Supporting Jordan's Biennial Transparency Report Preparation

Technical Capacity-Building Workshop on GHG Inventory Development and BTR Compilation

Focus on the National Inventory Report, 2006 IPCC Guidelines and Software, QA/QC Procedures, and the Technical Expert Review (TER) Process

Organized by the Capacity Building Initiative for Transparency - Global Support Programme (CBIT-GSP), UNDP and hosted by the Government of Jordan

Date: 20-24 July 2025 | Venue: Amman, Jordan

Concept Note

Background

Following the first capacity-building workshop held in Amman, Jordan, in December 2024, which introduced the foundational elements of the Enhanced Transparency Framework (ETF) and the Biennial Transparency Report (BTR) outline, focusing on the two mandatory reporting areas: (1) the national greenhouse gas (GHG) inventory and (2) tracking progress in implementing and achieving the nationally determined contributions (NDCs), along with reporting on financial, technology transfer, and capacity-building (FTC) support needed and received. Jordan is now progressing in compiling its first BTR and preparing the Common Reporting Tables (CRTs) for the GHG inventory.

This second technical workshop is designed to build upon that foundation by addressing the more technical aspects of GHG inventory preparation, with a particular focus on the use of the IPCC software to generate CRTs. It will also include a dedicated session on the BTR compilation process and practical guidance on conducting a Quality Assurance/Quality Control (QA/QC) of the BTR draft report to support Jordan's effective participation in the Technical Expert Review (TER) process.

The Paris Agreement's ETF mandates the submission of Biennial Transparency Reports (BTRs), which include detailed information on national GHG inventories, progress in implementing NDCs, and, where applicable, information on climate change impacts, adaptation, and support mobilized and received. A key component of the GHG inventory reporting under the ETF is the use of the Common Reporting Tables (CRTs) in electronic format (JSON), covering the entire time series from 1996 to 2022.

This five-day technical workshop is designed to equip national experts in Jordan with the practical skills and knowledge necessary to finalize their GHG inventory using the 2006 IPCC Guidelines and the

IPCC software, generate CRTs in the required JSON format, utilize ETF reporting tools, address data gaps, and initiate the BTR compilation process, including Quality Assurance and Quality Control. Furthermore, the workshop will provide an introduction to the Technical Expert Review (TER) process to better prepare the national team for this crucial stage.

This workshop is organized by the Capacity Building Initiative for Transparency - Global Support Programme (CBIT-GSP), UNDP, and hosted by the Government of Jordan, in line with the CBIT-GSP's objective to strengthen the capacity of developing countries to meet their reporting obligations under the UNFCCC and the Paris Agreement.

Objective:

The main objective of this workshop is to enhance the technical capacity of Jordanian national experts to prepare a complete and accurate national GHG inventory in line with the 2006 IPCC Guidelines, generate the required electronic Common Reporting Tables (CRTs), and advance the preparation of their Biennial Transparency Report (BTR), including establishing robust QA/QC procedures. The workshop also aims to build understanding of the Technical Expert Review (TER) process

Specific objectives:

- **Provide** in-depth training on the application of the 2006 IPCC Guidelines for National GHG Inventories across all five sectors (Energy, Industrial Processes and Product Use, Agriculture, Forestry and Other Land Use, and Waste).

- **Offer** hands-on experience using the IPCC Inventory Software for data input, emission calculations, and the generation of Common Reporting Tables (CRTs) in JSON format.

- **Train** participants on the use of ETF reporting tools for extracting data, including generating Excel files for potential submission purposes.

- **Equip** participants with practical techniques for identifying and addressing data gaps in their GHG inventory, including hands-on exercises in applying gap-filling methodologies.

- **Introduce** the BTR compilation process and provide practical guidance on structuring the report.

- **Conduct** a hands-on QA/QC session focused on a specific BTR chapter using the CBIT-GSP template.

- **Provide** an overview of the Technical Expert Review (TER) process under the ETF.

Target Audience

This technical workshop is designed for national experts and practitioners from relevant ministries, agencies, and institutions in Jordan who are directly involved in the preparation of the national GHG inventory and the Biennial Transparency Report. Participants will include technical staff responsible for data collection, emission calculations, reporting, and quality assurance across all relevant sectors.

Approach

This workshop will be highly practical and interactive, combining presentations with extensive hands-on exercises. Participants will have the opportunity to work individually and in groups to apply the knowledge and skills learned. The workshop will utilize the IPCC Inventory Software extensively.

- **Days 1-4**: Will focus on in-depth training on the IPCC Guidelines for GHG Inventories, hands-on use of the IPCC software, GHG inventory compilation, CRT generation in JSON format, extraction of data using ETF tools, and practical sessions on addressing data gaps.

- **Day 5:** Will shift focus to the BTR compilation process, a practical QA/QC session, and an introduction to the TER process.

Participants are encouraged to bring relevant national data if available to maximize the practical value of the hands-on sessions and directly generate CRTs relevant to Jordan's BTR. Alternatively, sample datasets will be provided for the exercises.

Agenda

Day 1: IPCC Guidelines and Introduction to the IPCC Software

Time	Session
9:00 – 9:30	Registration
9:30 – 9:45	**Opening remarks** • Government of Jordan Representative • UNDP Representative • CBIT-GSP Representative
9:45 – 10:00	**Purpose and objectives for the workshop** *Speaker: Mrs. Keltoum Ait Belhaj, CBIT-GSP*
10:00 – 11:00	**Session 1: GHG Inventory Reporting under the Paris Agreement: Requirements, NID, and CRTs** • Reporting requirements for GHG Inventory under the Paris Agreement • National Inventory Document NID - Outline • Introduction to the Common Reporting Table-CRT • Q&A *Speaker: Mrs. Keltoum Ait Belhaj, CBIT-GSP*
11:00 – 11:30	**Coffee break and Group Photo**
11:30 – 13:00	**Session 2: Introduction to the 2006 IPCC Guidelines for National GHG Inventories:** • Structure of the Guidelines, Key Principles (Transparency, Accuracy, Completeness, Comparability, Consistency - TACCC) • Overview of Tiers and Notation Keys • Data Requirements Across Sectors • Q&A *Speaker: Dr. Samir Tantawi, CBIT-GSP*
13:00 – 14:00	**Lunch break**
14:00-15:00	**Session 3: Introduction to the IPCC Inventory Software** • Software Interface and Basic Functionalities • Setting up a National Inventory • Data Input Structures • Navigating Through Different Sectors • Q&A *Speaker: Dr. Samir Tantawi, CBIT-GSP*

Time	Session
15:00-16:15	**Hands-on Exercise: Setting up a National Inventory in the IPCC Software and Basic Data Entry** *Speaker: Dr. Samir Tantawi, CBIT-GSP*
16:15 – 16:30	**Open Discussion, Wrap-up of Day 1 and Refreshments**

Day 2: IPCC Guidelines and Software Application - Energy Sector

Time	Session
9:00 – 10:30	**Session 4: Energy Sector (1.A & 1.B) - Stationary and Mobile Combustion** • Key Emission Sources • Methodologies and Inventory Tiers • Data Requirements and Potential Sources in Jordan • Q&A *Speaker: Dr. Samir Tantawi, CBIT-GSP*
10:30 – 11:00	**Coffee break**
11:00 – 13:00	**Hands-on Exercise: Inputting Energy Sector Data into the IPCC Software** *Speaker: Dr. Samir Tantawi, CBIT-GSP*
13:00 – 14:00	**Lunch break**
14:00 – 15:00	**Session 5: Energy Sector (1.C) - Fugitive Emissions from Fuels** • Key Emission Sources (Oil and Natural Gas) • Methodologies and Inventory Tiers • Data Requirements and Potential Sources in Jordan • Q&A *Speaker: Dr. Samir Tantawi, CBIT-GSP*
15:00 – 16:15	**Hands-on Exercise: Inputting Fugitive Emissions Data into the IPCC Software** *Speaker: Dr. Samir Tantawi, CBIT-GSP*
16:15-16:30	**Open Discussion, Wrap-up of Day 2 and Refreshments**

Day 3: IPCC Guidelines and Software Application - IPPU and AFOLU Sectors

Time	Session
09:00 – 10:30	**Session 6: Industrial Processes and Product Use (IPPU) Sector** • Key Emission Sources (Mineral Products, Chemical Industry, Metal Production, Production of Halocarbons and SF6, Consumption of Halocarbons and SF6, Other Product Manufacture and Use) • Methodologies and Inventory Tiers for Key Subcategories • Data Requirements and Potential Sources in Jordan • Q&A *Speaker: Dr. Samir Tantawi, CBIT-GSP*
10:30- 11:00	**Coffee break**
11:00- 13:00	**Hands-on Exercise: Inputting IPPU Sector Data into the IPCC Software (Focus on key subcategories for Jordan)** *Speaker: Dr. Samir Tantawi, CBIT GSP*
13:00 – 14:00	**Lunch break**
14:00-15:00	**Session 7: Agriculture, Forestry and Other Land Use (AFOLU) Sector (Overview)** • Key Emission Sources and Removals (Livestock, Land) • Introduction to Methodologies and Inventory Tiers • Data Requirements and Potential Sources in Jordan • Q&A *Speaker: Dr. Samir Tantawi, CBIT GSP*
15:00-16:15	**Hands-on Exercise: Exploring the AFOLU Sector Structure in the IPCC Software and Basic Data Input** *Speaker: Dr. Samir Tantawi, CBIT GSP*
16:15-16:30	**Open Discussion, Wrap-up of Day 3 and Refreshments**

Day 4: IPCC Guidelines and Software Application - Waste Sector, CRT Generation, and ETF Tools

Time	Session
09:00 – 11:00	**Session 8: Waste Sector** • Key Emission Sources (Solid Waste Disposal, Biological Treatment of Solid Waste, Incineration and Open Burning of Waste, Wastewater Treatment and Discharge) • Methodologies and Inventory Tiers • Data Requirements and Potential Sources in Jordan • Q&A *Speaker: Dr. Samir Tantawi, CBIT GSP*
11:00- 11:30	**Coffee break**
11:30 – 13:00	**Hands-on Exercise: Inputting Waste Sector Data into the IPCC Software** *Speaker: Dr. Samir Tantawi, CBIT GSP*
13:00 – 14:00	**Lunch break**
14:00-14:30	**Session 9: Generating Common Reporting Tables (CRTs) using the IPCC Software** • Understanding the Structure of CRTs • Generating CRTs in JSON Format • Reviewing and Verifying Generated CRTs • Q&A *Speaker: Dr. Samir Tantawi, CBIT GSP*
14:30-15:00	**Session 10: Introduction to ETF Reporting Tools** • Overview of Available Tools and their Functionalities • Extracting Data in Different Formats (e.g., Excel) • Q&A *Speaker: Mrs. Keltoum Ait Belhaj, CBIT-GSP*
15:00-16:15	**Hands-on Exercise: Generating Common Reporting Tables (CRTs) using the IPCC Software and the ETF Reporting Tools** *Speaker: Dr. Samir Tantawi, CBIT GSP*
16:15-16:30	**Open Discussion, Wrap-up of Day 4 and Refreshments**

Day 5: BTR Compilation, QA/QC, Data Gaps, and TER Introduction

Time	Session
09:00 – 10:00	**Session 11: Biennial Transparency Report (BTR) Compilation Process** • Structure and Content of the BTR • Interlinkages Between Different BTR Chapters • Reporting Guidelines and Requirements • Q&A *Speaker: Mrs. Keltoum Ait Belhaj, CBIT-GSP*
10:00 – 11:00	**Session 12: Quality Assurance and Quality Control (QA/QC) for the BTR** • Importance of QA/QC in the Reporting Process • Introduction to QA/QC Procedures *Speaker: Mrs. Keltoum Ait Belhaj, CBIT-GSP*
11:00- 11:30	**Coffee break**
11:30- 14:00	**Hands on Exercise:** Applying QA/QC Review to of the BTR Report using the CBIT-GSP Template • Working groups (each group on a specific chapter) *Speaker: Mrs. Keltoum Ait Belhaj, CBIT-GSP*
13:00 – 14:00	**Lunch break**
14:00-15:00	**Session 13: Addressing Data Gaps and Applying Gap-Filling Techniques** • Identifying Data Gaps in the GHG Inventory • Exploring Different Gap-Filling Methodologies (e.g., Use of Proxies, Interpolation, Extrapolation) • Hands-on Exercise: Applying Gap-Filling Techniques to Sample Data • Q&A *Speaker: Mrs. Keltoum Ait Belhaj, CBIT-GSP*
15:00-16:00	**Session 14: Introduction to the Technical Expert Review (TER) Process** • Overview of the TER Process under the ETF • Key Stages and Focus Areas of the Review • Preparing for the TER • Q&A *Speaker: Mrs. Keltoum Ait Belhaj, CBIT-GSP*
16:00-16:15	**Workshop evaluation and feedback (Mentimeter)** *Speaker: Mrs. Keltoum Ait Belhaj, CBIT-GSP*
16:15-16:30	**Wrap-up, Recommendations, Closing Remarks and Refreshments**