



Food and Agriculture Organization
of the United Nations

2019

Inception phase of the “Global capacity building towards enhanced transparency in the AFOLU sector (CBIT-AFOLU)” project

REPORT

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Acronyms

AFOLU	Agriculture, Forestry and Other Land Use
CBIT	Capacity Building Initiative for Transparency
COP	Conference of the Parties
ETF	Enhanced Transparency Framework
GEF	Global Environmental Facility
NDCs	Nationally Determined Contributions
M&E	Monitoring and Evaluation
MICCA	Mitigation of Climate Change in Agriculture Programme
MPGs	Modalities, Procedures and Guidelines
MRV	Measuring, Reporting and Verification
PSC	Project Steering Committee
TAG	Technical Advisory Group
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention for Climate Change

1. Background

The Paris Agreement was adopted at the Twenty-First Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC) and entered into force on November 4, 2016. This landmark agreement aims to strengthen the global response to the threat of climate change and requires all Parties to establish robust measuring, reporting, and verification (MRV) systems and to communicate their efforts to the UNFCCC. Article 13 of the Paris Agreement provides for this process, establishing an Enhanced Transparency Framework (ETF) for tracking country progress in the implementation of Nationally Determined Contributions (NDCs). Upon request of the COP, the Capacity Building Initiative for Transparency (CBIT) fund was established by the Global Environmental Facility (GEF) to build institutional and technical capacity for reporting compliant to the ETF.

COP24 took transparency a step further with the adoption of the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement, which introduced new rules for countries to implement by 2024.

In the MPGs, the COP *“urges and requests the Global Environment Facility to support developing countries in preparing their first and subsequent biennial transparency reports (BTR)”* and *“requests the GEF to continue to support the operation of the Capacity-building Initiative for Transparency”*.

FAO, as GEF implementing agency, is supporting several countries to access CBIT funds to design national projects aimed at accomplishing the ETF with strengthened agriculture and land use sectors, including inventories of greenhouse gases (GHG) emissions from sources and removals from sinks, and information to track progress against priority actions identified in the NDCs for these sectors. Furthermore, FAO, through the Mitigation of Climate Change in Agriculture (MICCA) Programme, is leading the “Global capacity-building towards enhanced transparency in the Agriculture, Forestry and Other Land Use (AFOLU) sector” project that will serve as an umbrella for all national CBIT-AFOLU projects. This report provides a description of the inception phase of the global CBIT-AFOLU project.

2. Project Inception Phase

The inception phase of the project entails three meetings:

- First Technical Advisory Group Meeting;
- Informal CBIT Agencies Coordination Meeting, with a session on Agriculture Sectors; and
- First Project Steering Committee Meeting.

The First Technical Advisory Group (TAG) meeting was held on 12 March 2019, to raise awareness of the project activities among FAO technical experts (see Annex I – Agenda). The key objectives of the meeting were:

- Reviewing institutional roles and responsibilities among FAO actors;
- Kicking off the project and planning future activities; and
- Finalizing the first year annual work plan, budget and project-monitoring plan.

The Technical Advisory Group consists of FAO technical experts (see Annex I – List of invited participants) who will be involved in the implementation phase of the project to ensure the overall technical quality of project outputs, such as tools, methods and guidelines.

The Informal CBIT Implementing Agencies Coordination meeting took place in Rome (Italy) on 21 May 2019 organized by the GEF (see Annex II – Agenda). The aim of the meeting was to bring together the implementing agencies of CBIT-supported projects to discuss early lessons learned and emerging challenges in the implementation of national CBIT projects and modalities to enhance collaboration with the Global CBIT Platform and other transparency partners. In addition, this meeting also offered an opportunity global CBIT-AFOLU project to raise awareness among the other implementing agencies of the objectives of project and strengthen coordination on transparency efforts in the agriculture sector.

Finally, the First Project Steering Committee (PSC) meeting took place at FAO HQs in Rome (Italy) on 24 May 2019 (see Annex III – Agenda). The meeting aimed to bring together all actors that were identified as part of the PSC in order to review and adopt several project decisions, such as workplan, budget and PSC terms of reference.

In order to create synergies with the on-going transparency-related activities, both the CBIT Agencies Coordination and the First Project Steering Committee meetings were held back-to-back with the Third Workshop on the CBIT Global Coordination Platform that took place in Rome on 22-23 May 2019.

3. Project objective and expected outputs

The main objective of the inception phase is to raise awareness on the CBIT-AFOLU global project objectives and outputs amongst the different stakeholders – FAO technical experts, CBIT implementing agencies, relevant institutions and country representatives – participating in each of the three meetings.

The overall project objective is to *“strengthen developing country technical and institutional capacity, through a coordinated dissemination of knowledge, to meet enhanced transparency framework requirements when implementing priority actions for achieving their respective NDCs in the AFOLU sector”*.

The project comprises three components:

- Component 1: Supporting developing countries to strengthen their capacity to establish and sustain the institutional arrangements needed to respond to the ETF requirements and improve decision-making processes

- Component 2: Building developing countries' technical capacity to establish robust systems to measure, report and verify GHG emissions and removals, and to monitor and evaluate adaptation actions in the AFOLU sector in accordance with the ETF.
- Component 3: Sharing knowledge and improving coordination amongst global transparency practitioners to sustain and scale up institutional and technical capacity improvements in the AFOLU sector.

The implementation of activities under each component will allow the global CBIT-AFOLU project to deliver a combination of:

- 1) stand-alone tools, hereinafter referred to as *ETF-enhanced* Global Products, designed to help countries to overcome the challenges posed by the ETF in the agriculture sectors;
- 2) pilot actions aimed at validating and refining the tools while stimulating country-level capacities to comply with ETF in the agriculture sectors;
- 3) knowledge and tool dissemination across a wide range of platforms and networks and coordination with other transparency practitioners to ensure broad outreach.

4. Summary of the First Technical Advisory Group Meeting

The meeting participants were briefly informed of the importance of transparency in the context of the UNFCCC and the Paris Agreement as well as FAO work in recent years to help countries overcome the challenges faced in complying with the ETF requirements in the agriculture sectors.

A short description of the objectives of the meeting, an overview of the GEF and, in particular, of the CBIT mechanism was presented, including eligible activities and support options for CBIT projects, such as: strengthening national institutions; provision of tools, related assistance, training; assistance in transparency improvement. As of March 2019, five implementation agencies (FAO, UNEP, UNDP, Conservation International and the Inter-American Development Bank) successfully submitted 45 CBIT projects, four of which are global (two from UNDP and UNEP-DTU for the CBIT Global Coordination platform and two from FAO, namely CBIT-AFOLU and CBIT-Forest) while the remaining projects operate at national level. Around 63 million USD of GEF budget was allocated to these projects, largely in Latin America and Africa. FAO is the third implementing agency in terms of number of projects and funds raised, mostly in Asia. Although small-sized (approximately 1 million USD each), these CBIT projects are extremely relevant to FAO as part of the implementation of its Climate Change Strategy.

The importance of intervening in the agriculture sectors within the CBIT framework was clarified. The AFOLU sector is the second largest driver of GHG emissions worldwide, while also being the one requiring more technical capacity, data collection and attention due to the complex methodologies employed to assess sectoral greenhouse gas (GHG) fluxes and the impact of mitigation actions. Therefore, FAO has a crucial role to play in CBIT interventions.

FAO work on CBIT in Asia was then illustrated. In June 2016, an assessment of countries' capacities on MRV and M&E was carried out in order to identify the need for national CBIT projects. The assessment took place during the workshop "On the road to enhanced transparency for NDC Implementation" held in Bangkok in collaboration with several resource partners. During the workshop, a number of difficulties to address ETF were identified, including lack of knowledge and capacity, tools and data to carry out their MRV and M&E activities. In light of these difficulties, a roadmap for Asian countries was elaborated to ensure that more attention was paid to the agriculture sectors and better coordination would be established. Consequently, national projects were designed, comprising three components: institutional arrangements, transparency in mitigation and transparency in adaptation.

An overview of FAO HQ work on transparency followed. The Global CBIT-AFOLU project was presented, explaining the objective, components and the expected outcomes. In addition, the project will also provide an umbrella for national CBIT-AFOLU projects to enhance capacity and strengthen coordination with other CBIT implementing agencies to ensure a wider uptake of knowledge in relating to the agriculture sectors.

The Global CBIT-AFOLU project foresees to work with at least 10 pilot countries. The pilot country selection was carried out through an assessment on 158 countries based on a set of identified criteria (e.g. contribution of AFOLU to their overall NDC objectives, AFOLU GHG emissions and removals, number of UNFCCC reports). The top 20 ranked countries were pre-selected as pilot candidates. The pilot candidate countries were then contacted and, based upon their interest and responses, the first ten respondents were selected.

Afterwards, a presentation on the recently approved MPGs was given, focusing on their structure and differences with existing rules in terms of transparency requirements. As a result of the introduction of stricter guidelines, the interest of countries in being supported in the reporting and transparency process will likely increase.

Following the presentation on the MPGs, the discussion focused on the objectives and main outputs of the Global CBIT-AFOLU, to better clarify the scope of the interventions and activities to be undertaken as well as the project's institutional framework, including composition and role of the main bodies such as the TAG. Finally, the workplan and the budget were presented, highlighting the expected milestones and the large portion of the project's budget being reserved for training events and for the revision or development of the *ETF-enhanced* Global Products (Consultant budget line).

Afterwards, an overview of the main *ETF-enhanced* Global Products to be produced/improved under the project were outlined:

- (i) NDC navigator: A tool that will allow users to navigate the different components of countries' NDCs at national and aggregated level, with a closer look at the agriculture sectors;

- (ii) AFOLU NDC tracking: A tool that will allow users to track NDC implementation in the AFOLU sector through quantitative and qualitative indicators;
- (iii) AFOLU MRV Guidance: A document to guide stakeholders in the measuring, reporting and verification process of mitigation actions in the AFOLU sector;
- (iv) AFOLU Accounting Guidance: A document that will help users in accounting emissions and removals in the AFOLU sector, including information on how to set up a baseline scenario and how to account for natural disturbances and for HWP;
- (v) E-learning on “Sustainable National GHG Inventory” (ELC): A learning curriculum offering an overview of National GHG Inventory process and its technical implementation for the AFOLU sector. The project will disseminate it among countries and gather their feedback while working to the update integrating ETF requirements and 2019 IPCC refinements;
- (vi) Land Representation Matrix: A tool that will be built upon Collect Earth for an easier development of land representation and its matrix and therefore facilitate the elaboration of inventory of GHG emissions for the FOLU sector;
- (vii) QA/QC tool: A tool that allows the comparison of national GHG inventory data for the AFOLU sector under UNFCCC with data from the FAOSTAT Emissions Database. The project will update with the latest UNFCCC submissions;
- (viii) Ex-Act: A tool designed to support project designers to estimate (ex-ante) and prioritize project activities with high benefits in economic and climate change mitigation terms. The project intends to contribute to its update to the 2019 IPCC refinements;
- (ix) GLEAM: A tool designed to estimate GHG emissions from livestock project activities with high benefits in economic and climate change mitigation terms. The project intends to contribute to its update to the 2019 IPCC refinements.

After this series of presentations, an open discussion with the TAG took place. First, it was clarified that the list of Global Products presented is not binding, but only an initial roadmap on which the TAG can build and engage. The Forestry division, in charge of the development and implementation of the Global CBIT-Forest, expressed the willingness to contribute to the expansion of the ELC to forest-related lessons as well as continue the coordination on the pilot countries identified. The Collect Earth team, in the CBC division, expressed interest in the MRV and M&E tools, while the Ex-Act team conveyed their interest in finding synergies to improve the tool according to the new ETF requirements. The NAP-Ag team also expressed interest in the project with particular regard to the M&E tools given the work done in this field.

Furthermore, it was expressed the willingness to enhance collaboration among all TAG members and the need for more coordination in order to make the best use of resources and optimize the coverage of countries as well as the dissemination of knowledge. Of particular interest was the intervention of the “Global strategy to improve agricultural and rural statistics” that illustrated an innovative survey toolkit, called Agricultural Integrated Survey (AGRIS), to help countries

establish an integrated and cost-effective programme of agricultural surveys. The MICCA Team has been already collaborating with this programme in the past, defining the Environment Module of AGRIS and creating synergies for the Cambodia national CBIT-AFOLU project. Indeed, data collection and sharing are the most critical steps for a sustainable monitoring system and proper attention should be paid to support countries in improving this component.

The workshop was concluded by inviting all participants to maintain the discussion open through bilateral meetings and to enhance collaboration identifying specific joint activities to be carried out under the project.

5. Summary of the Informal GEF CBIT Implementing Agencies Meeting

Taking advantage of the [Third Global Coordination Meeting and Technical Workshop on CBIT](#), the GEF organized an informal coordination meeting on the CBIT with the GEF Implementing Agencies involved to date, namely FAO, UNDP, UN Environment Conservation International, Inter-American Development Bank.

The main topics were as follows:

- Early lessons learned in the implementation of national CBIT projects to inform future CBIT proposal design.
- Emerging challenges in national CBIT project implementation and coordination on the ground.
- Enhancing collaboration and active participation on the Global CBIT Platform.
- Enhancing coordination with other transparency partners.

In addition, as the global CBIT-AFOLU project has begun implementation, this meeting also offered an opportunity to raise awareness among the other agencies on the main objective, components and modalities of the FAO global and national projects; and to strengthen coordination and enhance synergies and visibility of transparency efforts in the agriculture sectors. Ahead of this meeting, FAO circulated a survey to the CBIT implementing agencies named above to assess country interest in enhancing transparency in the agriculture sector and the agencies willingness to collaborate with the global CBIT-AFOLU project in addressing country needs.

The expected key outcomes of such coordination were:

- Identify the national CBIT projects with a specific interest in the agriculture sectors;
- Determine the most suitable cross-agency coordination mechanism; and
- Find opportunities to share knowledge on FAO Global CBIT-AFOLU project activities and results in the framework of the CBIT Global Coordination Platform.

During the meeting, FAO delivered a presentation explaining the overall support that it is providing to countries to address transparency and, in particular, the global CBIT-AFOLU project.

The main project objective, the three components (institutional arrangements, mitigation and adaptation, and dissemination/coordination) and the actual modalities to achieve project results were described (as in Section 3). The results of the survey were presented showing a large number of countries with interest in the agriculture sectors: out of 42 national CBIT projects, 34 were assessed by the agencies to contain this attention, including the seven FAO projects. Most of the projects (65 percent) address mitigation (and MRV), followed by the institutional arrangements. None of the projects contains concerns on adaptation and M&E in the agriculture sectors. The main issues to be addressed under CBIT projects were identified in the data collection, Tier 2 emission factors and 2006 IPCC guidelines.

The meeting allowed to exchange among the implementing agencies Stakeholders on possible modalities to lay out the foundation of a cross-agency coordination mechanism in the agriculture sectors to avoid duplication of actions and ultimately ensure that knowledge gained through global and national-level projects is shared among practitioners worldwide while implementing a coherent framework of discussion on transparency-related issues. Such modalities may include: regular meetings, co-organization of capacity building events and possibly written agreements will. In this regard, the already long-term collaboration between FAO and the Partnership on Transparency in the Paris Agreement (PATPA) was described as an example of efficient coordination to support countries to address the ETF.

The Initiative for Climate Action Transparency (ICAT) demonstrated interest in coordinating activities in China, where FAO initiated a dialogue mostly to enhance country capacity in the use of the 2006 IPCC guidelines in the Land Use, Land Use Change and Forestry and ICAT is designing a broader support in the other sectors.

A bilateral discussion took place with Conservation International, as FAO consultant provided support in the initial activities in Kenya. Indeed, both agencies have a focus on the agriculture sector in the national CBIT project. A broader potential collaboration should be envisaged: an initial proposal was to set-up a joint call to provide a clear vision of the main activities and to optimize the collaboration.

Finally, a discussion with UNEP-DTU, in charge of the CBIT platform development, was carried out to provide feedback and identify the most efficient modality to reflect the activities of the [Global CBIT-AFOLU project in the platform](#), ensuring visibility and opportunities for the pilot countries to be exposed to the transparency network.

6. Summary of the First Project Steering Committee Meeting

The Project Steering Committee (PSC) was set up to provide oversight of and coordinate the planning of the FAO Global CBIT-AFOLU project. The PSC is the policy setting body for the Project and the ultimate decision making body for the achievement of the Project's objectives. The PSC is responsible for providing general oversight of the execution of the Project and for ensuring that all activities agreed upon under the GEF Project Document are adequately prepared and

carried out. The First Project Steering Committee Meeting brought together its members, which consist of representatives of GEF-Secretariat (CBIT), UNFCCC (Transparency), CBIT Global Coordination Platform, FAO CBIT-AFOLU National projects and FAO Global CBIT-AFOLU pilot countries (see Annex III – List of external participants).

The PSC meeting was chaired by Mr Bernoux, project Lead Technical Officer (LTO) and member of the Project Management Unit (PMU – FAO Climate and Environment Division). The participants were welcomed by FAO senior officers raising awareness on the importance of the agriculture sectors in the climate change context, not only as an opportunity to mitigate but also to enhance the adaptive capacity and resilience of smallholder farmers. In addition, it was pointed out that the use of CBIT funds sit within the bigger context of FAO’s work overall with GEF. FAO has been a full-fledged GEF Agency since 2006. Since then, FAO portfolio has grown from zero to over USD 900 million in grant funding for over 150 projects – supporting transformational change in the critical nexus between agriculture and the environment.

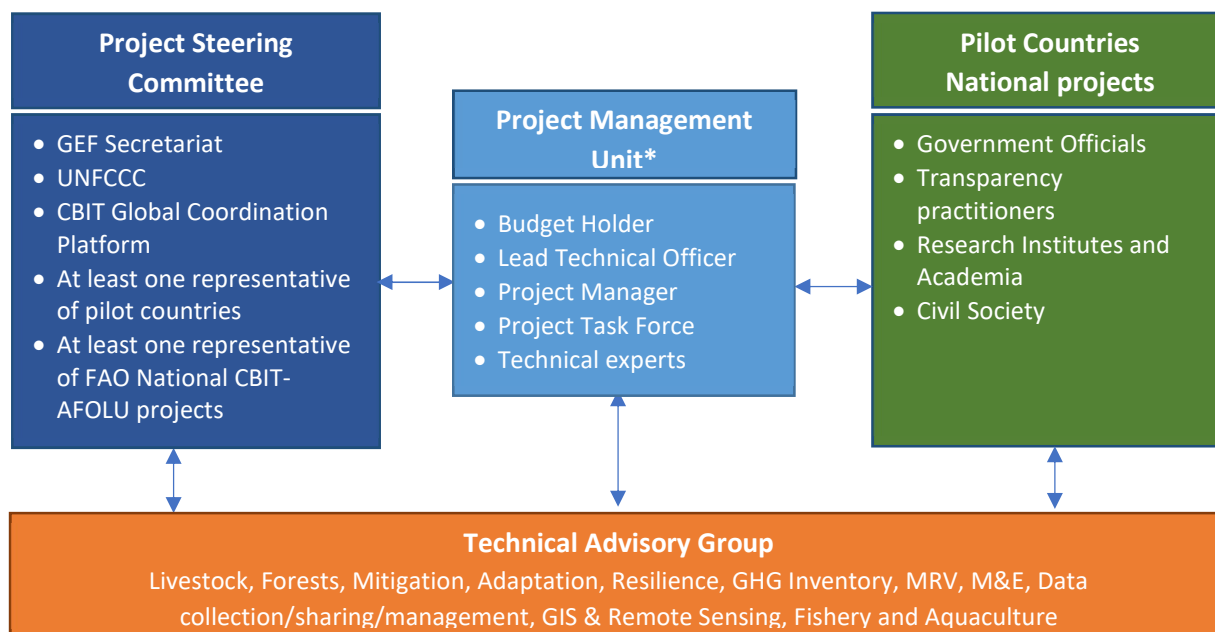
The chairperson presented the agenda of the meeting, which included the following main points:

- Presentation of the overall FAO CBIT-AFOLU Programme, with an emphasis on the global project, in terms of objective, components and main outputs;
- Progress of the global project activities and definition of the institutional framework and implementation arrangements;
- Review of the Annual Work Plan and Budget;
- Establishment of the PSC and definition of the Terms of Reference (ToR).

The project manager described the FAO CBIT-AFOLU programme, with the support of the climate change officer -as well as Lead Technical Officer of the National CBIT-AFOLU projects- from the FAO Regional Office for Asia and the Pacific, in order to share the CBIT experience in Asia.

The main project activities were illustrated: the assessment of the candidate pilot countries, the identification of the pilots, and the inception phase, as described in this document. UNDP, representing the CBIT Global Coordination Platform, raised the concern that the lack of data in the AFOLU sector, and consequently GHG estimates, is the principal issue in many developing countries in order to assess impact and opportunities. In response to this remark, FAO illustrated the ongoing effort to assess the existing AFOLU GHG emissions and removals by looking at Biennial Update Reports (BURs), National Communications (NCs) and National Greenhouse Gas Inventories (NGHGs) and the targets and policies and measures in the AFOLU sector from the NDC. This information was used as criteria to identify the shortlist of the candidate pilot countries. Interest was raised on the full assessment that was carried out.

The implementation arrangements of the project was illustrated. A few comments were provided by UNFCCC to ensure that MRV and M&E experts were included in the TAG. The agreed final structure is in the figure reported below:



** the PMU is sitting in the FAO Climate and Environment Division*

Based on the information presented, Senegal indicated the need to establish a MRV system in the AFOLU sector and inquired on the possibility to receive support under the project. FAO clarified that strengthening and institutionalizing the MRV system is one of the main objective of the project. Papua New Guinea (PNG) shared their experience of using the national CBIT-AFOLU project to establish a specific unit within its institutional arrangements to strengthen the AFOLU sector in their existing MRV system.

A presentation and discussion of the workplan followed. The workplan from the project document was illustrated for the coming three years, following the structure of the logical framework. The GEF Secretariat requested to receive more detailed information on forthcoming six-month activities, including also administrative actions: in this regard, it was suggested to ensure the distribution of a detailed workplan for forthcoming 6-12 months prior the future PSC meetings. The main activities for the year 2019 were then described. Firstly, the project intends to reach out the pilot country focal points and carry out a survey through which had better understanding of individual countries' needs and priorities to design the individual workplan of the CBIT-AFOLU activities. Indeed, FAO will provide guidance based on the assessment done for the project, but each country will have to customize the workplan to its own policies and roadmap. Secondly, a few candidate pilot countries require follow-up discussions in order to confirm their participation in the global project. Thirdly, a few tools will be revised and the main changes for addressing ETF identified.

Several questions were raised by country participants. PNG asked if the project envisages having specific experts for each country. FAO informed the audience that it intends to assign countries to specific officers based on countries' needs and on the officers' expertise. The idea of drafting a list of consultants based on language skills and expertise was then taken into consideration and

participants were also informed of the possibility to be put in touch with FAO Regional Offices' Climate Change Focal Points. Mongolia expressed its concerns about the global project developing several tools rather than providing technical guidance to countries. However, FAO reassured that tools are the main instruments to achieve the ultimate goal of the project that is to support countries in the improvement of their transparency framework.

PSC members were then welcomed to adopt the workplan bearing in mind that at the next PSC meeting it will be possible to discuss the success of the activities in tackling countries' needs and eventually review the plan according to feedbacks. The workplan was adopted.

After the budget was presented and approved, and a discussion on the PSC's Terms of Reference (ToR) followed. A few points were immediately raised and easily addressed. A more elaborated one was on the language. Some of the members requested to have the ToRs translated in French. The request was taken into consideration, offering to provide an unofficial translation. For this main reason, the PSC decided to adopt the ToR at a later date, after the modifications will be implemented according to the inputs collected and the translation provided. The updated ToR were then approved following their circulation by e-mail (see Annex IV).

The last point addressed during the meeting was the definition of modalities for future ETF activities. UNDP raised the issue of the use of virtual courses, asking participants if they were aware of the new courses on GHG Inventory launched by the UNDP Secretariat. Only three countries were aware of the existence of these courses. A discussion on the viability of this type of material followed.

Senegal shared its experience on the use of this type of material. First, it was highlighted that courses are often only available in English, while most of the West African countries are French speaking. Furthermore, virtual courses usually cannot be downloaded due to widespread low bandwidth. Zimbabwe shared the same concerns, stating that if courses could be downloaded, it would be easier to follow them. FAO took the opportunity to promote the courses on "[The national greenhouse gas inventory for agriculture](#)" and "[The national greenhouse gas inventory for land use](#)" of the e-learning series "Building a sustainable national greenhouse gas inventory for Agriculture, Forestry and Other Land Use", fully downloadable from the [FAO E-learning Centre](#). However, Zimbabwe also stressed that even though virtual courses represent a viable solution for knowledge dissemination, in-country sessions are usually more effective. Mongolia pointed out that it should also be taken into consideration that GHG inventories and MRV systems in the AFOLU sector are quite new topics for most countries. Mongolia, for example, had issues of low success rate also with attended seminars, not only with virtual courses. UNDP stated that, based on their experience, virtual courses have low success rate and it was asked to UNFCCC, as it is offering similar courses, about their experience. UNFCCC replied that by now results of this activity were still not available. Therefore, the PSC indicated that virtual courses should not be dismissed but complemented with in-country technical support.

GEF inquired on how and if FAO is going to carry out an assessment to identify on-going activities in countries to avoid overlapping. It was clarified that an assessment of AFOLU-related ETF activities will certainly take place in the pilot countries. Furthermore, the event on coordination with the other CBIT implementing agencies, described above, was the first attempt to better understand the on-going country activities and type of provided support in order to complement and create synergies.

Senegal asked if the project is going to address also the collection of data, especially with regard to different agencies and projects requiring data of different nature. FAO clarified that one of the aims of the project is to support countries in finding ways to optimize their data collection for different purposes.

Finally, countries and members of the PSC were invited to contact the MICCA Team for any comments or suggestions. The meeting was concluded inviting all participants to maintain the discussion open and enhance collaboration identifying specific activities to be carried out under the project.

7. Conclusion

The three meetings described above concluded the inception phase of the Global CBIT-AFOLU project. In the coming months, several activities are foreseen aiming to:

- Discuss internally with FAO TAG members on the modalities and tools to be designed, revised and improved (i.e. ad-hoc project presentation to the AGRIS team, monthly meeting with the forestry officers in charge of CBIT-Forest project);
- Identify pilot country priorities to enhance country capacity and design a workplan for the support, through surveys and bilateral discussions;
- Enhance the collaboration with other implementing agencies and initiatives working on transparency-related issues (i.e. FAO-PATPA exchange program, co-organized transparency events, improvement of the Global CBIT-AFOLU page in the CBIT Global Coordination Platform).

Annex I – Technical Advisory Group Meeting

The meeting was held at FAO HQs in Rome (Italy) on 12 March 2019.

Agenda

Time	Session	Speaker
9.00 – 9.15	Opening session <ul style="list-style-type: none"> ▪ Welcome remarks and official opening 	<i>Martial Bernoux</i>
9.15 – 9.45	Introductions <ul style="list-style-type: none"> ▪ Introduction and scope of the meeting ▪ GEF Capacity Building Initiative for Transparency (CBIT) ▪ FAO support on AFOLU sector – CBIT global and national 	<i>Martial Bernoux Yurie Naito Mirella Salvatore Beau Damen</i>
9.45 – 10.15	Presentations <ul style="list-style-type: none"> ▪ Outcomes of COP24 on the Modalities, Procedures and Guidelines ▪ Project overview <ul style="list-style-type: none"> ○ Background, objectives and components ○ Roles and responsibility of Project Bodies ○ Workplan and Budget 	<i>Martial Bernoux Mirella Salvatore</i>
10.15 – 10.30	<i>Coffee break</i>	
10.30 – 11.00	<ul style="list-style-type: none"> ▪ Reporting tools for transparency in the AFOLU sector 	<i>Sandro Federici Esther Mertens</i>
11.00– 12.15	Open discussion <ul style="list-style-type: none"> - Start-up and future planned activities; - Opportunities for collaboration - The first year AWP/B and the project monitoring plan 	<i>All</i>
12.15 –12.30	Wrap up of the discussion and next steps	<i>Martial Bernoux</i>
12.30 – 13.30	<i>Lunch at the Open Buffet (8th Floor)</i>	

List of invited participants

First Name	Family Name	Technical Expertise	Division	Participation
Tarub	BAHRI	Fishery	FIA	Absent
Marta	BARDO	Legal data sharing instruments	LEG	Absent
Martial	BERNOUX	Climate change	CBC	Present
Mario	BLOISE	IT Solution	CBC	Present
Flavio	BOLLINGER	Agriculture data collection	ESS	Present
Anne	BRANTHOMME	Forest	FOA	Present
Henry	BURGSTEDEN	IT Solution	CIO	Absent
Giulia	CONCHEDDA	Environmental statistics	ESS	Present
Beau	DAMEN	Climate change	FAORAP	Present
Maryline	DARMAUN	M&E for Adaptation	CBC	Present
Elisa	DI STEFANO	M&E for Adaptation	CBC	Present
Chris	DIRKMAAT	GEF Funding Liaison Officer CBIT	CBC	Absent
Sandro	FEDERICI	CC Mitigation	CBC	Present
Alessandro	FERRARA	CC Mitigation	CBC	Present
Julian	FOX	Forest	FOA	Present
Giulia	GAGLIARDI	CC policy	CBC	Present
Giulia	GALBIATI	Communication and outreach	CBC	Present
Mohamed	LANGSTON DIAGNE	Support to project implementation	CBC	Present
Schiettecatte	LAURE-SOPHIE	Ex-ante Carbon Assessment Tool	ESA	Present
Elizabeth	LAVAL	Climate change	CBC	Present
Juliana	LOPES	Livestock	AGA	Present
Esther	MERTENS	Forest	FOA	Present
Danilo	MOLLICONE	Collect Earth	CBC	Absent
Anne	MOTTET	Livestock	AGA	Absent
Yurie	NAITO	GEF Funding Liaison Officer CBIT	CBC	Present
Carolyn	OPIO	Livestock	AGA	Absent
Anssi	PEKKARINEN	Forest	FOA	Absent
Paolo	PROSPERI	CC Mitigation	CBC	Present
Rebecka	RAMSTEDT	Communication	CBC	Present
Mirella	SALVATORE	CC Mitigation	CBC	Present
Alfonso	SANCHEZ-PAUSDIAZ	Collect Earth	CBC	Present
Marieke	SANDKER	Forest	FO	Absent
Alessandro	SPAIRANI	CC Adaptation	CBC	Absent
Maylina	ST-LOUIS	CC policy, TWG, NDC-P	CBC	Present
Anass	TOUDERT	Ex-ante Carbon Assessment Tool	TCI	Absent
Francesco	TUBIELLO	Environmental statistics	ESS	Absent
Rachel	TUCKER	Communication	OSD	Absent
Norbert	WINKLER	Forest	FOA	Present

FAO Divisions/Regional Office

Acronyms	Name
AGA	Animal Production and Health Division
CBC	Climate and Environment Division
CIO	Information Technology Division
ESA	Agricultural Development Economics Division
ESS	Statistics Division
FAORAP	FAO Regional Office for Asia and the Pacific
FIA	Fisheries and Aquaculture Policy and Resources Division
FOA	Forestry Policies and Resources Division
LEG	Legal and Ethics Office
OSD	Office of Support to Decentralized Offices

Annex II – Informal CBIT Agencies Coordination Meeting

The meeting was held in Rome (Italy) on 21 May 2019.

Agenda

Time	Session	Speaker
9:00 - 9:10	Welcome and Introductions Objectives of the meeting Quick round of introductions	<i>Milena Gonzalez Vasquez (GEF)</i>
9:10 - 9:30	Update from the GEF on CBIT Operationalization and Policies Overview of CBIT project pipeline and resource availability Q&A session	<i>Chizuru Aoki (GEF)</i> <i>All</i>
9:30 - 10:30	Informal Discussion on CBIT Project Development and Implementation Early lessons learned and emerging challenges <ul style="list-style-type: none"> ▪ Guiding questions 	<i>All</i>
10:30 – 11:30	Informal Discussion on Collaboration on the Agriculture Sector through the Global CBIT-AFOLU Project Introduction to the CBIT-AFOLU project Open discussion <ul style="list-style-type: none"> ▪ Identify modalities for coordination (country by country and/or at agency level) ▪ Ensure knowledge sharing of CBIT-AFOLU project Wrap up and next steps	<i>Mirella Salvatore (FAO)</i> <i>All</i> <i>Mirella Salvatore (FAO)</i>
11:30 - 12:30	Informal Discussion on Participation in the Global Coordination Platform and Coordination with other Partners <ul style="list-style-type: none"> ▪ Overview of Global Coordination Platform participation status ▪ Collaboration opportunities with ICAT 	<i>Milena Gonzalez Vasquez (GEF)</i>
12:30 – 1:00	Next Steps and Closing	<i>Milena Gonzalez Vasquez (GEF)</i>

Annex III – Project Steering Committee Meeting

The meeting was held at FAO HQs in Rome (Italy) on 24 May 2019.

Agenda

Time	Session	Speaker
9.00 – 9.30	Introductions <ul style="list-style-type: none"> ▪ Introduction and scope of the meeting ▪ FAO support on AFOLU sector – CBIT global and national 	<i>Martial Bernoux</i> <i>Natalia Alekseeva</i> <i>Jeffrey Griffin</i> <i>Mirella Salvatore</i> <i>Beau Damen</i>
9.45 – 10.15	Presentations <ul style="list-style-type: none"> ▪ Activity progress analysis ▪ Annual Work Plan and Budget review ▪ Adoption of the Terms of Reference for the PSC 	<i>Mirella Salvatore</i>
10.15 – 10.30	<i>Coffee break</i>	
10.30– 12.15	Open discussion <ul style="list-style-type: none"> ▪ Definition of modalities for future activities 	<i>All</i>
12.15 –12.30	Wrap up of the discussion and next steps	<i>Martial Bernoux</i>
12.30 – 13.30	<i>Lunch at the Open Buffet (8th Floor)</i>	

List of external participants

First Name	Family Name	Country/Agency
Mr Sophal	LEANG	CAMBODIA
Ms Karifa	KOUROUMA	GUINEA
Mr Biswick Robert	MLAVIWA	MALAWI
Mr Sekou	KONE	MALI
Ms Anand	TSOG ODKHONUUD	MONGOLIA
Mr Claudio	QUENHE	MOZAMBIQUE
Mr Alfred	RUNGOL	PNG
Mr Lamine	DIATTA	SENEGAL
Ms Kumudi Niimex	VIDYALANKARA	SRI LANKA
Ms Sawsan Fouad Ahmed	SALIH	SUDAN
Mr Abel Muzumi	SIAMPALE	ZAMBIA
Mr Tatenda	GOTORE	ZIMBABWE
Ms Milena	GONZALEZ VASQUEZ	GEF
Mr Damiano	BORGOGNO	UNDP
Mr William	AGYEMANG-BONSU	UNFCCC
Ms Kirstin	HUECKING	GIZ - PATPA

Annex IV – Project Steering Committee Term of Reference

A Project Steering Committee (PSC) is hereby set up to provide oversight of and coordinate the planning of the FAO Global CBIT-AFOLU. The PSC is the policy setting body for the Project and the ultimate decision making body for the achievement of the Project’s objectives. The PSC is responsible for providing general oversight of the execution of the Project and for ensuring that all activities agreed upon under the GEF Project Document are adequately prepared and carried out. In particular, the PSC will:

- Provide guidance to the Project Management Unit (PMU) to ensure project implementation is in accordance with the project document and approved Annual Work Plan and Budget (AWP/B);
- Review and approve the Inception report;
- Review and approve any proposed revisions to the project results framework and implementation arrangements;
- Review, amend (if appropriate) and endorse all AWP/B;
- Review project progress and achievement of planned results as presented in six-monthly Project Progress Reports (PPRs), Project Implementation Reviews (PIR) and Financial Reports;
- Advise on issues and problems arising during project implementation;
- Provide inputs to the final evaluation, reviews findings and provides comments for the management response;
- Facilitate cooperation between all project partners and facilitates collaboration between the Project and other relevant programs, projects and initiatives in the country;
- Approve ToRs for final evaluation; and
- Deal with any other specific topic raised by the PSC members.

PSC Members

The PSC comprises one representative from each of the following:

- GEF Secretariat;
- UNFCCC;
- CBIT Global Coordination Platform;
- Pilot countries of the FAO Global CBIT-AFOLU project;
- FAO National CBIT-AFOLU projects.

The PMU may decide to include additional representatives from other Transparency-related Initiatives and GEF-CBIT implementation agencies.

Meetings of the PSC

The Project Steering Committee meetings will normally be held annually, but the Chairperson has the discretion to call additional meetings, if reckoned necessary. Meetings of the PSC not necessarily require a physical gathering of members and could be held through skype or similar virtual means. No more than 13 months may elapse between consecutive PSC meetings.

Invitations to regular PSC meetings shall be issued not less than 30 days in advance of the meeting date. Invitations to special meetings shall be issued not less than 30 days in advance of the meeting date.

Agenda

A provisional agenda will be drawn up by the PMU and sent to PSC members following the approval of the Chairperson. The provisional agenda will be sent not less than 10 days before the date of the meeting. Additionally, external observers may also be informed of the agenda.

A revised agenda including comments received from members will be circulated 5 working days before the meeting date.

The Agenda of each regular meeting shall include:

- a. Adoption of the agenda;
- b. A report of the PMU on Project activities during the inter-sessional period;
- c. A report and recommendations from the PMU on the proposed AWP/B for the ensuing period;
- d. Reports that need PSC intervention;
- e. Review operational linkages among FAO GEF projects and knowledge sharing by FAO;
- f. Consideration of the time and place (if appropriate) of the next meeting;
- g. Any other matter as approved by the Chairperson.

The agenda of a special meeting shall consist only of items relating to the purpose for which the meeting is called.

The Secretariat

The PMU will act as Secretariat to the PSC and be responsible for providing PSC members with all required documents in advance of PSC meetings, including the draft AWP/B. The PMU will prepare written report of all PSC meetings and be responsible for logistical arrangements relative to the holding of such meetings. The PMU will circulate the draft PSC meeting minutes for clearance by PSC members. The official language of the PSC shall be English, notwithstanding the possibility to provide unofficial translations of specific documents upon request in French (e.g. Terms of Reference of the PSC).

Functions of the Chairperson

The PSC will be chaired by PMU. The Chairperson shall exercise the functions conferred to him/her by the present ToRs, including the following:

- a. Declare the opening and closing of each PSC meeting;
- b. Direct the discussions at such meetings and ensure observance of these Rules, accord the right to speak, put questions and announce decisions;
- c. Rule on points of order;
- d. Subject to these Rules, have complete control over the proceedings of meetings;
- e. Ensure circulation by the Secretariat to PSC members of all relevant documents;
- f. Agree with AWP/B and any subsequent proposed amendments submitted to FAO;
- g. May request any member of the Technical Advisory Group (TAG) to be present in the PSC meeting for any required technical advice, as needed;
- h. In liaison with the PSC Secretariat, the Chairperson shall be responsible for determining the date, site (if appropriate) and agenda of the PSC meeting(s) during his/her period of tenure, the chairing of such meetings as well as nomination of Chairperson and members for PSC and TAG.

Decision-making

All decisions of the PSC shall be taken by consensus (simple majority).

Reports and recommendations

At each meeting, the PSC shall agree on a report that embodies its views, recommendations, and decisions, including, when requested, a statement of minority views.

A draft PSC Meeting Report shall be circulated to the Members as soon as possible after each meeting for comments. Comments shall be accepted over a period of 7 days. Following its agreement by the Chairperson, the Final Report will be distributed for review of issues and adoption. Shall we not receive any further feedback within a period of 7 days, the report will be considered approved as is. The report will then be posted on the Workspace of the CBIT Global Coordination Platform.

Quorum of the meeting

50% of the membership is considered as the quorum to conduct the PSC meetings. If any member is unable to attend, he/she should nominate an alternate and inform the PMU of that or of his/her absence prior to the PSC meeting. Both cases shall be considered as excused and shall count in to quorum.