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## Pacific Regional Workshop on ETF (Enhanced Transparency Framework) and Peer-to-Peer Learning

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### Workshop

Organized by CBIT-GSP and GIZ in collaboration with the Government of Fiji

Date: **20-23 May 2025**

(three days in-person workshop with one day peer-to-peer learning)

Venue: **Nadi | Fiji**

### Background

Transparency is at the very core of the Paris Agreement. In the context of climate change, Enhanced Transparency Framework (ETF) involves the reporting, review and facilitative multilateral consideration of progress of climate action and support. The ETF builds on and strengthens the existing measurement, reporting and verification (MRV) arrangements under the United Nations Framework Convention on Climate Change (UNFCCC). The ETF is now fully operational, and Parties to the Paris Agreement are required to submit their first Biennial Transparency Report (BTR) latest by 31 December 2024<sup>1</sup>, acknowledging that Small Islands Development States (SIDS) may submit at their discretion.

At the national level, transparency builds resilience for future climate action ensuring that response to the climate crisis is both robust and evidence based. At the global level, submitting climate information and data under the ETF helps to build trust and track progress toward objectives of the Paris Agreement. Several Parties to the Paris Agreement already took first steps to implement the ETF by submitting the first BTRs<sup>2</sup>.

UNFCCC released the final versions of the ETF Reporting Tools on June 28, 2024. ETF Reporting Tools includes – GHG Inventory Reporting Tool, Progress Reporting Tool, and Support Reporting Tool. These tools are now available for use by Parties to electronically report information as stipulated by the modalities, procedures, and guidelines (MPGs) of the enhanced transparency framework (decision 18/CMA.1). The ETF Reporting tools are continuously being updated by the UNFCCC Support Team to address relevant challenges faced by countries while using the tools. According to the MPGs, each Party is required to report information about its national entity or national focal point when communicating national GHG inventory report, track progress made in implementing and achieving respective NDC under Article 4 of the Paris Agreement. Therefore, it is crucial that an appropriate institutional setting is established to meet these reporting requirements. In addition, Parties must enhance their skills and knowledge in tracking NDC actions.

The Pacific Islands Countries (PICs) are characterised by comparative smallness, remote location and archipelagic character, with diverse and unique national circumstances (see Annex 1 PICs in the Pacific Ocean and Annex 2 PICs indicators). This presents a distinct context for preparing climate reports. Despite these challenges, several PICs are making significant strides in enhancing their national climate reporting efforts by taking a number of initiatives. For instance, four PICs have already begun implementing in-country CBIT projects with several others are in the process to access GEF's Capacity Building Initiative for Transparency (CBIT)

set-a-side funding in the coming months<sup>3</sup>. These efforts, aimed at integrating transparency framework and meeting transparency requirements, are at different stages of implementation. While in-country CBIT projects in the Pacific region have made reasonable progress in incorporating reporting requirements under the BTR, other PICs could benefit from learning from their peers on common aspects of CBIT.

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<sup>1</sup> <https://unfccc.int/first-biennial-transparency-reports>

<sup>2</sup> A number of Parties have submitted first BTR. Vanuatu submitted its first BTR on 20 February 2025.

<sup>3</sup> Additional initiatives include technical assistance support for ongoing MRV systems, capacity building and sectoral GHG inventory development.

A four day in-person workshop has been designed considering PICs context. The workshop will be delivered ensuring a participatory approach that will include in-class workshops and hands-on trainings. Workshop will include a peer-to-peer session dedicated to in-country CBIT projects during Day 4.

The CBIT-GSP and GIZ in collaboration with the Government of Fiji (GoF) are planning this event. Day 1, Day 2 and Day 3 will be coordinated by the CBIT-GSP and GIZ. On Day 4 the peer-to-peer learning will be coordinated and supported by the Government of Fiji .

The workshop will be conducted as an in-person event, with no plans to host any online session, unless it is extremely necessary. All participants will be requested to bring laptops and if possible, to download and install the IPCC Inventory Software, and have access to ETF Reporting Tool via UNFCCC platform before coming to the workshop. This is to ensure an effective hands-on training on ETF Reporting Tool.

### Objective

The overall objective of the workshop is to enhance knowledge about institutional settings and tracking of NDC actions. It aims to build momentum and support staff from the respective departments responsible for leading or coordinating climate change reporting. The workshop will also provide an opportunity to share innovative approaches in institutional settings. Additionally, it will strengthen collaboration and foster a deeper understanding on NDC actions and ETF reporting tools.

### Expected outcomes

- Building knowledge and raising awareness among stakeholders about institutional settings required to meet reporting requirements under the Paris Agreement considering respective national contexts.
- Capability building regarding NDC actions.
- Enhancing cooperation among agencies and stakeholders.
- Peer-to-peer learning on best practices.

### Target Audience

The workshop will bring together professionals from government agencies and relevant stakeholders (approximately 14 participants, one from each PICs) who are working on climate change issues in the country. This includes those involved in national communications, BTRs and NDCs, as well as information related to GHG emissions, tracking of NDC actions.

### Tentative agenda

Day 1: – Opening Session, overview on ETF and institutional settings		
08:30 – 09:00	Registration	
09:00 – 09:10	Opening, Housekeeping and Prayer Master of Ceremony	GoF
09:10 – 09:15	Welcoming remarks	GoF
09:15 – 09:25	Introductory remarks	GIZ CBIT-GSP
09:25 – 09:35	Getting to know each other – introduction by all participants <i>Name, organization and current engagement regarding climate reporting – climate reporting, climate information and data (or share their experience in using the ETF Reporting Tool and/or IPCC Inventory Software)</i>	All participants
09:35 – 09:40	Workshop objectives, intended outcomes, overview of the three days program and activities	CBIT- GSP



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09:40 – 10:40	<p><b>Talanoa Dialogue</b> on climate transparency in the Pacific Islands – focus on importance of climate information and data</p> <p><i>This session aims to share stories from PICs about climate change reporting activities highlighting appropriate practices that take into account national circumstances, inclusivity, engagement with communities and vulnerable groups, and the communicating climate action reporting information for less informed groups and remote locations across vast ocean spaces.</i></p>	<p>Moderators: GoF GIZ</p> <p>Discussions: All PICs</p>
<b>10:40 – 10:55</b>	<b>Group photo + Health break</b>	
10:55 – 11:20	<p><b>Presentation:</b> Overview of key reporting provisions: ETF and its MPGs.</p> <p><i>This session will provide an overview of ETF and MPGs considering PICs national circumstances (with provision of flexibility).</i></p>	<p>Presenter: CBIT-GSP</p>
11:20 – 11:45	<p><b>Presentation:</b> Biennial Transparency Report (BTR) – elements, reporting guidelines and roadmap.</p> <p><i>Elements of BTR will be presented. Reporting guidelines and roadmap will be discussed.</i></p>	<p>Presenter: CBIT-GSP</p>
11:45 – 12:30	<p><b>Group Work 1 – Preparation of the BTRs</b></p> <p>Participants will be invited to respond to the following questions and reflect on the potential solutions to address the concerns and challenges.</p> <p><i>Guiding questions:</i></p> <ul style="list-style-type: none"> <li>• <i>What is the status of BTR preparation in your country?</i></li> <li>• <i>When do you plan to submit the first BTR?</i></li> <li>• <i>What are the main concerns or challenges, and experiences in BTR preparation process?</i></li> <li>• <i>What best practices have been effective in BTR preparation?</i></li> </ul> <p>(reflections by presentation – PPTs or summary)</p>	<p>Moderator: CBIT-GSP</p> <p>All Participants</p>
12:30 – 13:00	<p><b>Presentation and Discussion from Group Work 1</b></p> <p>Each country will present on questions, discussion and feedback. (2-3 mins each country)</p>	<p>Moderator: CBIT-GSP All Countries</p>
<b>13:00 – 14:00</b>	<b>Lunch break</b>	
14:00 – 15:00	<p><b>Presentation and Discussion:</b> Scene setting presentation on Institutional Arrangements – roles and responsibilities of institutions in GHG reporting, tracking and reporting of climate action. Operationalization of institutional settings considering PICs national circumstances.</p> <p>This session will provide an overview on institutional arrangement in light of MPGs and ETF. Best practice institutional Arrangements will also be shared.</p> <p>(30 mins)</p> <p><i>Following the presentation a break-out group work will cover following aspects</i></p> <ul style="list-style-type: none"> <li>• <i>Do you have a central coordination agency?</i></li> <li>• <i>How can existing arrangements be improved and what arrangements might work best for your country?</i></li> <li>• <i>What processes do you have already in place?</i></li> <li>• <i>Operationalization of institutional arrangements and sustainability – Have roles and responsibilities for each source/sector been defined and assigned? How is this aligned with national budget and expenditure?</i></li> </ul>	<p>Presenter: CBIT-GSP</p> <p>Discussion: All Participants</p>
15:00 – 16:00	<p><b>Report back from group work on Institutional Arrangements</b></p> <p><i>In this session, each country will present on respective country's Institutional Arrangements (by using PPT, paper or post it notes, or storytelling, 5 mins per country)</i></p>	<p>Moderator: CBIT-GSP</p> <p>Presenters: All Countries</p>



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15:45 – 16:00	<b>Summary of Day 1</b>	CBIT-GSP
<b>Day 2: NDC actions tracking – presentation and hands on training</b>		
09:00 – 09:10	Prayer and Recapping from Day 1, Plan for Day 2	GIZ
09:10 – 09:50	<b>Presentation:</b> Tracking of NDC actions – indicators, mitigation impacts <i>This session will provide an overview on (considering PICs contexts)</i> <ul style="list-style-type: none"> <li>Indicators</li> <li>Assessment of mitigation impacts</li> <li>Linking NDC tracking and GHG inventories</li> </ul>	Presenter: CBIT-GSP
09:50 – 10:30	<b>Presentation:</b> ETF Tool – Common Tabular Formats (CTFs) <i>This session will provide an overview on ETF Tool covering</i> <ul style="list-style-type: none"> <li>Introduction to CTFs and basis of NDC action tracking</li> <li>Preparing CTFs (MPG chapters III, V and VI)</li> <li>Examples of CTFs</li> </ul>	Presenter: CBIT-GSP
<b>10:30 – 10:45</b>	<b>Health break</b>	
10:45 – 13:00	<b>Hands-on Training:</b> Generating CTFs <i>This session will cover</i> <ul style="list-style-type: none"> <li>Navigating CTFs – excel template tabs</li> <li>Self-study – reviewing the latest NDCs from respective countries and identifications of actions to be reported.</li> <li>Completing CTFs</li> </ul> <i>This session will include a hands-on exercise to generate CTFs based on MPGs of ETF. Participants will be asked to use respective country specific NDC, and relevant information.</i>	Moderator: CBIT-GSP  All Participants
11:20 – 12:20	<b>Presentation:</b> Presenting draft CTFs by each country <i>This session will provide an overview on draft CTF covering:</i> <ul style="list-style-type: none"> <li>Overview information</li> <li>Methodologies</li> <li>NDC targets in respective country</li> <li>Suggested indicators</li> <li>Assumptions and parameters</li> </ul> <i>This session will cover country's experience in completing CTFs, challenges and importance of Institutional Settings</i>	Moderator: CBIT-GSP  Presenter: All PICs
<b>13:00 – 14:00</b>	<b>Lunch break</b>	
14:00 15:30	<b>Presentation:</b> Presenting draft CTFs by each country <i>This session will provide an overview on draft CTF covering:</i> <ul style="list-style-type: none"> <li>Overview information</li> <li>Methodologies</li> <li>NDC targets in respective country</li> <li>Suggested indicators</li> <li>Assumptions and parameters</li> </ul> <i>This session will cover country's experience in completing CTFs, challenges and importance of Institutional Settings</i>	Moderator: CBIT-GSP  All Participants
15:30 – 16:00	<b>Presentation:</b> <i>This session will cover</i> <ul style="list-style-type: none"> <li>Sharing experience from good practices</li> <li>Best examples of CTFs</li> </ul> <i>This session will include knowledge sharing focusing on best approaches and examples of CTFs.</i>	Moderator: CBIT-GSP
16:00 – 16:10	<b>Summary of Day 2</b>	CBIT-GSP



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Day 3: ETF Reporting Tool		
09:00 – 09:10	Prayer and Recapping from Day 2, Plan for Day 3	GIZ
09:10 – 09:40	Presentation: Bridging policy and science – how scientific organizations can support BTR (tbc)	Facilitator: GIZ Presenter (tbc)
09:40 – 10:10	Presentation: Scientific organizations' roles and opportunities to catalyse PICs needs in terms of operationalization of ETF based on PICs context (tbc)	Facilitator: GIZ Presenter (tbc)
10:10 – 10:20	Health break	
10:20 – 10:50	<p><b>Presentation:</b> Overview on ETF Reporting Tools (Part 1)</p> <p><i>This session will provide an overview on ETF Tool based on MPG requirements. ETF Tools include:</i></p> <ul style="list-style-type: none"> <li>● Use of IPCC software for Paris Agreement Reporting</li> <li>● ETF Reporting Tool – CRTs (Common Reporting Tables)</li> </ul> <p><i>This session will cover access CRT interface in IPCC Software, creating new data, CRT functionalities and generate JSON file.</i></p>	Presenter: CBIT-GSP
10.50 – 12:30	<p><b>Hands-on Training:</b> Generating CRTs</p> <p><i>This session will cover</i></p> <ul style="list-style-type: none"> <li>● Navigating and generating CRTs (MPG chapter II)</li> </ul> <p><i>This session will include a hands-on exercise to generate CRTs based on IPCC database or dummy data (tbc)</i></p>	Moderator: (tbc)
12:30 – 13:00	<p><b>Discussion:</b></p> <p><i>This session will cover</i></p> <ul style="list-style-type: none"> <li>● Sharing experience from good practices</li> <li>● Best examples of CRTs</li> </ul> <p><i>This session will include knowledge sharing focusing on best approaches and examples of CRTs.</i></p>	Moderator: tbc Discussant: Selected PICs
<b>13:00 – 14:00 Lunch break</b>		
14:00 – 14:30	<p><b>Presentation:</b> Overview on ETF Reporting Tools (Part 3)</p> <p><i>This session will provide an interoperability of reporting tools.</i></p> <ul style="list-style-type: none"> <li>● Interoperability with IPCC and ETF Reporting</li> </ul> <p><i>The session will focus on both 'hardware' (systems, tools) and 'software' requirements, UNFCCC platform and accessibility.</i></p>	Presenter: IPCC-TFI (video)
14:30 – 16:00	<p><b>Hands-on Training:</b> interoperability IPCC and ETF Reporting Tools</p> <p><i>This session will cover</i></p> <ul style="list-style-type: none"> <li>● Navigating functionality of ETF Reporting Tool and UNFCCC Platform, function of interoperability.</li> <li>● Hands-on exercise on the use of IPCC Inventory Software to establish the GHG Inventory? (For one of the sectors e.g. Agriculture - Livestock)</li> </ul> <p><i>This session will include a hands-on exercise to practice interoperability functions.</i></p>	Moderator: GIZ  All Participants
16:00 – 16:10	<b>Summary of Day 3 and closing of hands-on training</b>	CBIT-GSP



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## Day 4: Peer-to -Peer Learning and Knowledge Exchange on ETF implementation

(Facilitated by Government of Fiji and GGGI)

Time	Session	Speaker
09:00-09:15	<b>Prayer and Overview of peer-to-peer learning/ Setting the scene</b>	GoF, GGGI
09:15-10:15	<b>Country Presentations:</b> Lessons Learned, Experiences, and Best Practices from national CBIT Projects <ul style="list-style-type: none"><li>● Vanuatu (15 mins)</li><li>● Fiji (15 mins)</li><li>● PNG (15 mins)</li></ul> Presentations will highlight major CBIT outcomes, successes, challenges, and their role in strengthening transparency/reporting systems, followed by an Open Q&A (15 mins).	Vanuatu, Fiji, PNG – TBC (15 mins each)
10:15-10:30	<b>Morning tea</b>	
10.30-11.30	<b>Breakout Session 1: Institutional Arrangements</b>  <i>Breakout Discussions (40 mins)</i>  Participants will split into two groups, reflect on the country presentations and earlier training, and map out a PIC's institutional arrangements (IA) for national climate change reporting. Participants will also identify gaps and needs and list out priority activities (policy and capacity building) in the form of a workplan.  <i>Report Back (20 mins)</i>  Each group will present their draft workplans, focusing on actionable activities for strengthening the institutional arrangements.	PIC Representatives (Facilitated by FIJI CBIT team)
11:30-13:30	<b>Breakout Session 2: GHGI Compilation, NDC tracking and Climate Support</b>  <i>Breakout Discussions (60 mins)</i>  Participants will split into three groups, reflect on the country presentations and earlier training,	PIC Representatives  (Facilitated by FIJI CBIT team)



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	<p>take one PIC country example and map out the existing process of <u>Greenhouse Gas Inventory (GHGI)</u>, systems and process of <u>NDC tracking</u> and tracking <u>Climate Support</u>.</p> <p>Participants will also identify the gaps and needs based on the three topics and develop a workplan that proposes a list of priority actions and actionable steps.</p> <p><i>Report Back (60 mins)</i></p> <p>Groups will present draft workplans detailing specific activities to strengthen national climate transparency systems.</p>	
13:30-14:30	<b>Lunch Break</b>	
14:30-15:30	<p><b>Special Panel: Development Partners on Climate Transparency (60 mins)</b></p> <p><i>Panel discussion will explore experiences of development partners in supporting implementation of CBIT projects, ETF enabling activities and in strengthening the role of climate transparency in the Pacific region. The Panel will be followed by an open Q&amp;A.</i></p>	Panel discussion with representatives from UNEP, GGGI, UNEP-CCC, GIZ, SO
15:30-15:40	<b>Evaluation Survey</b>	All participants
15:40-16:00	<p><b>Closing Session:</b></p> <p><i>Key Takeaways and Reflections</i></p> <p><i>Vote of thanks</i></p>	<p>PIC representatives,</p> <p>GoF, UNEP CCC</p>
16:00	<b>Afternoon Tea and Break off</b>	

**Annex 1 Pacific Islands Countries**



Note: white areas are landmass

## Annex 2: Indicators for Pacific Islands Countries

Pacific Sub-region	Country	Land Area (sq. km)*	Sea Area/ EEZ (sq. km)*	Island Type*	Popula-tion*	GDP in 2019 (US\$ bil-lions)**	GDP per Capita in 2019 (current US\$)***	Carbon dioxide Emissions (kilotonnes in 2016)****	Carbon dioxide Emissions (metric tonnes per Capita in 2016)***	Total Green-house Gas Emissions (kilotonnes of CO <sub>2</sub> e); 2012 or most recent year***	% of electricity generat-ed using renewables; 2018 or most recent year****
Melanesia	Fiji	18,272	1,290,000	High island with a few minor atolls	894,961	5.5	6,175.9	2,046.2	2.3	2,258.0	60%
	Papua New Guinea	462,840	3,120,000	High island with a few small atolls	8,934,475	25.0	2,829.2	5,078.8	0.9	11087 (2016)	62%
	Solomon Islands	28,370	1,340,000	High island with a few atolls	712,071	1.4	2,373.6	183.4	0.3	4,591.0	10%
	Vanuatu	12,190	680,000	High island with a few small atolls	294,688	0.9	3,115.4	113.7	0.5	446.0	6%
Micronesia	Federated States of Micronesia	701	2,980,000	High islands & atolls	105,503	0.4	3568.3 (2018)	124.7	1.3	58 (1996)	5%
	Kiribati	811	3,550,000	Predominantly atolls	118,744	0.2	1,655.1	66.0	0.6	53 (2009)	17%
	Nauru	21	320,000	Raised coral island	11,690	0.1	9,397.0	40.3	3.7	19 (2000)	2%
	Palau	444	629,000	High islands & atolls	17,930	0.3	14,902.0	216.4	12.6	248(2005)	2%
Polynesia	Republic of the Marshall Islands	181	2,131,000	Atolls	54,590	0.2	3788.2 (2018)	135.7	2.5	5 (1989)	2%
	Cook Islands	237	1,830,000	High islands & atolls	17,434	0.4	24,913.0	60.0	4.0	73(2014)	26%
	Niue	259	390,000	Raised coral Atoll	1,562	0	18,757	5	1	11.45 (2009)	0
	Samoa	2,935	120,000	High islands	198,646	0.9	4,324.0	198.0	1.3	356.0	42%
	Tonga	650	700,000	High island with a few small atolls	99,780	0.5	4,903.2	106.3	1.3	155 (2011)	10%
	Tuvalu	26	900,000	Atolls	10,580	0.1	4,059.0	11.0	1.0	5.0	23%

### Notes

\* <https://sdd.spc.int/>

\*\* <http://wdi.worldbank.org/table/4.2>

\*\*\* <https://data.worldbank.org/indicator/>

\*\*\*\* SPREP (2020) State of Environment and Conservation in the Pacific Islands: 2020 Regional Report. Straza TRA (author). Wheatley A, Anderson P, Callebaut J, Reupena L (eds). Apia, Samoa: Secretariat of the Pacific Regional Environment Programme. Available at: <https://library.sprep.org/sites/default/files/2021-03/soe-conservation-pacific-regional-report.pdf>

Source: Strategy 2030, Regional Pacific NDC Hub