Preparation of Djibouti First Biennial Transparency Report (BTR1) Capacity Building Workshop
-Focus on National Inventory Report, NDC Tracking Progress and the Support Needed and Received-

Organized by the UNDP- Climate Promise， Capacity Building Initiative for Transparency - Global Support Program (CBIT-GSP) and hosted by the Government of Djibouti

Date: 08-12 December 2024 | Venue: Djibouti, Djibouti

Concept Note

Background

The Paris Agreement's Enhanced Transparency Framework (ETF) for Action and Support aims to build mutual trust and confidence between Parties under the United Nations Framework Convention on Climate Change (UNFCCC). At the center of the Paris Agreement's ETF is the Biennial Transparency Report (BTR), which replaces both the Biennial Report and the Biennial Update Report under the UNFCCC. Under the ETF, Parties to the Paris Agreement are required to submit their BTR every two years.

According to the modalities, procedures, and guidelines (MPGs) for the ETF (annex to decision 18/CMA.1), the BTR includes information on national inventory reports (NIR), progress towards nationally determined contributions (NDCs), policies and measures, climate change impacts and adaptation, levels of financial, technology development and transfer and capacity-building support (IFTC), and capacity-building needs and areas of improvement.

The MPGs, formulated to implement transparency in reporting under the Paris Agreement, defined specific new requirements for reporting the results of national greenhouse gas (GHG) inventories. Information on national GHG inventory results should be included in a specific chapter of the Biennial Transparency Report (BTR) (Chapter I) and supporting information should be included in the annexes. In addition, all Parties must provide a national inventory report (NIR), which consists of a national inventory document (NID) and the common reporting tables (CRT), to the UNFCCC as part of each country's BTR submission process. A national GHG inventory reported by a Party in its BTR will be reviewed and, as such, should be complete and cover all anthropogenic sources and sinks in the country.

Furthermore, tracking NDCs is a requirement under the Paris Agreement's ETF. In the BTR, Parties provide information on tracking progress towards their NDC, including emission levels, domestic actions for mitigating and adapting to climate change, and the status of finance, technology, and capacity support for mitigation and adaptation activities in the country. Together, information in the NDC and BTR provides a full picture of whether and how a Party is meeting its goals. Each Party must identify and report relevant indicators, which may be selected as it deems appropriate, and use a narrative and/or common tabular format (CTF), as applicable, to present progress towards implementing and achieving its NDC.

The CBIT-GSP aims to bolster developing countries' capacity to meet reporting obligations under the UNFCCC and Paris Agreement, ultimately driving more ambitious climate action. To achieve this, the initiative offers comprehensive support at national, regional, and global levels. A key strategy involves establishing ten Regional Networks to facilitate South-South cooperation, knowledge exchange, and learning. By strengthening global initiatives and networks, the CBIT-GSP is committed to supporting countries in reporting greenhouse gas emissions, enhancing their resilience, and transparently monitoring and communicating their progress.

The government of Djibouti is aware of the requirements for BTR completion. It has requested assistance to equip Djiboutian experts and national focal points with the necessary skills to improve their contributions to the national reporting under the ETF of the Paris Agreement specifically under NIR preparation, tracking NDCs and the reporting of the Support Needed and Received. As such the CBIT-GSP in collaboration with UNDP-Climate Promise, is organizing a capacity-building workshop to support the government of Djibouti in reporting on the NIR as well as on NDC tracking conforming to UNFCCC MPGs from December 2nd to 5th in Djibouti, Djibouti.

Objective

The workshop aims to enhance the capacity of Djiboutian national practitioners and experts in preparing and reporting national GHG inventory, information necessary to track progress in implementing and achieving NDC as well as the reporting of the Support Needed and Received, in accordance with the MPGs as main parts of the Biennial Transparency Reports (BTR). This will be achieved by providing guidance on aligning reporting processes with the requirements outlined in the MPGs.

Specific objectives:

- **Enhance** the capacity of national transparency teams to effectively report to the UNFCCC under the Paris Agreement's Enhanced Transparency Framework (ETF) by providing them with essential information and global best practices.
- **Facilitate** practical application of ETF reporting provisions through hands-on exercises on fill in the NDC tracking and Support CTF tables as well as the national inventory.

- **Promote** knowledge sharing and peer learning among participating entities' representatives regarding the use of tools and systems for reporting inventory data, tracking NDC implementation and support needed and received in alignment with ETF requirements.

Target Audience

This training is designed for technical experts responsible for the preparation of the first BTR and their national and sectoral stakeholders in Djibouti. Participants will include government officials at both national and sectoral levels, as well as specialists from other organizations and entities involved in the reporting of national GHG inventory, NDC tracking progress and the Support, under the UNFCCC and Paris Agreement.

Approach

The training will be conducted in two consecutive phases.

- **Phase I** is a face-to-face workshop where participants will acquire knowledge and practical skills for successful reporting of GHG inventory, NDC tracking and the support under the ETF through hands-on exercises and presentations.
- **Phase II** is a follow-up phase providing participants with feedback on their workshop exercises and outputs.

Agenda

1st Day | 08 December 2024

Time	Session
9:30- 10:00	Registration
10:00 – 10:30	Opening remarks • Government • UNDP Country Office • CBIT-GSP
10:30 – 10:45	**Purpose and objectives for the workshop**
10:45– 11:00	Group photo
11:00 – 11:30	**Coffee break**
11:30 – 12:15	**Session 1: Enhanced Transparency Framework (ETF) under the Paris Agreement: Introduction to the ETF and QACCC Principals** *Mrs. Keltoum Ait Belhaj, CBIT-GSP* Q&A
12:15- 13:00	**Session 2: Biennal Transparency Report BTR outline** **BTR Chapters and the Electronic Reporting** *Mrs. Keltoum Ait Belhaj, CBIT-GSP* Q&A
13:00 – 14:30	**Lunch break**
14 :30 - 14:45	**Small energizer**
14:45- 15:10	**Session 3: Requirements for the Enhanced Transparency Framework to track progress in the implementation of Nationally Determined Contributions:** NDC tracking Chapter and Communs Tabulaires Formats tables (CTF tables) *Mrs. Keltoum Ait Belhaj, CBIT-GSP* Q&A
15:10-16:10	**Session 4: Definition and development of NDC indicators/SMART targets** *Mrs. Keltoum Ait Belhaj, CBIT-GSP* Q&A
16:10-17:00	**Activity 3a: Exercise on SMART targets and indicators** *Mrs. Keltoum Ait Belhaj, CBIT-GSP*
17:00- 17:30	Open discussion on lessons learned from the first day wrap-up and closing of the day.

2nd Day | 09 December 2024

Time	Session
9:30-9:45	Summary of lessons learned from previous day and presentation of the agenda of today
9:45-10:10	**Session 4: Overview of the Communs Tabulaires Formats tables (CTF tables) for reporting on the progress in implementing the NDC** *Mrs. Keltoum Ait Belhaj, CBIT-GSP* Q&A
10:10-10:30	**Session 5: Information to track progress in implementing and achieving the NDC using the CTF** (Appendix, Tables 1-3) *Ms. Keltoum Ait Belhaj, CBIT-GSP* Q&A
10:30– 11:00	**Activity 5.1: Information to track progress in implementing and achieving the NDC using the CTF** (Appendix, Tables 1-3)
11:00 – 11:30	**Coffee break**
11:30 – 12:00	**Activity 5.1: Information to track progress in implementing and achieving the NDC using the CTF** (Appendix, Tables 1-3) *Work table – Feedback*
12:00- 13:00	**Session 6**: **Mitigation assessment and elements of mitigation tracking** *Mrs. Keltoum Ait Belhaj, CBIT-GSP* Q&A
13:00 – 14:30	**Lunch break**
14:30 – 14:45	**Small energizer**
14:45- 16:00	**Activity 6.1: Information to track progress in implementing and achieving the NDC using the CTF (Tables 4-5)** • Table 4: Tracking Progress in the implementation and achieving the NDC • Table 5: Mitigation policies and measures, actions and plans, including those with mitigation co-benefits *Work table - Feedback*
16:00-17:00	**Session 7: Report on projections – fill in CTF tables 7, 10, and 11.** • Scenario with Measures • Scenario With Additional Measures • Scenario Without Measures *Mrs. Keltoum Ait Belhaj, CBIT-GSP* Q&A
17:00- 17:30	Open discussion on lessons learned from the second day wrap-up and closing of the day.

3rd Day | 10 December 2024

Time	Session
09:30 - 9:45	Summary of lessons learned from previous day and presentation of the agenda of today
9:45 - 10:40	**Session 8: Introduction to the new requirements for reporting national GHG inventories under MPGs.** *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
10:40 - 11:00	**Activity 8.a: Applying different flexibility provisions for developing countries** (tables and text)
11:00 - 11:30	**Coffee break**
11:30- 12:00	**Session 9**: **Institutional arrangement for national inventory systems (NIS)** following the MPGs and sustainable systems for data collection *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
12:00-13:00	**Session 10 : Inventory workplan and management of the inventory cycle** *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
13:00 – 14:30	**Lunch**
14:30 – 14:45	**Small energizer**
14:45 - 15:00	**Activity 10.a: Inventory planning, preparation, and management**
15:00 - 15:20	**Session11: Management of QA/QC and documentation Material** *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
15:20 - 16:00	**Activity 11.a: QA/QC of inventories**
16:00 - 16:20	**Session 12: Data management system** for archiving the inventory data and international examples of data management systems *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
16:20 - 16:40	**Session 13: Design of the inventory improvement plan to facilitate improved reporting and transparency over time** *Mr. Moussa DIOP, UNDP Climate Promise* Q&A and sharing of opinions
16:40 – 17:15	**Activity 13.a: Working Groups on designing an inventory improvement Plan**
17:15 - 17:30	Open discussion on lessons learned from the third day wrap-up and closing of the day.

4th Day | 11 December 2024

Time	Session
09:30 - 9:45	Summary of lessons learned from previous day and presentation of the agenda of today
09:45 - 10:30	**Session 14.a: Cross sectorial issues:** Part I: methodologies, parameters, and data; key category analysis; time-series consistency and recalculations; uncertainty assessment; assessment of completeness and notation keys *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
10:30 - 11:00	**Activity 14.a Apply the concepts of the previous presentation**
11:00 – 11:30	**Coffee break**
11:30 - 12:00	**Session 14.b: Cross sectorial issues: Part II: QA/QC; emission factors, and metrics** *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
12:00 – 12:30	**Session 15: Dealing with inventory data gaps and time-series consistency:** issues with data availability; non-calendar year data; completion of missing data (splicing techniques) and Recalculations *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
12:30 - 13:00	**Activity 15.a: Resolving data gaps using splicing techniques**
13:00 - 14:30	**Lunch**
14:30 – 14:45	**Small energizer**
14:45 - 15:15	**Session 16: Reporting guidance:** improving presentation of data from the national inventory in the BTR and the NID (using CBIT-GSP DIN template) *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
15:15 - 16:00	**Activity 16.a: Improving data presentation: how a good inventory chapter should look like**
16:00 - 17:00	**Session 17: Sectorial module**: **Energy data and approaches**: international bunker fuel emissions, reference approach, and feedstocks and non-energy use of fuels. Include examples and exercises *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
17:00 - 17:30	Open discussion on lessons learned from the fourth day wrap-up and closing of the day.

5th Day | 11 December 2024

Time	Session
09:30 - 09:45	**Summary** of lessons learned from previous day and presentation of the agenda of today
09:45 – 11:00	**Session 18: Using IPCC software x CRT reporting** *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
11:00 - 11:30	**Coffee break**
11:30 – 12:00	**Session 19**: Links between the national inventory data and Common Reporting Tables (CRTs) with NDC tracking reporting and Common Tabular Formats (CTF) *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
12:00 - 13:00	**Session 20: UNFCCC reporting tools and interoperability between electronic tools** *Mr. Moussa DIOP, UNDP Climate Promise* Q&A
13:00 – 14:30	**Lunch**
14:30 - 14:45	**Small energizer**
14:45 - 15:10	**Session 21: Support Needed and Received** • **Reporting requirements on Support Needed and Received in accordance with the MPGs** • **Overview of information to be reported in the Commun Tabular Formats tables (CTF-Support from 6 to 13)** • **What to do when information is not available** *Mrs. Keltoum Ait Belhaj, CBIT-GSP* Q&A
15:10- 16:00	**Activity 21:a. Fill in CTF support tables from 6 to 13 using the OECD Database to Address Data Gaps**
16:00 - 16:30	**Mentimeter Quiz on ETF requirements** *Mrs. Keltoum Ait Belhaj, CBIT-GSP*
16:30 – 17:00	**Workshop evaluation and feedback**
17:00 - 17:30	**Wrap-up, recommendation and closing of the workshop** Ministry of Environment