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气候变化框架公约

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附属履行机构

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非《公约》附件一缔约方的报告

非《公约》附件一缔约方国家信息

通报问题专家咨询小组的工作

非《公约》附件一缔约方国家信息通报问题专家咨询小组 工作进展报告：两年期更新报告编写问题非洲区域培训研讨会的 报告

秘书处的说明

摘要

非《公约》附件一缔约方国家信息通报问题专家咨询小组在秘书处的协助下，于2015年2月23日至25日在波恩举行了一次非《公约》附件一缔约方(非附件一缔约方)两年期更新报告编写问题区域培训研讨会。研讨会的目的是增强非附件一缔约方的国内专家使用“非《公约》附件一缔约方两年期更新报告编写指南”的能力，提高对国际磋商和分析进程的了解。本报告概述了研讨会的议事情况，并收录了讨论情况摘要。

¹ 在届会期内的确切日期有待确认。



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一. 引言

A. 授权

1. 缔约方会议(COP)第 19/CP.19 号决定作出决定, 将非《公约》附件一所列缔约方国家信息通报问题专家咨询小组(专家咨询组)的任期延长五年, 即从 2014 年延长到 2018 年,² 还决定专家咨询组在履行任务时应根据该决定附件所载修订的职权范围来行使职能。
2. 根据上述职权范围, 专家咨询组在 2014 年 2 月 27 日和 28 日在德国波恩举行的年度第一次会议上, 制定了 2014-2018 年的工作方案。³ 根据专家咨询组开展工作的进展情况, 2015 年对该工作方案作了修订。
3. 专家咨询组在 2014 年工作计划中商定, 为非《公约》附件一所列缔约方(“非附件一缔约方”)举办三次关于编写两年期更新报告的区域培训研讨会。前两次研讨会分别为拉丁美洲和加勒比区域以及亚太和东欧区域举办, 前一次于 2014 年 7 月 16 日至 18 日在巴拿马的巴拿马城举行, 后一次于 2014 年 9 月 8 日至 10 日在亚美尼亚埃里温举行。⁴ 但是, 原计划于 2014 年 8 月 18 日至 20 日在多哥洛美为非洲区域举办的区域研讨会, 由于西部非洲令人担心的卫生问题而推迟到了 2015 年 2 月 23 日至 25 日在波恩举行。
4. COP 第 19/CP.19 号决定请专家咨询组就它的工作情况, 每年向附属履行机构(履行机构)提交一份进度报告, 以便在它于 COP 届会同时召开的届会上予以审议。

B. 本说明的范围

5. 本报告作为专家咨询组工作进度报告的一部分编写, 载有 2015 年 2 月 23 日至 25 日在波恩为非洲区域举行的两年期更新报告编写问题区域培训研讨会的议事情况和讨论情况摘要。

C. 附属履行机构可能采取的行动

6. 履行机构在审议本报告后, 不妨酌情就向非附件一缔约方提供技术援助的问题, 给专家咨询组提供进一步的指导, 以帮助它们履行《公约》规定的报告义务。

² 第 19/CP.19 号决定第 1 段。

³ FCCC/SBI/2014/17。

⁴ FCCC/SBI/2014/18。

二. 议事情况摘要

7. 参加为非洲区域举办的两年期更新报告编写问题区域培训研讨会的，有代表非洲区域 43 个非附件一缔约方的 48 名国内专家、6 名专家咨询组成员以及 1 名作为顾问的联合国环境规划署的代表。
8. 这次区域培训研讨会的主要目标是：(1) 提高国内专家使用“非《公约》附件一所列缔约方编写《气候公约》两年期更新报告指南”(下称“《气候公约》两年期更新报告指南”)的能力，以帮助它们的国家编写两年期更新报告；(2) 在国家信息通报和两年期更新报告的进程和编写方面作为交换意见、得到的教训和经验的平台。
9. 这次区域研讨会按照类似于上文第 3 段所述两个其他区域研讨会的议程举行，⁵ 力求通过互动的方式来全面讨论提交两年期更新报告的所有核心要素。信息是通过全体会议的发言介绍来传播的，学员积极参加模拟练习、分组讨论以及问答会。提供了英法和法英同声传译，方便了整个研讨会期间的积极参与。
10. 这次研讨会各场会议的讨论摘要载于下文第三章。

三. 讨论情况摘要

11. 区域培训研讨会包括七个实质性部分：
- (a) 发展中国家缔约方在《公约》下的衡量、报告和核实框架概述，包括《气候公约》两年期更新报告的报告指南的详细情况以及国际磋商和分析的进程和结果；
 - (b) 对编写两年期更新报告的支持；
 - (c) 在两年期更新报告中报告本国情况和体制安排，对上一份国家信息通报的经验进行思考；
 - (d) 报告减缓行动及其效果；
 - (e) 报告国家温室气体清单；
 - (f) 报告制约因素和差距，以及相关的资金、技术和能力建设需求及获得的支持。
12. 以上各部分的发言介绍结束后是问答时间以及分组讨论，它们采用一套导向性问题，以利于有针对性的讨论。除了分组讨论以外，还为“报告减缓行动及其效果”和“报告制约因素和差距，以及相关的资金、技术和能力建设需求及获得的支持”

⁵ 研讨会的议程载于附件一。

这两个部分的会议进行了模拟练习。这些练习⁶的目的是，根据《气候公约》更新报告指南，向学员指明两年期更新报告中要报告的信息和报告应采取的方法。

13. 以上每一部分会议的讨论的关键内容摘要如下。关于“支持编写两年期更新报告”部分的讨论没有单独作摘要，而是在下文所述实质性主题范围内讨论这部分会议的关键内容。

A. 发展中国家缔约方在《公约》下的衡量、报告和核实框架概述

14. 这部分会议的互动讨论结果提出了以下意见。

15. 与会者表示，在澄清《气候公约》两年期报告指南的范围、内容和规定以及国际磋商和分析的进程和结果方面，这部分会议很有用。为《气候公约》专家名册任命专家以及关于 REDD-+ 的衡量、报告和核实概要⁷也令人感兴趣。

16. 与会者着重提出了它们同时还要提交国家信息通报的这几年里在提交两年期更新报告方面所遇到的两个挑战：

(a) 确定在这两种报告中需要列入国家温室气体清单的信息和数据的差别；

(b) 如果将两年期更新报告作为国家信息通报的提要来提交，决定这种报告的内容。在文件作为独立报告提交时，确定就重叠领域要报告的内容之间的主要区别，在这方面也要求作出澄清。

17. 在确定对 REDD-+ 的参考水平作技术评估的顺序以及在两年期更新报告的技术附件中进行报告方面，与会者进一步要求澄清。

18. 在全球环境基金(环境基金)为编写国家信息通报和两年期更新报告提供的资助方面也要求作出澄清。对于在一项报告完成以后，准备就下一份报告开始工作时这中间得不到资金的问题，与会者表示关注。

B. 在两年期更新报告中报告国家情况和体制安排，思考上一次国家信息通报的经验

19. 这部分会议的互动讨论提出了以下意见。

20. 在建立和保持能充分应对每两年编写一份更新报告并与国际磋商和分析进程保持一致所产生的需求方面，与会者确定了一些基本内容。这些内容包括获得政治支持，确定有关的体制和协调机构中的联系人，在各职能部中组建专家和联系人小组。与会者确定的另一个关键内容涉及提供数据和服务方面的协议、合同和谅解备

⁶ 模板和导向型问题在于附件二。

⁷ 在第 1/CP.16 号决定第 70 段中，COP 鼓励发展中国家缔约方为森林部门的缓解行动作出贡献，为此应开展以下活动，减少毁林所致排放量、减少森林退化所致排放量；养护森林碳储存；可持续森林管理；加强森林碳储存。

忘录。在确定可持续性方面，与会者认为关键在于建立适当和有效协调的机构，同时要有政府各部许多专家参与这个进程。

21. 在促进一国体制安排有效行使职能的国内情况方面，与会者认为其中主要的一些特点有：高度的政治支持，在建立报告框架方面的立法框架，以及有政府各部的代表组成的国家委员会或专门任务组。

22. 在建立和保持能持久行使职能的可持续性体制安排方面确定的一些主要问题是：政治认识不足，政治支持薄弱；政府和体制不稳定；人事变动；缺乏技术、人力和财政资源；得不到数据，数据分享方面的安排不适当。另外一个主要问题是，在编制国家信息通报和两年期更新报告方面的活动没有列入参与这种活动的国内专家的核心职能。

23. 关于当前在编制国家信息通报方面的体制方面的安排以及处理每两年提交更新报告的挑战的能力方面，只有少数国家的与会者报告说已经作好了充分的体制安排。对大多数国家而言，与会者表示没有充分的体制安排。若干国家正在编制第三次国家信息通报，这是一个使报告进程体制化(特别是对温室气体清单来说)和在有关职能部中建立明确界定作用和责任的常设机构的一个良好机会。

24. 提出的另一个意见是，涉及报告进程的体制在两年期更新报告的报告进程和编制以及响应国际磋商和分析进程的要求方面缺乏关于体制安排及其各自作用的明确性。

C. 报告减缓行动及其效果

25. 部分会议的互动讨论提出了以下意见。

26. 在根据《气候公约》两年期更新报告指南确定和报告关于减缓行动及其效果的信息方面有两大挑战，即：参与报告进程的政府各部之间的协调以及在收集数据和综合各种信息方面缺乏机制。加强各级协调机制，将行动与国家发展目标、目的和优先事项结合在一起，被与会者确定为前进的方向。

27. 与会者还认定，利益相关方对衡量、报告和核实框架缺乏认识，这是就减缓情况提交报告方面的一个挑战。有些与会者建议，政府必须在国家一级设置一个框架，以便为减缓行动建立一个衡量、报告和核实系统。

28. 《气候公约》两年期更新报告指南本身也被看作是对提交关于减缓行动的报告的一个挑战，因为，指南中的有些规定模糊不清，可以作出观解释。对这些规定，需要作进一步阐述，同时不使之具有太强的规定性。

29. 就评估开展减缓行动及其效果的进展情况中面临的挑战问题开展了一次广泛的讨论。这部分的会议确定并讨论了以下挑战：

(a) 执行有些项目时不考虑明确的时限、里程碑，指标或可能的排放量减少，这难以监测执行的进展情况；

(b) 政治支持薄弱，国家重适应而轻减缓，利益相关方缺乏认识，都可能构成一种挑战。但是，提升气候变化问题的重要性，并予以考虑进国家发展议程，能促进处理这一具体挑战；

(c) 有些减缓行动是为社会经济的共同利益而开展的，因此关于这种行动的信息不容易以符合《气候公约》两年期更新报告指南的需要和格式一致的方式获得；

(d) 专家咨询组减缓行动培训材料中所含的模板(表格形式)不是很清楚，因此，必须对模板所含的各个要素进行澄清；

(e) 大多数与会者报告说，他们面临的挑战是，在使用能便于预测温室气体排放量的有关模型和工具方面的知识和专门技能不足；

(f) 在便于国内衡量、报告和核实的体系安排，以及每两年报告减缓行动方面的信息方面，在国家一级已经作出了不同程度的准备；

(g) 体制在编制温室气体清单和监测减缓行动方面的双重作用，对获得数据构成挑战，因为优先重视的是温室气体清单数据。

30. 与会者承认必须建立一个国家协调机制，以利用现行政策，制定新的政策，从而促进体系协调。作为一个解决办法，与会者提出，对体制授权进行审查，并确定哪些机构最适合于具体的责任。

D. 报告国家温室气体清单

31. 这部分会议的互动讨论提出了以下意见。

32. 每两年编制温室气体清单的体制安排情况，以及这种安排不足以处理各种挑战的问题，区域各地的情况各不相同。有些与会者表示，他们国内在这方面建立了体制框架和团队，但他们承认，他们国内对新的正在产生的报告要求的响应不足，需要进一步调整，并加强这些框架和团队，以便能够持续地发挥职能。他们还承认，由于参与报告的国家专家的流动性大，造成不稳定，使可持续性受到了影响，因此，必须提高国内专家的能力，减少他们对外部顾问的依赖。

33. 在有些国家，发展要务优先于编制两年期更新报告。在这种情况下，与会者预见到每两年编制温室气体清单的困难，因为在编写项目提案，收集数据和完成温室气体清单方面，留下来的其余工作人员缺乏专门知识。与会者认为，必须将收集活动数据的责任纳入一个正式的法律或行政工具中。与会者还提到说，次区域研讨会必须增加专家的数量，必须建立一个分享经济的专家网络。

34. 在讨论努力编制更新的国家温室气体清单方面的主要考虑因素是，与会者认为关键的是要有体制安排，而且这种安排能充分处理更高的报告要求。与会者还着重指出了其他一些考虑因素，包括：牵头机构的专家、数据汇编者、各职能部的有关工作人员和数据提供者的能力建设；所有部门数据收集和处理的长期性；清单进程的存档和文件工作，以及指导编制清单的手册的编制。

35. 在完成《气候公约》两年期更新报告指南的报告要求方面，与会者讨论并确定了以下具体挑战：

(a) 缺乏数据以及可以为促进数据收集而建立的那种机制。一个解决办法是，确保克服数据方面的差距，定期更新活动数据；

(b) 由于在数量方面存在许多差距，因此需要提供并维持一个可追溯往年的时间序列，以便与前几次国家信息通报所报告的年份保持一致。有些与会者表示，他们正在建立应对这一挑战的机制；

(c) 在编制国家温室气体清单方面缺乏实施《气候公约》两年期更新报告指南的专家能力。能力建设研讨会、专家网络以及创造一个分享信息、知识和经验的知识管理平台，都被作为前进的方向提出；

(d) 国家承担超过环境基金供资拨款部分，包括维持核心小组的能力。与会者认识到，将国家信息通报和两年期更新报告的供资周期重叠，可以避免这一问题；

(e) 环境基金的条件规定，项目管理人员的薪酬不能超过总拨款的 10%，这对吸引训练适当的专家是一个障碍因素。

E. 报告限制因素和差距，以及相关的资金、技术和能力建设需要及得到的支持

36. 在部分会议的互动讨论提出了以下意见。

37. 阻碍编制和及时提交两年期更新报告的一些主要障碍有：缺乏技术专家，对减缓行动的概念和有关技术的认识不足，体制能力薄弱，缺乏一个有助于体制化的机制，环境基金的供资拖延。

38. 关于汇编和报告应列入两年期更新报告的信息问题，与会者表示了一些关注，包括(但不限于此)：缺乏追踪气候变化资金流动的协调机制；贴错捐助方提供的资金的标签，特别是予以称作官方发展援助或气候融资；缺乏可用的数据来帮助适当的追踪、汇编和报告；缺乏部门之间的信息通报和分享财务信息。

39. 强大的报告方法有：建立一个协调和/或追踪资金支持的政策和立法框架，包括对不遵守规定的国家行为者进行惩罚；与发展伙伴和受援国合作，建立一个对气候融资的追踪制度，以加强其透明度。与会者表示必须建立一个国家部级特别工作队，使报告程序体制化，以确保其可持续性。然后将要求政府各部提供其各自部门的信息。汇编一个关于融资、技术和能力建设的所有信息的数据库，相对于不同地点分散信息来说，是一项非常有价值的工作。

四. 结论

40. 研讨会在汇集参与编制两年期更新报告大量跨部门专家方面非常有用。

41. 区域培训研讨会的设计包括全体会议的发言、分组讨论和模拟练习，这有利于创造一个适当的环境，使参加报告进程的专家能够进行互动和开展能力建设。
42. 虽然与会者感谢专家咨询组为编制两年期更新报告而编制的培训材料和模板，以及举行区域培训研讨会，但他们也表示，如果在解释《气候公约》两年期更新报告的报告指南方面向缔约方作出澄清，这些材料可能会更有用。
43. 在收集履行两年期更新报告的报告义务所需的信息的方法方面，需要考虑就此提供更多的指导的要求，以便提高缔约方编制高质量两年期更新报告的能力，从而更有可能根据国际磋商和分析对两年期更新报告进行成功的技术分析。
44. 专家咨询组感谢《公约》附件二所列发达国家缔约方和其他发达国家缔约方向研讨会提供资金。

Annex I

[English only]

Agenda for the regional training workshops on the preparation of biennial update reports from non-Annex I Parties

Day 1: 23 February 2015

- | | |
|-----------------------|---|
| 8–9 a.m. | Registration |
| 9–9.45 a.m. | <p>Session 1: Opening and overview of the workshop</p> <ul style="list-style-type: none"> • Opening remarks – <i>Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE)</i> • Welcome – <i>secretariat</i> • Self-introduction by participants • Workshop objectives and agenda – <i>secretariat</i> |
| 10–10.30 a.m. | Coffee break |
| 10.30–11.30 a.m. | <p>Session 2: Overview of the measurement, reporting and verification framework for developing country Parties under the Convention</p> <ul style="list-style-type: none"> • Biennial update report (BUR) context and guidelines – <i>secretariat</i> • International consultation and analysis (ICA): process and outcome – <i>secretariat</i> • Question and answer session |
| 11.30 a.m.–12.30 p.m. | <p>Session 3: Support for the preparation of biennial update reports</p> <ul style="list-style-type: none"> • CGE findings: problems, constraints, lessons learned and best practices – <i>secretariat</i> • Technical support for the preparation of BURs – <i>CGE Chair</i> • Supporting countries on the ground – <i>United Nations Development Programme/United Nations Environment Programme</i> • Question and answer session |
| 12.30–2 p.m. | Lunch break |
| 2–3.30 p.m. | <p>Session 4: Reporting on national circumstances and institutional arrangements in biennial update reports, reflecting on previous national communication experiences</p> <ul style="list-style-type: none"> • Presentation of factual elements for reporting national circumstances and institutional arrangements in BURs – <i>secretariat</i> • Reflecting on experiences from national communications: building sustainable institutional arrangements – possible tools, best practices and lessons learned, and approaches for reporting national circumstances and institutional arrangements in BURs – <i>CGE</i> • Question and answer session |

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- 3.30–4 p.m. Coffee break
- 4–5.30 p.m. **Session 4: Reporting on national circumstances and institutional arrangements in biennial update reports, reflecting on previous national communication experiences** (continued)
- Interactive breakout group discussion (three groups: one CGE member as a moderator per breakout group with country representatives as participants) – *CGE*
 - (a) What are some of the essential elements necessary for setting up and maintaining institutional arrangements that respond sufficiently to the needs arising from the preparation of BURs and from the ICA process?
 - (b) What are some of the key factors and features of the national circumstances that facilitate the efficient functioning of institutional arrangements in the country; for example, political support, awareness among senior policymakers and decision makers, and support from external entities?
 - (c) What are the key challenges in setting up and maintaining sustainable institutional arrangements that function on a continuous basis?
 - (d) Are the current national institutional arrangements in place to deal with the preparation of national communications adequate to cope with the challenge of producing a BUR every two years?
 - (e) Is there a clear understanding among the institutions involved of their role in the national institutional arrangements for the preparation of BURs in response to the requirements of the ICA process? For example, who will be responsible for providing feedback during the three-month period that the Party will have to review and comment on the draft summary report prepared by the team of technical experts? Who will be responsible for providing answers to the Party's questions during the facilitative sharing of views?
Who will be responsible for dealing with the comments and questions received during the ICA process in the preparation of the subsequent BUR?
 - The moderator of each breakout group will provide a summary of the discussions of the breakout group to the plenary (five minutes for each moderator)
 - Interactive discussion
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Day 2: 24 February 2015

- 9–10.30 a.m. **Session 5: Reporting on mitigation actions and their effects**
- Key provisions in the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” (UNFCCC reporting guidelines on BURs) and approaches for reporting mitigation actions and their effects in the BUR – *CGE*
 - Reporting the methodologies and assumptions, objectives, steps taken or envisaged, progress of implementation and results achieved in the BUR: approaches and examples – *CGE*
 - Question and answer session
- 10.30–11 a.m. Coffee break

Day 2: 24 February 2015

- 11 a.m.–12.30 p.m. **Session 5: Reporting on mitigation actions and their effects** (continued)⁸
- Mock exercise (details of the mock exercise are contained in annex A to the agenda)⁸
- 12.30–2 p.m. Lunch break
- 2–3.30 p.m. **Session 5: Reporting on mitigation actions and their effects** (continued)
- Interactive breakout group discussion based on the mock exercise conducted in the previous part of the session (three groups: one CGE member as a moderator per breakout group with country representatives as participants) – *CGE*
 - (a) Are there any challenges in identifying and reporting information on mitigation actions and their effects using the UNFCCC reporting guidelines on BURs? If so, what are they and how can they be addressed?
 - (b) What are some of the challenges experienced in assessing the progress of implementation of mitigation actions and their effects? How have these challenges been addressed?
 - (c) What preparations have been made or will be needed at the national level to enhance existing, or set up new, institutional arrangements to facilitate domestic measurement, reporting and verification as well as the reporting of information on mitigation actions every two years?
 - (d) Are the institutions involved in the monitoring of the mitigation actions the same as those involved in the greenhouse gas (GHG) inventory preparation process?
 - The moderator of each breakout group will provide a summary of the discussions of the breakout group to the plenary (five minutes for each moderator)
 - Interactive discussion
- 3.30–4 p.m. Coffee break
- 4–5.30 p.m. **Session 6: Reporting on national greenhouse gas inventories**
- Key provisions in the UNFCCC reporting guidelines on BURs on the reporting of information on national GHG inventories in the BUR – *CGE*
 - Question and answer session
 - Overview of the tables and methods presented in the *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories*, referred to in decision 2/CP.17, annex III, the tools available for estimating emissions in national GHG inventories, the key considerations in applying potential updates to activity data, and the minimum requirements with regard to inventory years, frequency and submission dates – *CGE*
 - Question and answer session
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⁸ Not reproduced in this document.

Day 3: 25 February 2015

- 9–10.30 a.m. **Session 6: Reporting on national greenhouse gas inventories** (continued)
- Dealing with the reporting of elements that are encouraged: GHG inventory preparation and management, compilation, documentation and archiving, and final inventory approval processes/procedures – *CGE*
 - Question and answer session
- 10.30–11 a.m. Coffee break
- 11 a.m.–12.30 p.m. **Session 6: Reporting on national greenhouse gas inventories** (continued)
- Interactive breakout group discussion (one CGE member as a moderator for each of the three breakout groups with country representatives as participants) – *CGE*
 - (a) As per the UNFCCC reporting guidelines on BURs, the scope of the BUR includes the provision of an update on the national GHG inventory, including a national inventory report. Are there current national institutional arrangements in place to deal with the preparation of the national GHG inventory, and can they adequately cope with the challenge of producing updates every two years?
 - (b) What are some of the key considerations that Parties need to take into account when preparing national GHG inventories and updating the data every two years?
 - (c) What are the specific challenges your Party may face in fulfilling the following requirements contained in decision 2/CP.17 and the UNFCCC reporting guidelines on BURs:
 - The first BUR submitted by Parties not included in Annex I to the Convention (non-Annex I Parties) shall cover, at a minimum, the inventory for the calendar year no more than four years prior to the date of the submission, or more recent years if information is available, and subsequent BURs shall cover a calendar year that does not precede the submission date by more than four years;
 - Any change to the emission factors may be made in the subsequent full national communication;
 - Each non-Annex I Party is encouraged to provide a consistent time series covering the years reported in the previous national communication;
 - Are there any additional challenges in developing and reporting national GHG inventories using the UNFCCC reporting guidelines on BURs? If so, what are they and how can they be addressed?
 - The moderator of each breakout group will provide a summary of the discussions of the breakout group to the plenary (five minutes for each moderator)
 - Interactive discussion
- 12.30–2 p.m. Lunch break
- 2–3.30 p.m. **Session 7: Reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received**
- Key provisions in the UNFCCC reporting guidelines on BURs and approaches for reporting constraints and gaps, and related finance, technology and capacity-building needs and support received – *CGE*
 - Question and answer session
 - Mock exercise (details of the mock exercise are contained in annex A to the agenda)

Day 3: 25 February 2015

3.30–4 p.m. Coffee break

4–5.30 p.m. **Session 7: Reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received** (continued)

- Interactive breakout group discussion based on the mock exercise conducted in the previous part of the session (one CGE member as a moderator for each of the three breakout groups with country representatives as participants) – *CGE*
 - (a) What are the key barriers/challenges/bottlenecks that may hinder the preparation and timely submission of BURs?
 - (b) What are the key barriers/challenges/bottlenecks in compiling and reporting information on constraints and gaps, and related finance, technology and capacity-building needs and support received?
 - (c) What are some of the possible approaches that could be used to identify and report, in a robust manner, constraints and gaps, and related financial, technical and capacity-building needs, as well as development and transfer of technology needs?
 - (d) What are some of the key considerations that Parties need to take into account when compiling and reporting every two years, information on financial, technical, capacity-building, development and transfer of technology support received for climate change activities as well as for the preparation of the BUR?
- The moderator of each breakout group will provide a summary of the discussions of the breakout group to the plenary (five minutes for each moderator)
- Interactive discussion

5.30–5.50 p.m. **Feedback and evaluation**

5.50–6 p.m. **Session 8: Concluding session**

Annex II

[English only]

Design, structure and content of the interactive mock exercises

I. Note to the participants

1. All the participants are urged to bring to the workshop copies of their country's latest national communication submitted under the Convention and any other relevant background material that was used in the preparation of that document, either in print or in digital format. This information will serve as a valuable input to be consulted during the mock exercises detailed below.

2. It is also strongly recommended, as a preparatory activity, that participants read and are thoroughly familiar with their latest national communication submitted under the Convention prior to attending the workshop. This will also serve as important background for the interactive discussions.

II. Mock exercise on session 6: reporting on mitigation actions and their effects

3. Each participant will be provided with three suggested tabular formats to cover the information on mitigation actions and their effects, to the extent possible, including:

- (a) The name and description of the mitigation action, including information on the nature of the action, the coverage (i.e. sectors and gases), the quantitative goals and the progress indicators;
- (b) Information on methodologies and assumptions;
- (c) The objectives of the action and steps taken or envisaged to achieve that action;
- (d) Information on the progress of implementation of the mitigation actions, the underlying steps taken or envisaged, and the results achieved, such as the estimated outcomes (metrics depending on type of action) and estimated emission reductions, to the extent possible;
- (e) Information on international market mechanisms;
- (f) One of the objectives of the "UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention", contained in decision 2/CP.17, annex III, is to facilitate reporting, to the extent possible, on any economic and social consequences of response measures.

4. Each participant will be instructed to choose one mitigation action (previously communicated by the Party concerned or created by the participant). Based on the chosen mitigation action, the participant will be asked to individually fill in, to the extent possible, the three tables provided below with the information listed in paragraph 3(a–f) above. Thirty minutes will be allotted for this individual exercise. Members of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and the secretariat will be available as resource persons to facilitate and assist the participants in undertaking the exercise.

Figure 1
Suggested tabular format 6.1: description of mitigation actions

Name: state the name of the action here

Description: provide a description of the action here and further details in the columns below

Nature of the action	Coverage		Quantitative goals	Progress indicators
	Sectors	Gases		
	i.	i.	i.	i.
Example	ii.	ii.	ii.	ii.

Figure 2
Suggested tabular format 6.2: details of mitigation actions

Name: state the name of the action here

Information

Methodologies

Methodologies	Assumptions
i.	1.a
	2.a
ii.	3.b

Objectives and progress of implementation

Objectives of the action	Steps taken or envisaged to achieve the action		Results achieved such as estimated outcomes (metrics depending on the type of action)	Estimated emission reductions, to the extent possible
	Steps taken	Steps envisaged		
	i.	i.	i.	i.
i.	ii.	ii.	ii.	ii.

Information on international market mechanisms

Information on international mechanisms relevant to the implementation of the action

Figure 3
Suggested tabular format 6.3: reporting information on any economic and social consequences of response measures

<i>Response measures action</i>	<i>Social and economic consequences from the response measures action</i>	<i>Challenges and barriers to address the consequences</i>	<i>Support needed to address the consequences</i>
1. In this column, non-Annex I Parties could provide a description of specific action(s) of response measures	2. In this column, Parties could report on the consequences of the specific action identified in column 1, including any information on how the consequence has been linked to the action. The information should be disaggregated in terms of intensity and magnitude as: low; medium or moderate; and high (to create specific criteria for disaggregation)	3. In this column, Parties could report on challenges and barriers in addressing/coping with the consequences identified in column 2. Parties may also provide further information under the section on reporting finance, technology and capacity-building needs and support received	4. In this column, Parties could report on the support needed for economic diversification. Parties may also provide further information under the section on reporting finance, technology and capacity-building needs and support received

5. At the end of the exercise, the tables will be collected by the moderators and three breakout groups will be formed at which the tables will be presented by the participants (two to three minutes each). After the presentations, the breakout groups will be encouraged to identify the areas where no information was available and/or the reporting of such information was not considered to be possible by the participants, as well as the challenges involved in filling in the tables.

6. The moderators of the breakout groups will summarize the presentations and subsequent discussions and make a presentation to the plenary as the initial inputs for the continuation of the session.

III. Mock exercise for session 7: reporting on constraints and gaps, and related finance, technology and capacity-building needs and support received

7. Each participant will be provided with three suggested tabular formats to cover the information on constraints and gaps, and related finance, technology and capacity-building needs and support received, as follows:

- (a) Constraints and gaps, and related financial, technical and capacity-building needs;
- (b) Financial resources, technology transfer, capacity-building and technical support received from the Global Environment Facility, Parties included in Annex II to the Convention and other developed country Parties, the Green Climate Fund and multilateral institutions for activities relating to climate change, including for the preparation of the current BUR;
- (c) Technology needs, which must be nationally determined, and technology support received;
- (d) Based on the information reported in the latest national communications submitted under the Convention and/or any other relevant background documents, each participant will be asked to individually fill in the tables with the information requested in paragraph 7(a–c) above. Thirty minutes will be allotted for this individual exercise. CGE members and representatives of the secretariat will be available to facilitate the exercise and assist the participants.

Figure 4

Suggested tabular format 7.1: reporting information on financial, technical and capacity-building needs and support

<i>Status (ongoing/planned/completed)</i>	<i>Overall support needed</i>	<i>Support received</i>	<i>Additional support needed</i>
Activity 1			
Activity 2			
Activity 3			
Activity 4			

Figure 5

Suggested tabular format 7.2: reporting information on nationally determined technology needs and technology support received

<i>Reporting period</i>	<i>Status</i>	<i>Overall support</i>	<i>Support received</i>	<i>Additional support</i>

	(ongoing/planned/completed)	needed	needed
Activity 1			
Activity 2			
Activity 3			
Activity 4			

Figure 6

Suggested tabular format 7.3: reporting information on support received: technical, financial, capacity-building and transfer of technology

<i>Reporting period</i>		Description of support, including USD amount (exchange rate)				
Type		Multilateral sources	Funding from Annex II and other developed country Parties	Party contribution	Multilateral financial institutions, including regional development banks	Other sources
Preparation of biennial update report	Financial Capacity-building Technical Technology transfer					
Climate change activities contained in the biennial update report	Financial Capacity-building Technical Technology transfer					

8. At the end of the exercise, the tables will be collected by the moderators and three breakout groups will be formed at which the tables will be presented by the participants (two to three minutes each). After the presentations, the breakout groups will be encouraged to identify the areas where no information was available and/or the reporting of such information was not considered to be possible by the participants, as well as the challenges involved in filling in the tables.

9. The moderators of the breakout groups will summarize the presentations and subsequent discussions and make a presentation to the plenary as the initial inputs for the continuation of the session.