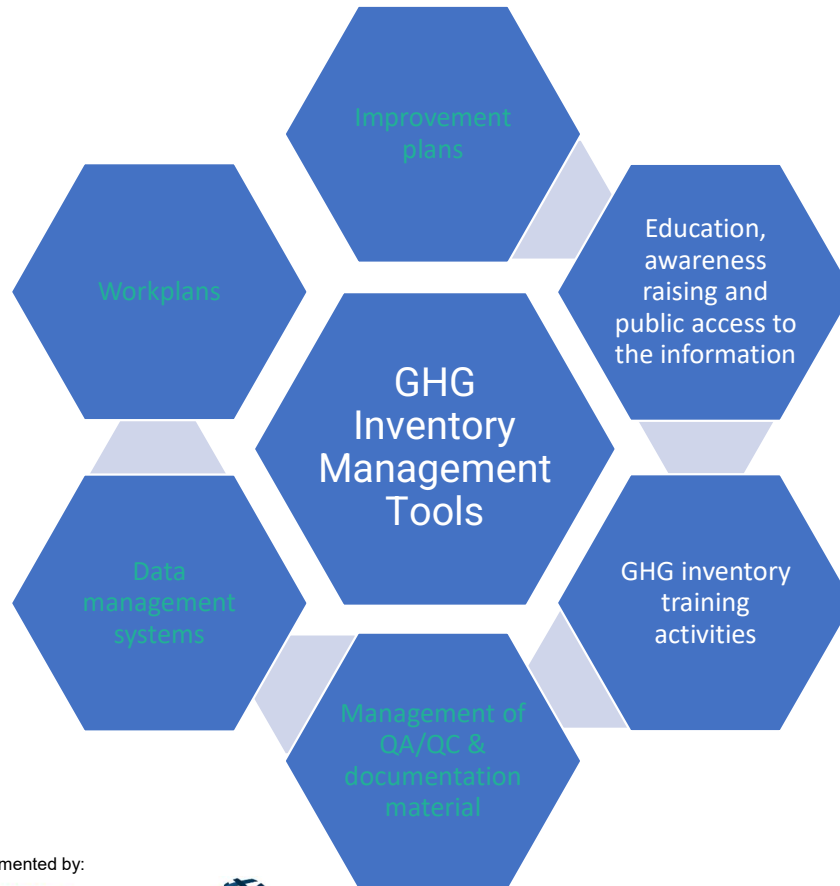
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GHG Inventory Management Tools



Source:
2019 IPCC
Refinements

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Workplans

The workplan clarifies the **schedule of steps** for generating GHG inventory outputs.

Workplans should be **reviewed**, and where necessary, revised prior to the start of a new inventory update cycle.

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Workplans

Stages to be considered in an Inventory workplan

- Planning
- Data collection
- Calculations
- Filling of formats (report software)
- Report writing (BTR chapter)
- Internal/External reviewing
- Submission (BTR or stand alone)
- Documentation of future improvements
- Archiving



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Workplans

Teamwork planning

- Institutional coordination for data gathering
- Role assignment, consider staff availability, expertise
- External support (QA)
- Time schedule
- Resource management
- Contingencies
- Documentation and archiving
- Identification of improvements

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Workplans: IPCC example

TABLE 1.6 (NEW)
ILLUSTRATIVE WORKPLAN FOR THE PREPARATION OF A GHG INVENTORY INCLUDING AN INDICATIVE TIMELINE

Example Activity	Illustrative Milestones. ¹⁰	Illustrative lead actor/stakeholder
Agreement on the scope of work (including stakeholder consultation and identified improvements and updates to the time-series) and timeframes with stakeholders/steering committee	Week 1	SNE/Inventory manager/coordinator & steering committee engaged for prioritising improvements
Appointing/engaging the team of experts to deliver the scope of work needed (data collection, compilation, QA/QC, documentation and reporting) establishing/revising Terms of Reference: <ul style="list-style-type: none"> • Roles and responsibilities • Timelines • Deliverables • Time (budgets) allocation 	Week 2-6	SNE/Inventory manager/coordinator
Sectoral estimation (e.g. Energy, IPPU, Agriculture, FOLU and Waste), including: <ul style="list-style-type: none"> • Collecting data (engaging with data suppliers) and checking data supplied • Agreeing any new methodologies and/or continuation of existing methodologies • Calculation of estimates • QC (checking of all estimates) • QA (peer review of new estimates) • Documentation • Finalisation of reporting formats 	Week 3-30	Compilation experts

Source: IPCC (2019)

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Workplans: IPCC example

Collation of sectoral estimates into draft final datasets and national totals and trends (master summary files or database); compilation of uncertainty and <i>key category</i> analysis	Week 30-34	Inventory manager/coordinator. Compilation experts where needed for follow-up
QC of draft final estimates and documentation of changes and trends	Week 32-36	
Drafting (collation of the sectoral documentation on methods, data sources and assumptions, <i>key category</i> and uncertainty analysis) into the National Inventory Report	Week 34-40	
Consultation with stakeholders on draft final estimates and National Inventory Report and documented changes and trend features	Week 40-46	(SNE and steering committee engaged for stakeholder review/consultation on outputs)
Finalisation of estimates and the National Inventory Report and archiving of the GHG inventory material	Week 46-50	
Reporting and other deliverables to stakeholders and national decision-making processes	Week 50-52	

Source: IPCC (2019)

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Workplans: Annual cycle (USA)

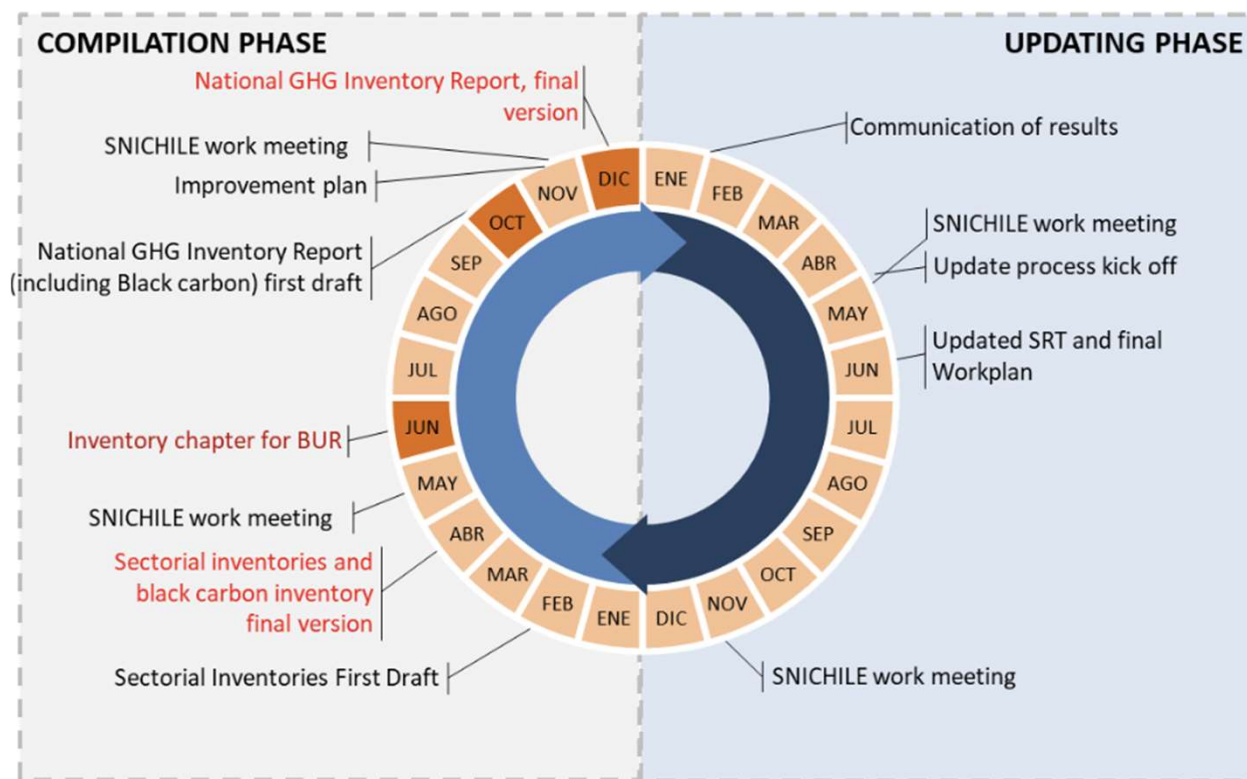
Figure 2. Example Inventory Compilation Cycle from the U.S. Delete after inserting figure specific to your country.



Execute Source: U.S. EPA Toolkit for Building National GHG Inventory Systems

Workplans: Biennial Cycle (Chile)

Figure 3. Example Inventory Compilation Cycle from Chile for 2017-2018.



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Source: Technical Team Coordinator, Ministry of Environment (MMA)

Workplans: Tabular format example

Table 1-1. Inventory Compilation Schedule

	Stage	Due date (e.g., Month and year)	Comments
Improve	Plan	June 2022	<ul style="list-style-type: none"> Sector leads: update list of planned improvements by June 15 Inventory kick-off meeting on June 30
	Collect	December 2022	<ul style="list-style-type: none"> Notify NIC of any new sources/sinks or GHGs to add to GHGI by December 31
	Estimate	First Draft: June 2023 Second Draft: April 2024	<ul style="list-style-type: none"> Sector leads: to minimize version control issues, make sure to use the latest inventory compilation files provided at kick-off
	Write	First Draft: October 2023 Second Draft: June 2024	<ul style="list-style-type: none"> For each category, clearly specify which IPCC tier methodology is used
	Review	First Draft: January 2024 Second Draft: October 2024	<ul style="list-style-type: none"> QA review period: January 1-January 31, 2024
	Finalize & report	December 2024	<ul style="list-style-type: none"> BTR submission deadline is December 31, 2024
	Archive	February 2025	<ul style="list-style-type: none"> Sector leads: save all references (AD, EF) to inventory archive by February 15

Source: U.S. EPA Toolkit for Building National GHG Inventory Systems

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Workplans: Tabular format example

Date	Task & Deliverable	Responsible Party(ies)
March 1	Kick-off meeting to ensure team readiness distribute overall inventory preparation instructions, source preparation instructions and other supporting materials to inventory team.	Inventory Co-ordinator, Source(s) Team Leaders and Inventory Compiler
July 1	Meeting to discuss progress and problems	Inventory Co-ordinator, Source(s) Team Leaders and Inventory Compiler
September 1	Final spreadsheet and text files for each source due to Inventory Compiler	Source(s) Team Leaders
September 2-30	Compiling of 1st draft inventory	Inventory Compiler
October 1	1st draft inventory due to Inventory Co-ordinator	Inventory Compiler
October 3	Distribute 1st draft inventory for internal review	Inventory Co-ordinator
October 4-18	Internal review of 1st draft inventory (QC) submit comments to Inventory Compiler	Inventory Co-ordinator and Source(s) Team Leaders
October 19-22	Distribute source files and internal review comments to source(s) teams for revisions	Inventory Compiler
October 23-November 7	Incorporate internal comments	Source(s) teams and Inventory Compiler
November 8	1st revised final spreadsheet and text files for each source due to Inventory Compiler	Source(s) Team Leaders
November 9-30	Compiling of 2nd draft inventory	Inventory Compiler

Source: IPCC (2019)

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Information sources

- **IPCC:** <https://www.ipcc.ch/report/2019-refinement-to-the-2006-ipcc-guidelines-for-national-greenhouse-gas-inventories/>
- **MPGs:** https://unfccc.int/sites/default/files/resource/cp24_auv_transparency.pdf
- **CGE:** <https://unfccc.int/process-and-meetings/transparency-and-reporting/support-for-developing-countries/consultative-group-of-experts/enhanced-transparency-framework-technical-material>
- **UNFCCC GHG Inventories:** <https://unfccc.int/process-and-meetings/transparency-and-reporting/support-for-developing-countries/ghg-support>
- **US-EPA Templates:** <https://unfccc.int/process-and-meetings/transparency-and-reporting/support-for-developing-countries/ghg-support/ghg-help-desk/ghg-documents>

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Thank you for your attention!

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