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WORKSHOP REPORT

BTR Finalization and NDC Alignment Workshop & 6th Caribbean Cooperative MRV Hub Annual Meeting



1 – 4 April 2025 | Saint George's | Grenada

Co-organized by the Partnership on Transparency in the Paris Agreement (PATPA) under support by the Federal Foreign Office of Germany through the International Climate Initiative (IKI), the Capacity Building Initiative for Transparency – Global Support Programme (CBIT-GSP) Anglophone Caribbean Transparency Network, the Caribbean Cooperative MRV Hub (CCMRVH), Windward Islands Research Institute (WINDREF), and the Greenhouse Gas Management Institute (GHGMI)

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Technical Glossary

BTR	Biennial Transparency Report	GST	Global Stocktake
CARICOM	Caribbean Community and Common Market	IKI	International Climate Initiative
CCMRVH	Caribbean Cooperative MRV Hub	IPCC	Intergovernmental Panel on Climate Change
CGE	Consultative Expert Group	MPG	Modalities, Procedures and Guidelines
COP	Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC)	MEL	Monitoring, Evaluation and Learning systems
CO₂e	Carbon Dioxide equivalent	MRV	Measurement, Reporting and Verification
CTF	Common Tabular Format	NC	National Communication
CRT	Common Reporting Tables	NDC	Nationally Determined Contribution
ETF	Enhanced Transparency Framework (of the Paris Agreement)	NAP	National Adaptation Plan
FCMP	Facilitative Multilateral Consideration of Progress	PATPA	Partnership on Transparency in the Paris Agreement
FTC	Finance, Technology transfer and Capacity-Building	QA/QC	Quality Assurance/Quality Control
GEF	Global Environment Facility	UNFCCC	United Nations Framework Convention on Climate Change
GIR	Greenhouse Gas Inventory and Research Center	WINDREF	Windward Islands Research Institute
GHG	Greenhouse Gas		
GHGMI	Greenhouse Gas Management Institute		
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit		

Overview

Background

The year 2024 was a key year for the Paris Agreement, as another part of the system entered into full force: the Enhanced Transparency Framework (ETF). The ETF is a central component to the design, credibility, and operation of the Paris Agreement. According to the modalities, procedures and guidelines (MPGs) of the ETF, Parties to the Paris Agreement shall submit their first Biennial Transparency Report (BTR) by 31 December 2024. Many countries are facing a variety of challenges which hindered their timely submission. Yet, despite this deadline, passing a submission as soon as possible is still of importance as BTRs are part of a regular cycle of reporting and review (every two years), which is essential for creating trust and accountability among Parties. Finalized BTRs additionally aid the NDC Updating Cycle in 2025 and serve as a key input for the second Global Stocktake that will take place in 2027.

Context

Against this background, the Partnership on Transparency in the Paris Agreement (PATPA) with the support from the Capacity Building Initiative for Transparency – Global Support Program (CBIT-GSP), a GEF funded project, and the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat hosted the Caribbean workshop on BTR Finalization and NDC Alignment, which intended to build on the outcomes of the PATPA Global BTR Dialogue and the CBIT-GSP Capacity Needs Assessment, and disseminate them among the Caribbean partner countries from April 1-3, 2025.

The workshop was followed by the 6th Annual Meeting of the Caribbean Cooperative MRV Hub (CCMRVH) on April 4, 2025. The CCMRVH is a regional service institution established to foster regional technical excellence and enhance policy-relevant carbon accounting across 12 English-speaking CARICOM countries. The CCMRVH offers technical services designed to support Caribbean governments in fulfilling the analytical and reporting requirements of the Paris Agreement and transition to the ETF. The CCMRVH utilizes its in-depth understanding of local challenges and opportunities, to ensure that its services are not only effective but tailored to the unique needs of Caribbean countries. The CCMRVH prioritizes the development of regional expertise through capacity-building programs such as training and mentorship, ensuring that countries can sustain climate reporting efforts independently in the long term.

Specific Objectives

The main objective of the workshop was to provide targeted technical support to country Parties with a space to discuss the process of developing the first BTR, provide them with tools and materials to support their prompt submission of BTRs to the UNFCCC and exchange on common technical challenges. It provided “troubleshooting sessions” for those Parties who have not yet submitted their BTRs and “improvement planning sessions” for those who have. For interested Parties, the workshop also provided opportunities to learn and prepare for the upcoming Technical Expert Reviews (TERs). Specifically, the workshop provided a space to:

1. Provide in-depth technical advice on the application of the MPGs;
2. Gain hands-on experience on the use of the UNFCCC ETF reporting tools;
3. Facilitate feedback from the peers of their on-going work on different chapters of their BTRs;
4. Promote sharing of lessons learned and experiences, particularly in overcoming certain technical and political issues and challenges;
5. Encourage improvement plans and prepare for TERs;
6. Explore the interlinkages between the BTR and the NDC cycles.

Following this workshop, the 6th Annual Meeting of the Caribbean Cooperative MRV Hub convened the MRV Hub member countries to reflect on the work of the MRV Hub, including project achievements and upcoming opportunities for collaboration.

Format and Language

The regional exchange combined expert inputs and interactive elements during 3 workshop days and 1 annual meeting day, within a confidential and safe space. This workshop was conducted in English.

The workshop included brief presentations by technical experts on selected topics to set the scene for technical discussions and peer exchange. The focus was on the mandatory BTR reporting elements, sharing lessons learned and highlighting solutions on how to fulfil these requirements. Expert advice and feedback serve to overcome technical and political issues and challenges that the participating countries are facing with the preparation of their BTRs and to help countries with their improvement plans and preparation for the TERs and NDC Monitoring/Tracking. Regular icebreakers and energizers during the three days allowed participants to connect also on personal level and fostered personal exchange. Additionally, they supported to create a confidential and safe space, in which participants felt at ease to ask questions and share challenges.



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Additionally, interactive sessions and case-clinics provided a space for peer-to-peer exchange and allowed participants to share best practices and identify solutions.

The participant's journal was used as a tool throughout all three days to help participants to reflect their needs, challenges and interests and note down their learnings and next steps.

After the workshop a virtual "Ask the Experts" session allowed the country representatives to address any remaining questions.



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Day 1: The Biennial Transparency Reports (BTRs)

— Tuesday, April 1, 2025

Presentation

Opening and formal welcome

Peron Johnson, Permanent Secretary of the Ministry of Climate Resilience, the Environment & Renewable Energy of Grenada, on behalf of the host country, delivered the welcoming remarks, officially opening the workshop.

Viktoria Elisa Zipper, Regional Coordinator of the Partnership on Transparency in the Paris Agreement (PATPA), welcomed participants from the different countries of the region and stressed the importance of the transparency processes in 2025, which include not only the BTRs but also the update process of the NDCs 3.0 considering the GST outcomes. She encouraged countries to engage actively during the sessions and bring their questions to the debates.

Brittany Meighan Rancharan, Regional Coordinator for Anglophone Caribbean of the Capacity Building Initiative for Transparency – Global Support Program (CBIT-GSP) pointed out that this was the first regional meeting in the framework of the project to convene for the English-speaking Caribbean independently, enabling tailored discussions for Caribbean Small Island Developing States (SIDS). She underscored the urgency of translating commitments into action as countries navigate the dual demands of BTR and NDC 3.0 reporting.

Benise Jospeh, Senior Program Associate of the Greenhouse Gas Management Institute (GHGMI) and of the Caribbean Cooperative Measurement, Reporting and Verification Hub



(CCMRVH Hub) encouraged countries to actively participate in the workshop and to engage with the colleagues from other countries to share experiences and lessons learnt.

Fazle Rabbi Sadeque Ahmed of the Consultative Group of Experts (CGE) welcomed the participants in the name of the UNFCCC and the Consultative Group of Experts. He underscored the importance of collaboration, capacity-building, and knowledge-sharing to enhance climate transparency and drive impactful implementation.

Interactive Quiz Session

Facilitator:

Molly White (GHGMI)

Quiz:

Joana Vieira da Silva (PATPA)

After the opening and welcoming of workshop participants, the interactive quiz provided participants with the opportunity to assess and refresh their knowledge on the BTR and NDC requirements and guidelines. Based on the results of the quiz, some clarifications regarding flexibility in reporting and the work on the BTR and NDC in the country were elaborated.

Developing countries that need it in the light of their capacities may apply flexibility provisions for the scope, frequency and level of detail of reporting. LDCs and SIDS may submit the information needed for the BTR at their discretion. The TER team does not assess whether a Party has the capacity to implement a specific reporting provision without flexibility. To ensure consistent and accurate reporting to the UNFCCC through their BTRs, Parties must use Common Reporting Tables (CRTs) for reporting GHG inventory information, tracking progress made in implementing and achieving NDC, and information on support mobilized and received.

Eight countries make use of IPCC inventory software for the GHG inventory compilation. In 7 out of 9 countries there is a different team responsible for NDC and the BTR development. To ensure an alignment between BTR and NDC, country representatives stated that these teams are working closely together.

Presentation

Highlights of Linkages between BTRs and NDCs

Francesco Locatelli
(UNEP CCC)

The workshop session “NDC and BTR: Highlighting the Linkages” was conducted as part of ongoing efforts to strengthen climate transparency and implementation under the Paris Agreement. The session was led by Francesco Locatelli from UNEP

CCC, who provided insights into the critical connections between Nationally Determined Contributions (NDCs) and Biennial Transparency Reports (BTRs). His presentation focused on the iterative nature of climate ambition, the role of feedback mechanisms, and best practices for tracking national progress.

Locatelli emphasized that the Paris Agreement establishes a structured cycle of NDC submissions, ensuring continuous enhancement of national ambition. The presentation outlined how countries submit updated NDCs every five years, progressively increasing their commitment to emission reductions. The Enhanced Transparency Framework and the Global Stocktake were highlighted as critical mechanisms for assessing progress, refining national climate strategies, and ensuring accountability.

The session also delved into the alignment of NDC targets with BTR indicators, stressing the importance of collaboration between national reporting teams. A close partnership between NDC and BTR stakeholders enables the selection of realistic, trackable indicators and prevents inconsistencies in climate reporting. Participants explored the Common Tabular Format (CTF) structure for BTRs, which encompasses twelve tables and one appendix.



Q&A Highlights

During the Q&A session, participants explored key challenges in aligning NDC tracking with BTR reporting. One of the main concerns raised was how to determine which version of an NDC should be tracked in the BTR when multiple versions exist. The response highlighted

that tracking should generally be based on the NDC that was valid at the time of preparing the BTR, though exceptions may apply depending on specific national circumstances.

Another question centered around whether the NDC target itself (e.g., a quantified GHG emissions reduction goal) should function as the primary indicator. The response emphasized the importance of using simplified indicators to avoid unnecessary complexity in reporting. While maintaining clarity in tracking, it was also noted that disaggregated indicators could help pinpoint specific sectors or sources where emissions are changing. This approach supports targeted mitigation measures and enhances national climate strategies.

The discussion underscored the necessity of carefully selecting indicators to ensure they are practical, measurable, and aligned with institutional capacity. Participants recognized that striking a balance between simplicity and specificity is crucial for effective climate transparency and reporting in their BTR.

Panel Discussion

Sharing experiences, linkages, challenges, and lessons learned from BTR preparation and NDC updating processes

Titus Antoine(Grenada),
Jermaine Descartes (Saint Lucia),
Kishan Kumarsingh (Trinidad and Tobago)

Facilitated by:
Benise Joseph (CCMRVH)

This session allowed the sharing of experience on the current BTR preparation and NDC updating processes by the three panellists:

- Titus Antoine, from Grenada, who shared about the BTR preparation process of his country;
- Jermaine Descartes, from Saint Lucia, who shared about the participatory process of updating the country's NDC 3.0; and
- Kishan Kumarsingh, from Trinidad and Tobago, who shared about the BTR submission and their national MRV system.

Trinidad and Tobago has a long history of climate reporting, having developed its MRV (Measurement, Reporting, and Verification) system as early as 1998 for the preparation of the country's National Communications (NC). The country implemented a carbon reduction strategy early on, with an actionable implementation plan. Building on experience and guided by the Modalities, Procedures and Guidelines (MPGs) under the Enhanced Transparency Framework (ETF), Trinidad and Tobago expanded its MRV system into a comprehensive National Transparency System (NTS) after the adoption of the Paris Agreement. This system is supported by a legal framework for mandatory reporting and includes a verification process, allowing it



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to adapt data for various reporting needs including the NC, BTR, and Nationally Determined Contributions (NDC). The NTS has been instrumental in enabling the country to transition smoothly from MRV requirements for NCs to BTR and NDC processes. Trinidad and Tobago has also made significant progress in compiling reports in-house, as demonstrated with BTR1— its first effort of this kind. This „learning-by-doing“ approach included quality checks, routine establishment, and extensive stakeholder engagement. Despite facing challenges, such as limited data availability from stakeholders and resource constraints, the country managed these issues with the in-house capacity it has built over time. However, it recognizes the need for a succession plan to ensure sustainability of these efforts in public institutions.



Saint Lucia was the first Caribbean Country to submit their NDC 3.0 by ensuring dedicated technical staff for the preparation of its climate reports, prioritizing the NDC process in staff allocation and engaging the right stakeholders early on to secure necessary data. A similar in-house approach was adopted for the BTR, with local experts leading the preparation process and working closely with stakeholders to refine realistic targets and build national capacity. Early involvement of key ministries, including endorsement from the Cabinet, helped streamline efforts and ensure national ownership. Strong synergies were established between the NDC and BTR processes, particularly in data use—for example, energy data collected for the NDC was also used in the GHG inventory. The overlap between the NDC and BTR teams, as well as shared stakeholders, has led to more efficient and meaningful engagement. A notable development is the inclusion of the forestry sector in the updated NDC, supported by the Forestry Department’s ongoing work on a national Forest Inventory, which is expected to contribute to BTR 1.

Grenada has adopted a model of involving national experts in the preparation of its BTR, beginning with the formation of a BTR coordination team responsible for engaging stakeholders and line ministries involved in both the BTR and NDC processes. The National Climate Change Committee and other steering committees have been actively engaged to provide advice, solidify the technical team, and ensure they are properly trained for the compilation process. The internal deadline for completing BTR1 is set for June 2025, with local consultants working on the BTR and international consultants supporting the NDC preparation. Synergies between the two processes are evident, especially in terms of data for the national GHG inventory, which, once updated, will help define the baselines for the NDC 3.0. There is a strong drive to align these two reporting processes to ensure greater efficiency and coherence.

Q&A Highlights

During the Q&A session, countries asked about the flexibilities used by Trinidad and Tobago and how they used their GHG Inventory to prepare a more ambitious NDC 3.0. Countries were also interested in how the stakeholder engagement was organized and how the data collection process was planned (for NDC update and BTR preparation).

Trinidad and Tobago has been actively training stakeholders in reporting and data collection since 2018, with a strong emphasis on quality assurance (QA/QC) and ensuring that stakeholders provide reliable data. The country has also focused on creating legislation that mandates stakeholder engagement across various processes, such as mitigation planning and data collection. Stakeholder participation has grown each year, with regular awareness-raising sessions and training, including expanding outreach to universities on the Enhanced Transparency Framework (ETF). Letters are sent annually to stakeholders to encourage voluntary data submission, and additional efforts are made to explain data tiers and collection methods. For BTR1, some stakeholders even conducted their own estimations, and for the next BTR, awareness-raising sessions and data collection efforts are already underway.

Presentation

Introduction to ETF reporting tools

Brittany Meighan Rancharan
(CBIT-GSP)

Brittany Meighan Rancharan presented an overview of the ETF Reporting Tools and elaborated on its features. The session also allowed to clarify the user management roles. It was highlighted that until the national reports submission portal is fully operational, the official submissions generated through the tool need to be submitted via email to: etf.reporting@unfccc.int.



Hands-on Exercise

Use GHG inventory reporting tool including interoperability with IPCC software

Tibor Lindovsky (UNFCCC),
Kelsie Garbutt (Belize)

Following the presentation of the ETF Reporting tools released in June 2024, Tibor Lindovsky, of the Transparency Division at the UNFCCC Secretariat provided a hands-on training on the ETF GHG inventory Reporting Tool. The purpose of this session was to provide guidance on the use of the ETF tools and the opportunity to have a practical experience of the tool and its features.

This session also included a presentation by Kelsie Garbutt on Belize's experience in using the ETF GHG inventory reporting tool to generate its CRTs and CTFs for the submission of the country's first BTR in January 2025.

Countries were interested in how Belize accounted for data gaps and verified the data beforehand. Garbutt stressed also that the filling in of the reporting tool will be the last step after having verified all the data and use different sources to fill data gaps. The most important is documenting the data that have been used to be able to improve and update in the next BTR.

Finally, participants tried different parts of the ETF Reporting tools by trying to resolve different questions from the UNFCCC ETF Reporting Tool Exercises.



Day 2: Technical Expert Review (TER)

— Wednesday, April 2, 2025

Presentation

Overview of CBIT GSP's Review of BTRs in 2024 and self-assessment tools available

Francesco Locatelli (UNEP CCC)

Led by Francesco Locatelli this session explored the review of BTRs in 2024 and self-assessment tools designed by CBIT-GSP and others to improve national climate reporting. Discussions focused on

tracking NDCs, selecting appropriate indicators, and ensuring effective transparency.

Participants examined challenges in tracking economy-wide NDC targets, particularly when emissions are not disaggregated by sector. The recommendation was to simplify tracking using national inventory data, though concerns were raised about its limitations in identifying priority areas for support.

To address this, Locatelli emphasized the use of CTF tables to assess mitigation measure impacts while keeping NDC tracking manageable and aligned with available data to facilitate tracking of NDC progress. Participants agreed that clear, well-explained indicators should be directly linked to overall NDC targets for consistency.

The session reinforced the importance of practical, streamlined approaches to BTR reporting while leveraging structured methodologies like CTF tables. By prioritizing clarity and capacity-building, countries can enhance transparency and drive effective climate action.

Q&A Highlights

Participants sought clarity on indicator selection, how to track economy-wide emissions, and opportunities for capacity-building. Responses emphasized keeping tracking simple, using available data effectively, and ensuring clear explanations of specific indicators to support transparency.

Presentation

Overview of review process and perspectives from Dominican Republic

Fazle Rabbi Sadeque Ahmed (CGE),
Federico Grullon (CGE)

Fazle Rabbi Sadeque Ahmed, CGE Expert from Bangladesh, presented an overview of the review process for BTRs in the Enhanced Transparency Framework with more detailed information on the Technical Expert Review (TER) and the Facilitative

Multilateral Consideration of Progress (FMCP). The presenter clarified the scope of the TER, the tasks of the reviewers, the information reviewed and the different formats of the TER as well as the composition of the TER team. The aim of the presentation was to emphasize the importance of the review process for the improvement of data and reporting, and to clarify that the review is a tool that countries can use to improve their internal processes and data, based on the experts' feedback during the review process. Countries specifically asked about the TER modalities and the option for desk review and it was stressed that all BTR 1 will have an in-country review. It was also indicated that developing country Parties that need flexibility in the light of their capacities with respect to undergoing an in-country review have the flexibility to instead choose to undergo a centralized review but are encouraged to undergo an in-country review. Another point raised was the importance to include a clause in the contract with external consultants to ensure they remain available throughout the whole reporting cycle, including the TER and the FMCP.

Federico Grullon, CGE Expert from Dominican Republic, presented on the perspectives of Dominican Republic on the TER process. He explained the differences between the review (ICA) of the BURs, the TER of the BTRs and possible challenges and opportunities of the review process for the country.



Practical Exercise

Demonstration of Technical Expert Review (TER)

Brittany Meighan Rancharan (CBIT-GSP),
Tibor Lindovsky (UNFCCC)

After the overview session on the TER process, Brittany Meighan Rancharan and Tibor Lindovsky guided the participants through a practical exercise of a TER process. The participants divided into four different groups and received an example BTR that they had to review and example questions on

that BTR they had to prepare for. Afterwards one person per group had to respond to the questions of the reviewer team. This exercise aimed to prepare countries for their first TER process and to discuss different options of dealing with different situations during the TER.

It was clarified that the TER Team (TERT) will send the questions at least one week before the review week for the country to prepare the answers in advance and investigate if necessary. Also, it was explained that follow-up questions might come up during the review week which also do not have to be answered immediately but might be answered in an agreed timeframe afterwards.

Recommendations given by the experts include: to be honest and explain data gaps instead of trying to cover them up. The TER is not aiming to judge, but to assist countries to improve their reporting over time.

Table Discussions

Deepening of understanding of Transparency Issues in an open space

NDC Tracking:
Francesco Locatelli, Benise Joseph

GHG Inventory:
Molly White, Brittany Meighan Rancharan

ETF Tools:
Tibor Lindovsky, Federico Grullon

FTC:
Joana Vieira da Silva

The open space session was moderated by Viktoria Elisa Zipper and gave the participants the opportunity for deep-dive discussions on specific topics with the different experts. The topics discussed were NDC Tracking and NDC-BTR alignment (1), GHG Inventory (2), ETF Reporting Tools (3) and Finance, Technology transfer and Capacity-building (FTC) (4).

Topic (1) on NDC Tracking and NDC-BTR alignment attracted most participants and covered different



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questions from the definition of NDC tracking to the methodologies for effectively implementing it. It was clarified that NDC tracking means the reporting on the progress made regarding the NDC targets and that the MPGs cover the details in the chapter on areas to track and report and that to track the progress quantitative data is needed, but that developing countries can make use of the flexibility provisions.

Participants were advised not to include measures in the report if quantitative data for certain measures cannot be obtained at all. Any flexibility used should be clearly explained, with a plan for how the necessary data will eventually be provided or how the requirement will be met. The experts explained that while including more indicators may seem advantageous, it increases the reporting workload, so it's better to keep the number of indicators simple and avoid adding new ones in each report. The focus was recommended on mitigation measures that can be reliably quantified, and to align the BTR with the BTR synthesis report and synchronize with the Global Stocktake (GST) every five years, as this enhances a country's negotiating



position and global standing. There is flexibility regarding the amount of information included in the BTR, allowing countries to adjust their submissions as needed. It was also discussed which country had separated teams for BTR and NDC processes and how they work together, and which funding options are available for developing countries to avoid delayed reporting due to financial and capacity restraints.



Topic (2) on the greenhouse gas (GHG) inventory development was also discussed by a bigger group of participants. During the session, participants raised critical questions regarding the challenges focusing on uncertainty assessment, data gaps, and institutional arrangements for initiating inventory processes.



One of the primary concerns was uncertainty assessment when necessary data is unavailable. Experts advised that, while uncertainty quantification is crucial for improving inventory confidence levels, transparent documentation of assumptions and estimation methods is equally important when direct data is missing. Participants explored various gap-filling techniques, including proxy data, interpolation, and expert judgment, as viable approaches when

data for certain years or categories is incomplete. Practical guidance was provided on how to apply these techniques effectively and ensure proper documentation to maintain methodological consistency.



Countries also inquired about the challenges of missing data across different time periods and sectors. The discussion emphasized the need for systematic data collection processes, leveraging existing national datasets, institutional knowledge, and regional best practices. Experts encouraged participants to standardize data management practices to prevent inconsistencies and reduce future gaps. The importance of cross-sector collaboration was highlighted, urging countries to engage relevant ministries, agencies, and stakeholders to strengthen data accessibility and validation.

Given that the GHG inventory forms the foundation of BTR preparation and is essential for NDC tracking and the NDC 3.0

update, countries sought guidance on how to initiate their inventory processes. Experts emphasized the need to prioritize GHG inventory development as one of the first chapters to prepare, recommending that countries:

- Establish institutional arrangements early, ensuring clarity in roles and responsibilities.
- Develop terms of reference for internal teams or consultant support to streamline efforts.
- Review previous inventory reports to leverage existing information and avoid duplication.
- Begin data collection as soon as possible, as this phase tends to be the most time-consuming.

Participants were strongly encouraged to take a strategic and proactive approach, ensuring that GHG inventory efforts align with national reporting efforts and support the effective implementation of their BTR and NDC submissions.

The discussion on topic (3) on ETF Reporting Tools focused on which are the mandatory elements to be included in the GHG inventory section and how to use the flexibility in this and other sections. The experts clarified that the only mandatory chapters are GHG inventory and NDC tracking progress chapters. The chapter on Adaptation as well as Support needed and received are only “should” provisions and therefore no flexibility is needed in these cases. Also, it was asked if the current flexibility provisions might change in time, which means that if a country decided to use flexibility under current MPGs - it could change in the future - which resulted in discussing the next Review of the MPGs by 2028. This discussion highlighted the importance of understanding the specific sections and provisions of the MPGs that are relevant for the preparation of specific chapters. It was clarified what the difference between “should”; “encourage” and “may” are. This was linked to the TER process and how the TERT will be assessing that information in the TER report. It was also highlighted that the ETF Reporting Tools are not for estimating, producing or collecting the data, but just for importing the already collected data in IPCC software/domestic software into the Tool with a view to producing the CRTs in a consistent format. Lastly, inputting specific data in the NDC Progress - ETF Reporting Tool was not clear, the “indicators” and their linkages with “NDC targets”. Also, participants asked about the process to nominate the Focal Point for the ETF Reporting Tools in each country.

The discussion on topic (4) was less visited, but still participants discussed the reporting obligations related to climate finance, focusing on the support provided and mobilised by developed countries, as well as the support needed and received by developing countries. A key challenge highlighted was the lack of a common definition of climate finance, which complicates consistent reporting; Trinidad and Tobago shared its national efforts to develop a taxonomy to address this issue. The session emphasized the importance of reporting support needs in a comprehensive and quantified manner, even if estimates are indicative and subject to revision, as this strengthens the country's case for resource mobilisation. On capacity building, the discussion highlighted the difficulty of distinguishing training needs from broader institutional capacity gaps, with many countries noting that overburdened technical staff are unable to fully benefit from available training. Participants also identified bureaucratic complexity and lengthy procedures as significant barriers to accessing climate finance and called for simplified, more accessible support mechanisms.





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Day 3: Improvement plans and Outlook to BTR 2

— Thursday, April 3, 2025

Presentation

Facilitating improved reporting and transparency over time: QA/QC Country experiences – Experience from Antigua and Barbuda

Francesco Locatelli (UNEP CCC),
Aaliyah Tuitt (Antigua & Barbuda)

Francesco Locatelli explained the difference between Quality Control (QC) and Quality Assurance (QA), the main components of the QC/QA system and who is responsible for implementing each part of it. It is also emphasized that QC/QA is mainly re-

lated to GHG inventories, but that quality is as important in other parts of the report (i.e. PAMs).

The country experience from Antigua and Barbuda was focused on the countries institutional arrangements for national reporting (NCs, BURs) and how QC/QA are embedded in that system.

During the Q&A session, participants were mostly interested in detail on the management of GHG inventory processes regarding the two different islands and how the QA/QC process worked in detail.

Presentation and Exercise

Finalizing BTR 1

Brittany Meighan Rancharan
(CBIT-GSP)

Brittany Meighan Rancharan repeated some main facts on the BTR 1 process, mentioned challenges of Caribbean SIDS countries and presented a way forward in how to plan and prepare the process internally, shared lessons learnt and recommenda-

tions for the countries that have not yet started to plan the process. Several support tools for planning and implementing the processes were mentioned. Then participants had the opportunity to work on a BTR exercise to familiarize themselves.

Additionally, Elca Wabusya from UNEP presented the different funding options (levels and packages) that are available for the Caribbean countries: Top-up package, combination of BTR and NC and option 3 single BTR with combined BTR and NC.

Questions on the difference between voluntary and flexibility provisions were discussed as well as the implications for developing countries, if they cannot meet the flexibility provisions.

After the Q&A sessions countries were asked to self-evaluate their strengths and challenges regarding BTR finalization:

Bahamas and St. Lucia evaluated institutional arrangements as their biggest strength. Belize, Dominica and Antigua & Barbuda, St Kitts & Nevis, Grenada and St. Vincent & the Grenadines saw Climate Action as their strength, and data management or institutional arrangements as their biggest challenge. Trinidad & Tobago saw data management and collection as their strength. The exercise helped participants to evaluate the status of their situation and to identify aspects they might prioritize to improve and facilitate reporting arrangements in the future.

Presentation

Looking Towards BTR 2: Facilitating improved reporting and transparency over time - identifying areas of improvement for BTR 2

Tibor Lindovsky (UNFCCC)

The last presentation of the workshop focused on the improvement processes over time. Tibor recommended the TER expert training which is available online and for free and showed the current reporting status globally. He explained in detail the areas of improvement in the BTR and common challenges identified through the BTRs that have already been submitted and suggested some areas of improvement and how to use existing processes and support for improvements of BTR 2, i.e. TER, CBIT-GSP, existing tools and guidelines.

During the Q&A session, it was clarified that all BTRs must be reviewed in-country and that Guyana will be the first country of the region to go through the FCMP (during SBSTA 2025) and that the second FCMP 2025 will take place during SBSTA before the COP 30.

Belize also presented briefly on its improvement plans for BTR 1 that is focussing on data and data gaps, i.e. time series, the technical and financial capacity gaps. It was highlighted and the timeline for improvements shall be prioritized because the implementation on time will be monitored as well.

Finally, the time and capacity constraints regarding the timely implementation of TERs were discussed. The UNFCCC Secretariat is hoping to be able to keep the agreed timeframe but implementing it for BTR 1 will be the biggest challenge, also considering the review of the PMGs by 2028. If the BTR 2 will be due without having received the TER, countries are recommended to be transparent about the preparation processes.

Exercise

Mapping the Path Forward: Strategic Actions for Climate Reporting

Viktoria Elisa Zipper (PATPA)

The final exercise of the workshop brought together the country teams once more and they were asked to discuss as a group what their three next concrete steps will be after the workshop.

Grenada will 1) confirm the BTR chapter team leads and members, 2) develop a detailed workplan in collaboration with team leads and 3) conduct working sessions with associated stakeholders for each chapter.

Dominica will 1) complete the GHG Inventory chapter, update the sector tables, 2) put a review panel in place to review the draft BTR 1 and 3) complete the BTR draft report for review by cabinet.

Trinidad & Tobago will 1) develop data collection protocols for AFOLU and waste sector, and the land use mapping, and will 2) familiarize with ETF tools for BTR 2 and Indicators for NDC 3.0 as well as 3) explore training opportunities for sustaining capacity.

Antigua & Barbuda will 1) complete the CRT and CTF tables, 2) finalize the NDC chapter outlines and will 3) focus on lessons-learned for future BTRs.

St. Vincent & the Grenadines will 1) develop a BTR implementation plan with detailed timelines and using the NIR as a starting point, 2) design a CBIT proposal for climate mainstreaming, aligning chapters with national actions and 3) pursue knowledge on ETF and TER training.

The Bahamas will 1) engage consultants to begin drafting the topic, utilizing the same team as for NC4 and NDC update, apply flexibilities where applicable to complete the BTR and 2) extend the training opportunities to local stakeholders and 3) create policies and legislation to make data collection transparent across all sectors.

St. Kitts and Nevis will 1) follow up on getting access to ETF tool, 2) gain relevant paperwork to seek consultancy to assist in the BTR preparation and to build an internal roadmap and 3) to support consultants and project coordinator for data collection and management.



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Belize will 1) prepare a solid improvement plan for BTR 2, 2) continue NDC tracking and develop indicators and making sure the MRV system can address data gaps and inconsistencies and 3) let stakeholders know about TER training.

St. Lucia will 1) start the NDC chapter of the BTR and take a better look at CTF tables; 2) have the BTR team and the NDC team work closer together to draft a joint roadmap for needs assessment and prioritization and 3) draft ToRs for NDC chapter and streamline the data collection process to make it more efficient and not on an ad-hoc basis.

Evaluation and Closing

Main learnings of the workshops and Evaluation

Facilitator:

Joana Vieira da Silva (PATPA)

Joana Vieira da Silva moderated the final evaluation session which included a menti meter survey. Afterwards participants were asked to join in pairs to thank each other and discuss their main take-

aways and impressions of the workshop. To close the workshop, the group stood in a circle and participants could share some view with the whole group.

The mentimeter survey results showed that most participants gave positive feedback on the overall workshop organization and specific sessions. The majority agreed that the workshop fully met their expectations. The majority also agreed that the knowledge and information gained during the workshop will be useful and/or applicable in their work, particularly for NDC and/or BTR. It was also mentioned by the majority that there was enough time for questions and exchange with peers. Some explicitly mentioned the ice breakers as a highlight, others demanded more technical interactive sessions and less presentations. Several participants mentioned the logistical difficulties with flights and the hotel.

Among key take-aways of the workshop, participants mentioned stakeholder involvement, prioritization of mandatory chapters, the use of flexibility measures and how to explain them. Topics that participants wish for in future workshops include adaptation reporting, uncertainty analysis in NIR, deep dive into MPGs, finance, support needed and received.





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Day 4: Caribbean Cooperative MRV Hub Annual Meeting

— Friday, April 4, 2025

The final day was the Caribbean Cooperative MRV Hub (CCMRVH) Annual Meeting, providing a platform for regional experts, government representatives, and international partners to reflect on progress and strengthen collaboration on MRV initiatives.



The day commenced with opening and welcoming remarks from Benise Joseph, Senior Programme Officer of the CCMRVH, followed by P.S. Person Johnson of the Government of Grenada, setting the tone for meaningful discussions on transparency and reporting efforts in the Caribbean. A high-level reflection followed, offering insights into the achievements and challenges faced within the MRV Hub's activities.

Participants then engaged in a session outlining MRV Hub services, programs, and country-specific work, where Member Country speakers shared updates on their national reporting efforts and technical support needs. Presentations were made by The Bahamas, Antigua and Barbuda, and Saint Kitts and Nevis on their national efforts in building their national capacities in Measurement Reporting and Verification, as well as preparing their UNFCCC reports such as NCs, BURs and early preparation for BTRs.

This was complemented by small group discussions, allowing member countries to exchange experiences and priorities regarding MRV implementation, strategies for improving data systems, and lessons learned from past reporting cycles.

The agenda continued with dedicated sessions led by international partners, highlighting opportunities for collaboration, knowledge-sharing, and technical assistance for Caribbean nations.



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Viktoria Elisa Zipper shared the possibility of further future support of PATPA for the MRV Hub Annual meetings and the option to use the Climate Help Desk for short-term support needed. She also referred to several useful knowledge products available on PATPA Website that might be helpful for countries preparing their BTR and updating their NDCs.

Brittany Meighan shared some of the tools and services of CBIT-GSP available for the countries in the region, including the CBIT GSP template for National Inventory Reports, Peer Reviews of transparency reports, as well as the access to direct in country support for targeted capacity needs.

Mayra Santaella from UNFCCC RCC shared the regional activities conducted by the RCC for Caribbean countries.

Lee Nelson from Climate Smart Agriculture Initiative of New Zealand presented the regional initiative about to launch in the Caribbean to support agriculture experts.

A forward-looking discussion on the MRV Hub's future outlook provided insights into upcoming initiatives and regional efforts to enhance climate transparency.

The afternoon featured a networking session, enabling participants to establish connections, strengthen partnerships, and explore potential joint initiatives for advancing MRV processes in the region.

The discussions and engagements throughout the day reinforced the commitment to capacity-building, regional cooperation, and institutional strengthening, ensuring that Caribbean countries remain well-equipped to meet their transparency commitments under the Paris Agreement.



Annex 1: Agenda

Time	Session	Speaker
Day 1: The Biannual Transparency Report (BTR)		
Morning	Opening and formal welcome	Host countries and organizers
	Getting to know each other Objectives and purpose of the workshop	Facilitator: Molly White (GHGMI)
	Interactive Quiz Session	Facilitator: Molly White (GHGMI) Quiz: Joana Vieira da Silva (PATPA)
Late Morning	Presentation on Highlights of Linkages between BTRs and NDCs	Facilitator: Molly White (GHGMI) CBIT-GSP: Brittany Meighan Rancharan
	Panel discussion on where countries stand with their BTR preparation and NDC updating, sharing experiences, linkages, challenges, and lessons-learned	Facilitator: Benise Joseph (CCMRVH) Guest speakers: Grenada- Titus Antoine Saint Lucia – Jermaine Descartes Trinidad and Tobago – Kishan Kumarsingh
Lunch		
Afternoon	Introduction to ETF reporting tools	Facilitator: Viktoria Elisa Zipper (PATPA) Energizer: Joana Vieira da Silva (PATPA) UNFCCC: Tibor Lindovsky
	Hands-on exercises on using GHG inventory reporting tool including interoperability with IPCC software	Facilitator: Viktoria Elisa Zipper (PATPA) UNFCCC: Tibor Lindovsky
Afternoon Coffee Break		
Late Afternoon	Reflection and feedback on the day	Facilitator: Viktoria Elisa Zipper (PATPA)
End of Day 1		

Time	Session	Speaker
Day 2: Technical Expert Review (TER)		
Morning	Overview of CBIT GSP's Review of BTRs in 2024 and self-assessment tools available	Facilitator: Molly White (GHGMI) UNEP CCC: Francesco Locatelli
	Overview of review process	Facilitator: Molly White (GHGMI) CGE: Federico Grullon, Fazle Rabbi Sadeque Ahmed



Time	Session	Speaker
	Morning Coffee Break	
Late Morning	Practical Exercise for demo of TER	Facilitator: Molly White (GHGMI) CGE: Federico Grullon, Fazle Rabbi Sadeque Ahmed Everyone – process explained by facilitator
	Lunch	
Afternoon	Deepening understanding of Transparency Issues in an open space (Round 1 and 2)	Facilitator: Viktoria Elisa Zipper (PATPA) Energizer: Joana Vieira da Silva (PATPA) Table Leads stations as participants move around with thematic questions: - ETF Tools: Tibor Lindovsky/Federico Grullon - NDC Tracking (CTFs): Benise Joseph/Francesco Locatelli
	Afternoon Coffee Break	
Late Afternoon	Deepening understanding of Transparency Issues in an open space (Round 3 and 4)	- GHG Inventory: Molly White/Brittany Rancharan - Support (FTC): Joana Vieira da Silva
	Main learnings of today, wrap up and outlook of day 3	Facilitator: Viktoria Elisa Zipper (PATPA)
	End of Day 2	

Time	Session	Speaker
Day 3: Improvement plans and Outlook to BTR 2		
Morning	Facilitating improved reporting and transparency over time: QA/QC Country experiences	Facilitator: Molly White (GHGMI) UNEP CCC: Francesco Locatelli Country: Antigua & Barbuda
	Morning Coffee Break	
Late Morning	Finalizing BTR 1	Facilitator: Molly White (GHGMI) CBIT-GSP: Brittany Meighan Rancharan
	Looking Towards BTR 2: Facilitating improved reporting and transparency over time: identifying areas of improvement for the BTR 2	Facilitator: Molly White (GHGMI) UNFCCC: Tibor Lindovsky
	Lunch	



Time	Session	Speaker
Afternoon	Deepening understanding of Transparency Issues in an open space (Round 1 and 2). Mapping the path forward: Strategic Action for Climate Reporting.	Facilitator: Viktoria Elisa Zipper (PATPA) Energizer: Joana Vieira da Silva (PATPA) Table Leads stations as participants move around with thematic questions: - ETF Tools: Tibor Lindovsky/Federico Grullon - NDC Tracking (CTFs): Benise Joseph/Francesco Locatelli
	Afternoon Coffee Break	
Late Afternoon	Deepening understanding of Transparency Issues in an open space (Round 3 and 4). Main learnings of the workshop, evaluation, closing.	- GHG Inventory: Molly White/Brittany Rancharan - Facilitator: Joana Vieira da Silva
	End of Day 3 and the Workshop	

Time	Session	Speaker
Day 4: Caribbean Cooperative MRV Hub Annual Meeting		
Morning	Opening and Welcoming remarks	CCMRVH, Government of Grenada
	MRV Hub High-Level Reflection	CCMRVH
	Morning Coffee Break	
Late Morning	MRV Hub Services, Programmes and Country Specific Work	Member Country speakers
	Country Experience and Priorities (Small Group Session)	CCMRVH Member Country Speakers
	Lunch	
Afternoon	Country Experience and Priorities (Small Group Session) *continued	CCMRVH Member Country Speakers
	International Partners sessions	Partners
	MRV Hub Future Outlook and Opportunities for Collaboration	CCMRVH
	Afternoon Coffee Break	
Late Afternoon	Networking Session	Participants
	End of Day 4	

Annex 2: Participant List

Name	Country / Institution	Role
Aaliyah Tuitt	Antigua & Barbuda	Participant
Ambassador Kennedy Roberts	Grenada	Participant
Anik Jarvis	Antigua & Barbuda	Participant
Camesha Wilburgh	The Bahamas	Participant
Chris Joseph	Grenada	Participant
Edgar Hunter	Dominica	Participant
Janeel Miller-Findlay	Saint Vincent & The Grenadines	Participant
Jermaine Descartes Missole	Saint Lucia	Participant
Kelsie Garbutt	Belize	Participant
Kishan Kumarsingh	Trinidad & Tobago	Participant
Lievorn Fontenelle	Saint Lucia	Participant
Loren Yearwood	Saint Kitts & Nevis	Participant
Nafesha Richardson	Saint Vincent & The Grenadines	Participant
Naomi Telesford	Grenada	Participant
Norlesha Martin	The Bahamas	Participant
Norma Anthony	Dominica	Participant
Onika Benn	Saint Lucia	Participant
Peron Johnson	Grenada	Participant
Reene Smith	Grenada	Participant
Sade Hanley	Saint Kitts & Nevis	Participant
Shurman Brown Francis	Saint Lucia	Participant
Sue Ann Ramnarine	Trinidad & Tobago	Participant
Tara Francis	Grenada	Participant
Terah Antoine	Grenada	Participant



Name	Country / Institution	Role
Titus Anotine	Grenada	Participant
Ahyana Bowen	CCMRVH	Facilitator
Benise Joseph	CCMRVH	Facilitator
Brittany Meighan	UNEP-CCC	Facilitator
Francesco Locatelli	UNEP-CCC	Facilitator
Jason Williams	UNEP-RCC	Facilitator
Joana Vieira da Silva	PATPA	Facilitator
Kalifa Phillip	CCMRVH	Facilitator
Kavita Gunness	CCMRVH	Facilitator
Mayra Santaella	UNFCCC RCC- St George	Facilitator
Molly White	CCMRVH/GHGMI	Facilitator
Fazle Rabbi Sadeque Ahmed	UNFCCC-CGE	Facilitator
Federico Grullon Gallopin	UNFCCC-CGE	Facilitator
Tibor Lindovsky	UNFCCC	Facilitator
Viktoria Elisa Zipper	PATPA	Facilitator
Aria St. Louis	Grenada	Observer
Elca Wabusya	UNEP	Observer
Emily Dovell	Grenada	Observer
John Jogie	Grenada	Observer
Juelia Frederick-Williams	Grenada	Observer
Lee Nelson	New Zealand Agricultural GHG Research Centre	Observer
Nicolas Costa	Global Research Alliance on Agricultural Greenhouse Gases	Observer
Quianna Watson	RCC Caribbean	Observer
Shanna Emmanuel	CCMRVH - Board Member	Observer



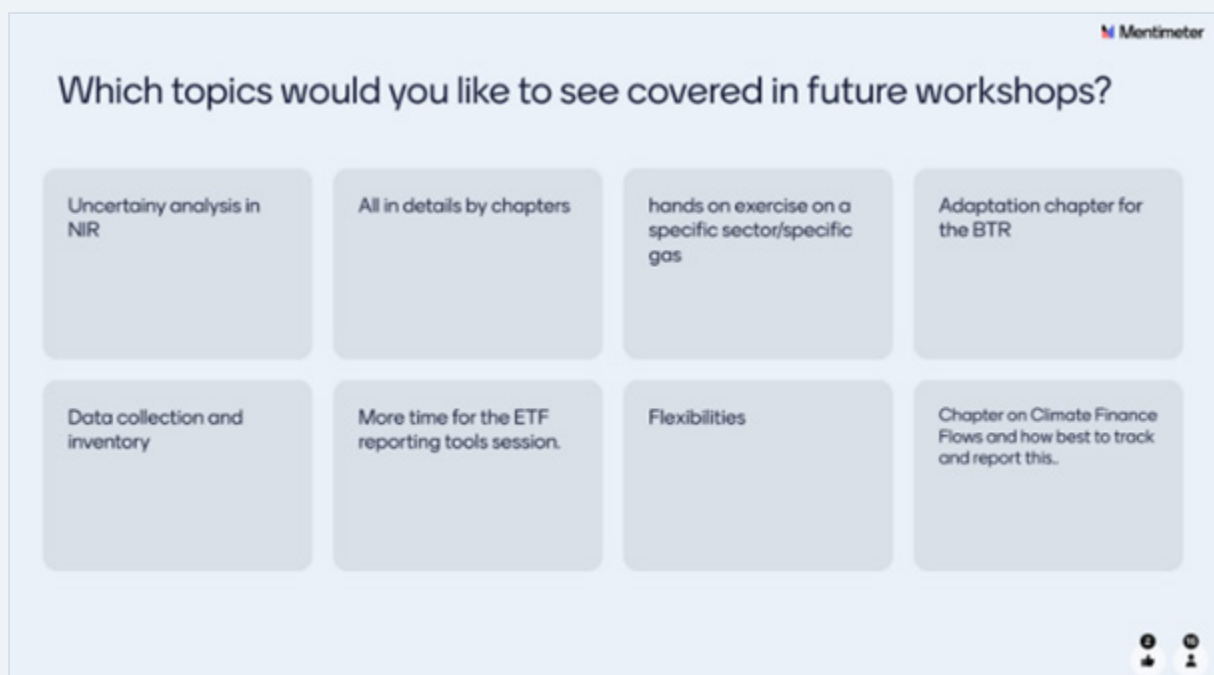
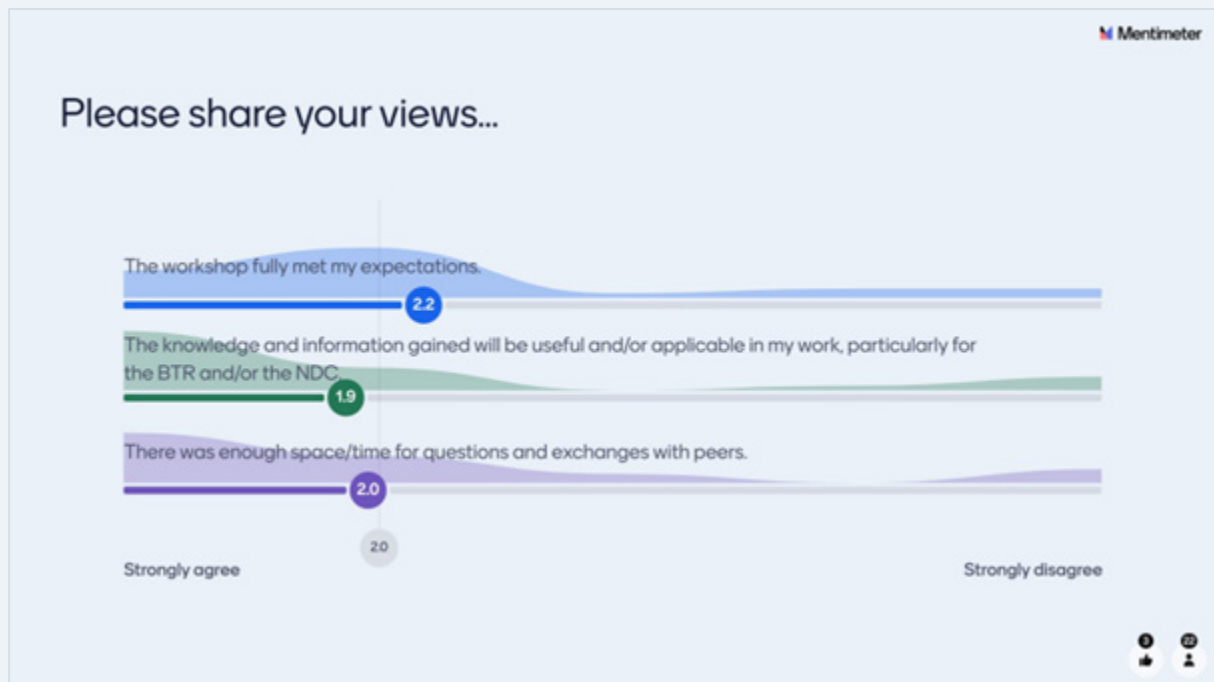
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Annex 3: Evaluation





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Mentimeter

Which topics would you like to see covered in future workshops?

Support Needed and Received

How to select the correct target in the ETF tool for the indicator being completed that is not otherwise clear in the NDC document.

Advanced technical training on data analysis and MRV methodologies, deeper insights into sector-specific challenges in GHG inventory and NDC implementation.

Sector specific hands on experience in IPCC (AFOLU and Waste), uncertainty analysis, ETF reporting tool

1. Data Collection and Analysis 2. Training for reporting the different chapters

Preparing the qualitative aspects of the reports Linking the BTR report with the SDG's

Deep dive into the MPGs.

More scenarios like engaging the experts for clarifications on the reports submitted



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