

Concept Note & Agenda

Pacific Regional Workshop on the Enhanced Transparency Framework and Peer-to-Peer Learning

Organized by CBIT-GSP, GIZ/NDC Hub, CGE and GGGI in collaboration with the Government of Fiji

Dates: 20-23 May 2025

Venue: Ramada Hotel, 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 2024¹, 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 BTRs².

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 appropriate institutional arrangements are 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. 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 several initiatives. For instance, four PICs have already begun implementing in-country CBIT projects with several others are in the process of accessing Capacity-building Initiative for Transparency (CBIT) funds³. 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.

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

² Vanuatu submitted its first BTR on 20 February 2025.

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

To this end, the Capacity-building Initiative for Transparency – Global Support Programme (CBIT-GSP), the German Corporation for International Cooperation / NDC Hub (GIZ/NDC Hub), the Consultative Group of Experts (CGE) and the Global Green Growth Institute (GGGI) in collaboration with the Government of Fiji (GoF) are organising this four day in-person workshop on the Enhanced Transparency Framework. The workshop will be delivered ensuring a participatory approach that will include in-class workshops and hands-on trainings. The workshop will include a peer-to-peer session dedicated to in-country CBIT projects during Day 4.

Day 1, 2 and 3 will be coordinated by CBIT-GSP and GIZ/NDC Hub. The peer-to-peer learning on Day 4 will be coordinated and supported by the Government of Fiji and GGGI.

The workshop will be conducted as an in-person event. All participants are asked to bring laptops and if possible, to download and install the IPCC Inventory Software, and have access to the ETF Reporting Tools via the UNFCCC website 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 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.

Agenda

Day 1: – Opening Session, Overview on ETF and Institutional Settings		
08:30 – 09:00	Registration: Sign in and DSA	
09:00 – 09:10	Opening, Housekeeping and Prayer Master of Ceremony – Ranjila Singh Prayer	Ranjila Singh, GoF, MECC
09:10 – 09:25	Welcoming remarks and Introductory remarks	Government of Fiji Dr Sivendra Michael, GoF, MECC Roxanne Castelein EU Iris Rotzoll/Jonas Leonards, GIZ/NDC Hub Khetsiwe Khumalo, CBIT-GSP
09:25 – 09:35	Ice breaker: 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 – 09:50	Workshop objectives: intended outcomes, overview of the three days program and activities Agenda for Day 1	Freya Milford, CBIT-GSP
09:50 – 10:40	Talanoa Dialogue on climate transparency in the Pacific Islands – focus on importance of climate information and data <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>	Moderators: Deeptika Chand, GoF, MECC Iris Rotzoll/Jonas Leonards, GIZ/NDC Hub Discussions: All participants
10:40 – 11:00	Group photo + Health break Official communication (Photo) (GIZ)	
11:00 – 11:40	Presentation: Overview of key reporting provisions of the ETF, MPGs and BTR. <i>This session will provide an overview of ETF and MPGs considering PICs national circumstances</i>	Dr. Fazel Ahmed, CGE

	<i>(with provision of flexibility). The various elements of the BTR will be presented.</i>	
11:40 – 13:00	Exercise 1 – BTR Key Challenges Mapping Preparation: In this exercise, participants will be invited to take part in a challenges mapping exercise. Through this Deep Dive exercise, Participants will identify some of the key challenges in the preparation of their BTR, and map some of the solutions to these challenges. Small group discussions and plenary discussions	Moderator: Freya Milford, CBIT-GSP All participants
13:00 – 14:00	Lunch break	
Energizer		
14:20 – 15:30	Exercise: Institutional Arrangements Mapping Participants will first each share their experience in their IA challenges, providing an overview of the IA challenges that they face. During this experience sharing, the common challenges will be identified and explored in the next stage of the exercise. In the rest of the exercise, the aim is to conduct a mapping of Institutional Arrangements as it relates to key areas under the ETF, with targeted discussion on NDC. This will include IA mapping of: <ul style="list-style-type: none">- Main challenges and their solutions- The priority areas for the Pacific- Key NDC sectors- Key actors and institutions <i>The outcome of this session will be a robust Institutional Map, which will be shared with participants.</i>	Moderator: Freya Milford, CBIT-GSP All participants
15:30 – 16:00	Presentation: Institutional Arrangements Summary Following the mapping and discussion on IA, in this presentation an overall summary of the roles and responsibilities of institutions in GHG reporting, tracking and reporting of climate action will be presented, as well as their place under the ETF and MPGs. The session will look at the operationalization of institutional settings considering PICs national circumstances,	Khetsiwe Khumalo, CBIT-GSP

	highlight the key aspects indicated in the previous session.	
16:00 – 16:30	Summary of Day: Key outcomes and reflections	Iris Rotzoll/Jonas Leonards, GIZ/NDC Hub

Day 2: NDC actions tracking – Presentation and Exercises

09:00 – 09:10	Introduction to Day 2: <ul style="list-style-type: none"> Recapping from Day 1 Agenda for Day 2 Prayer – from the participants 	Iris Rotzoll/Jonas Leonards, GIZ/NDC Hub
09:10 – 09:40	Presentation: BTR and NDC Linkages This presentation will cover the overall linkages between the BTR and NDC processes. This session will also provide a brief overview of the CTFs.	Khetsiwe Khumalo, CBIT-GSP
09:40 – 10:00	Discussion and Experience Sharing on Presentation	Moderator: Dr. Fazel Ahmed, CGE All participants
10:00 – 10:30	Presentation: Tracking of NDC actions – indicators, mitigation impacts This session will provide an overview on (considering PICs contexts) <ul style="list-style-type: none"> Indicators Assessment of mitigation impacts Linking NDC tracking and GHG inventories Basis of NDC action tracking 	Noim Uddin, NDC Hub
10:30 – 10:50	Discussion and Experience sharing on Presentation	Moderator: Iris Rotzoll/Jonas Leonards, GIZ/NDC Hub All participants
10:50 – 11:10	Health break	
11:10 – 11:40	Presentation: Introducing CTF tables 1 – 5	Freya Milford, CBIT-GSP
11:40 – 13:00	Hands-on Training: Generating CTFs 1-3 This session will cover hands-on training on the use of the excel templates for CTFs 1 –5, to complete the required information for NDC tracking under the MPGs. Participants will use information from an example NDC to compile these tables.	Moderators: Khetsiwe Khumalo, Freya Milford, CBIT-GSP All participants

	<p>In this first part of the session, participants will fill in CTFs 1 -3.</p> <p>This session will cover time to present the compiled information in CTFs 1 -3 and discuss experience in compiling the information.</p>	
13:00 – 14:00	<i>Lunch break</i>	
<u>Energizer</u>		
14:10 – 15:40	<p>Hands-on Training: Generating CTFs for CTF 4-5</p> <p>In this second part of the session, participants will fill in CTFs 4-5.</p> <p>This session will include time for countries to present their drafts, and will cover the country’s experience in completing the CTFs</p>	<p>Moderators: Khetsiwe Khumalo, Freya Milford, CBIT-GSP</p> <p>All participants</p>
15:40 – 16:00	<p>Presentation: Best Examples of CTFs</p> <p>Following from the hands-on training, best example cases of the CTFs will be presented to the Participants.</p>	<p>Dr. Fazel Ahmed, CGE</p>
16:00 – 16:10	Summary of Day 2	<p>Iris Rotzoll/Jonas Leonards, GIZ/NDC Hub</p>

Day 3: ETF Reporting Tools		
09:00 – 09:10	<p>Introduction to Day 3:</p> <ul style="list-style-type: none"> Recapping from Day 2 Agenda for Day 3 Prayer – from the participants 	Iris Rotzoll/Jonas Leonards, GIZ/NDC Hub
09:10 – 09:40	<p>Presentation: Bridging policy and science</p> <p>This presentation will cover how scientific organizations can support BTR</p>	<p>Moderator: Iris Rotzoll/Jonas Leonards, GIZ/NDC Hub</p> <p>Rufino Varea, PICAN</p>
09:40 – 10:10	<p>Presentation: Scientific organizations' roles and opportunities</p> <p>This presentation will cover the role and opportunities that scientific organisations can involve in to catalyse PICs needs in terms of operationalization of ETF based on PICs context</p>	<p>Facilitator: Iris Rotzoll/Jonas Leonards, GIZ/NDC Hub</p> <p>Presenter: Andrea Pickering, NZ AgResearch</p>
10:10 – 10:30	Health break	
10:30 – 11:00	<p>Exercise: Self-Assessment and Discussion on Use of Tools and GHG Inventories</p> <p>In this exercise, Participants will be asked to discuss and map the information relating to their</p>	<p>Moderator: Freya Milford CBIT-GSP</p> <p>All participants</p>

	<p>GHG Inventories and how these are being developed.</p> <ul style="list-style-type: none"> • Which tools are already utilized to report GHG inventory? (i.e. IPCC software, ETF reporting tool, excel sheets, etc.) • Familiarity with tools? • Which are the sectors and GHGs included in the national inventory and NDC? • How is activity data being collected and compiled? Are you using any particular tools or formats? 	
11:00 – 11:40	<p>Presentation: Overview on ETF Reporting Tools</p> <p>This session will provide an overview on ETF GHG Inventory Reporting Tool covering:</p> <ul style="list-style-type: none"> • The benefits of ETF reporting tools for GHG inventories • Introduction to CRTs (Common Reporting Tables) • Best examples of CRTs • Interoperability with IPCC and ETF Reporting <p>This session will cover access to the CRT interface in IPCC Software, creating new data, CRT functionalities and generating JSON files. And will look at both 'hardware' (systems, tools) and 'software' requirements, UNFCCC platform and accessibility.</p> <p>Discussion and Q&A</p>	Dr. Fazel Ahmed, CGE
11:40 – 12:10	<p>Experience Sharing and Discussion:</p> <p>In this experience sharing activity, Cook Islands will share their experience in using the IPCC Software. (10 mins)</p> <p>Participants can use this time to ask questions, as well as share their reflections on their in-country circumstances in the use of the tool (as applicable). (20 mins)</p>	<p>Moderator: Noim Uddin, NDC Hub</p> <p>Cook Islands</p> <p>All participants</p>
12:10 – 13:00	<p>Presentation: IPCC Software</p> <p>This presentation will cover the overview of the IPCC Software. Participants will be guided on the installation of IPCC Software and its initial setup. All participants will be requested to bring their laptops and if possible, to download IPCC Software before coming to workshop.</p> <ul style="list-style-type: none"> • Presentation on latest version of the IPCC Software • Installation of IPCC Software • First run – step-by-step guidance 	Andrea Pickering, NZ AgResearch

13:00 – 14:00	Lunch break	
14:00 – 15:00	Hands-on Training or Exercise: Use of Tools This hands-on exercise with the IPCC software will focus on the agriculture sector.	Moderator: Dr. Fazel Ahmed, CGE Presenter: Andrea Pickering, New Zealand AgResearch All participants
15:00 – 16:00	Hands on Exercise: Pacific Region Workplan Based on the discussions, mapping and assessments that have taken place over the course of the three-day workshop, this information will be used to make a draft workplan for the Pacific Region, for the activities and support areas where PICs would like to focus on.	Khetsiwe Khumalo, CBIT-GSP
16:00 – 16:20	Summary of Day 3 and closing of hands-on training	All participants

Peer-to-Peer Learning and Knowledge Exchange on ETF implementation

Day 4

Facilitated by the Government of Fiji and GGGI

Day 4 Regional ETF Peer to Peer and Knowledge Exchange		
Time	Session	Speaker
09:00-09:15	Prayer and Overview of peer-to-peer learning/ Setting the scene	Fiji Government, GGGI
09:15-10:15	Country Presentations: Lessons Learned, Experiences, and Best Practices from national CBIT Projects <ul style="list-style-type: none"> • Vanuatu (15 mins) • Fiji (15 mins) • Papua New Guinea (15 mins) • Presentations will highlight major CBIT outcomes, successes, challenges, and their role in strengthening transparency/reporting systems, followed by an Open Q&A (15 mins).	Moderator: Mihwa Wi, GGGI Presenters: Johnie Tarry Nimau, Vanuatu Ranjila Singh, Fiji Edda Hetra, PNG
10:15-10:30	Morning tea	
10:30-11:30	Plenary Session: Best practices and lessons learned from Fiji's Institutional Arrangements <i>Presentation on Fiji's Institutional Arrangement</i>	

	<p>Fiji government representative will present the Institutional Arrangements for UNFCCC reporting as established through the CBIT project aligned with the Climate Change Act.</p> <p><i>Open Plenary and Q&A</i></p> <p>Participants are invited to reflect on Fiji's presentation and earlier learnings from the training to share best practices from the region for effective institutional arrangements and framework for ETF implementation.</p>	<p>Presenter: Reeha Sharma, Fiji</p> <p>Facilitator: Ranjila Singh, Fiji</p>
11:30-13:30	<p>Breakout Session: Country experiences on GHGI Compilation, NDC tracking and Climate Support</p> <p><i>Breakout Discussions (60 mins)</i></p> <p>Participants will split into three groups, reflect on the country presentations and earlier training, take one PIC country example and map out the existing process of Greenhouse <u>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 their work detailing specific activities to strengthen national climate transparency systems.</p>	<p>Facilitator: Fiji CBIT team</p> <p>All participants</p>
13:30-14:30	Lunch Break	
14:30-15:30	<p>Special Panel Session: Development Partners on Climate Transparency (60 mins)</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&A.</i></p>	<p>Panellists: GGGI, CBIT-GSP, NZAGRC, SPC, GIZ/NDC Hub</p> <p>Moderator: Ranjila Singh, Fiji</p>
15:30-15:40	Evaluation Survey	All participants
15:40-16:00	<p>Closing Session:</p> <p><i>Key Takeaways and Reflections</i></p> <p><i>Vote of thanks</i></p>	<p>All participants</p> <p>Ranjila Singh, Fiji</p>
16:00 -	Afternoon Tea	