



MINUTES OF THE THIRD REGIONAL WORKSHOP
IMPROVEMENT OF AGRICULTURAL EMISSION ESTIMATES AND IMPLEMENTATION
OF GOOD PRACTICE ELEMENTS IN NATIONAL INVENTORIES

PROJECT RER-01-G31: CAPACITY BUILDING FOR IMPROVING THE QUALITY OF GHG INVENTORIES

OCTOBER 6-8, 2004
HOTEL SHERATON
TASHKENT, UZBEKISTAN

CONTENTS

INTRODUCTION	3
SUMMARY REPORT – AGRICULTURE SESSION.....	4
SUMMARY REPORT - NATIONAL MANUAL SESSION.....	4
SUMMARY REPORT – QA/QC SESSION.....	6
SUMMARY OF OCTOBER 6 MEETING	7
1. Project Performance through October 2004 – Short Summary.....	7
2. Authorization procedure for payments and contracts.....	7
3. Contracts for year 2005	7
4. Work plans.....	8
5. Reporting of expenditures	8
6. Budget for Internet, stationery and translation (ITS)	8
COUNTRY DELIVERABLES UNDER THE PROJECT	8
1. Roster of regional experts.....	8
2. Improving documentation of emission estimates	9
3. Documentation of the National Inventory System – Archiving Results and National Manuals of Procedures	9
4. National Strategies and QA/QC Programme.....	10
5. Stakeholder awareness-raising strategy.....	10
6. Inventory peer review	10
PLAN FOR UP-COMING WORKSHOPS	11

Annex 1: Agenda

Annex 2: List of participants

INTRODUCTION

The third regional workshop “**Improvement of Agricultural Emissions and Implementation of Good Practice (GP) Elements in National Inventories**” was held from October 6-8, 2004 in Tashkent, Uzbekistan. Training sessions and managerial meeting were organized under project RER-01-G31: “Capacity Building for Improving the Quality of GHG Inventories” with support of local UNDP CO and Main administration of Hydrometeorology in Uzbekistan. Twelve countries (*Albania, Armenia, Azerbaijan, Croatia, Georgia, FYR Macedonia, Moldova, Mongolia, Slovenia, Tajikistan, Turkmenistan, and Uzbekistan*) are participating in project.

The **managerial meeting** scheduled for October 6 was attended by all countries, the project manager, project assistant, and UNDP-GEF representative Mr. Vladimir Litvak. The main tasks were to clarify contracting/payment procedures for year 2005 and to discuss deliverables under the project. The project manager also informed countries about project performance and reporting procedures.

The training sessions held on October 7-8 provided an opportunity for experts to exchange information, present achieved results and profit from the experiences of Annex I countries. The workshop also served as training to build the capacity of national inventory teams. The main objectives of the workshop were to:

- Provide training in alternative data-collection strategies, including the overcoming of barriers and identification of national stakeholders in agriculture;
- Provide training on improving sector emission estimates for the project’s key source of agriculture (enteric fermentation);
- Follow up on preparation of national long-term inventory improvement strategies, including development of QA/QC plans; and
- Follow up with clarification of objectives for developing a stakeholder awareness campaign; also documentation, archiving and maintaining of data.

Presentations¹ were grouped into five sessions:

- I. Opening
- II. Agriculture - Enteric Fermentation: Improvement of National Inventories
- III. Documentation of National Inventory Systems - Archiving of Results and a National Manual of Procedures
- IV. QA/QC as Part of National Strategies to Improve Quality of GHG Inventories
- V. Awareness Raising Strategy
- VI. Closing

Opening session: Ms. Lykke Anderson, UNDP Resident Representative, welcomed participants in Tashkent; 25 regional experts from 12 project countries, international experts from Australia, the Czech Republic, Slovakia, Switzerland and Ukraine, and UNDP-GEF representatives. (See Attachment 2 for the list of participants.) The project manager presented the agenda and main goals of the workshop.

¹ All presentations are posted on the regional webpage: www.rec.org/REC/Programs/UNDP-GHGInventories/Default.html. Key presentations are also available in Russian.

Sessions II-IV began with invited presentations, which introduced IPCC methods for particular areas; Annex 1 experts presented their national experience, as well. Questions and answers followed. “Agriculture Questionnaire” and “Awareness Questionnaire” results were presented by regional experts. The second half of the sessions was devoted to presentations of countries’ progress and discussions. (See Annex 1 for a detailed agenda.)

During the final afternoon session chairs Steinemann, Tichy and Parasyuk presented the main discussion topics. After plenary discussion the project manager wrapped up and summarised the next steps for countries and projects (see the presentation for details).

SUMMARY REPORT – AGRICULTURE SESSION

Myriam Steinemann

The session focused on improvement of National Inventories in Enteric Fermentation. Until now, most of the countries have applied the Tier I approach with default emission factors, which often do not properly reflect national circumstances. Therefore the main challenge is to switch to the more sophisticated Tier II method, but taking into account the data gaps in the countries.

The presentation by Myriam Steinemann (INFRAS) provided an overview of the two IPCC methods and showed an example of how to improve emission factors for dairy cattle by applying a simplified Tier II approach. Keith Lassey (NIWA) focused on the measurement of livestock methane emissions (enclosure method and SF₆ tracer technique). It was highlighted that any measurement is better than none, since the Tier I method with default emission factors is also based on a Tier II calculation and not on measurements.

All countries shared their experiences with enhancing activity data, and elaborated the selection of default emission factors or barriers for using the Tier II method. Presentations showed a broad variety of priority areas, as well as some examples when the Tier II approach is taken into consideration.

The following recommendations were made:

- Apply a simplified Tier II method for dairy cattle in countries with significant cattle populations.
- The application of measurement methods can be useful in some countries. However, expertise and laboratories must be there in order to use results in a sustainable way.
- There is scope in the next month for enhancing shared experience with regional emission factors. Country presentations show that much data collection by one country can be useful for other countries, as well. The sharing of studies published by universities or other research institutes (cross-country comparison — e.g. milk production data — or joint development of regional emission factors by countries) can be a useful approach.
- A good documentation system is crucial. Data sources, as well as expert interviews, should be documented. This is especially the case in sectors where expert judgement plays a major role in calculating emission factors.

SUMMARY REPORT - NATIONAL MANUAL SESSION

Milos Tichy

The session started with a presentation from Milos Tichy. The presentation drafted a logical structure of documents related to the GHG emission inventory. The Inventory Manual, or Manual of Procedures (IM), is a cookbook or checklist, which helps the inventory team produce good-quality results that are consistent with previous ones. The main message of the presentation was that the Inventory Manual could be developed gradually - starting with content, which was presented. The most important features are the timetable and crucial decisions taken at the national level - such as the selection of estimate levels (tiers). Detailed information about cooperation structures with contacts is also very important. A concrete list of features was given, and examples presented.

National Inventory System (NIS)

- Set of relations between people and institutions described in several documents to ensure:
 - sustainability of the inventory preparation,
 - consistency of reported emissions, and
 - standard quality of results
- Two groups of documents:
 - inventory documents describing
 - what was calculated,
 - how it was calculated
 - what does it mean
 - meta documents:
 - documents „around“ inventory
 - not inventory documentation itself
 - describing how to make an inventory

Milos Tichy

Meta documents

- „inventory arrangement“ - legal and organizational basis
 - sets relation between bodies cooperating in inventory compilation
 - it may be a legal document
 - letter of intent cosigned by participating organizations and companies)
 - decree of Ministry of environment (based on e.g. Clean Air Act) setting duties of different bodies
- Inventory manual: cookbook how to compile inventory
 - main topic of this presentation
- Inventory Strategy:
 - strategy how and why some parts of the inventory have to be changed/improved in next future
 - may be part of national Action plan to Mitigate Global Warning

Milos Tichy

Inventory documents

- Archive
 - contain everything
 - a guiding system necessary
- National Inventory Report (NIR-Internal)
 - most concise document about what was done – testament of inventory team
 - may contain information which inventory team not intend to publish (too detailed information, failures) useful for next year
 - usually in national language
 - Contains reporting tables (like IPCC tables, CRF tables) and all calculation sheets

Milos Tichy

Inventory documents (cont.)

- Inventory National Report (NIR)
 - concise document for UNFCC (in UN language)
 - based on NIR internal (digest of)
 - contains all information required (wished for non-Annex) by international community
- Inventory part of national communication
 - rather short official presentation
 - characterize the inventory and
 - time series necessary for commitments

Milos Tichy

The presentation (see website for full presentation) was followed by eight country presentations (see Agenda), which were partly overlapped by presentations for QA/QC. Tajikistan presented IM's starting phase of development. Turkmenistan talked about sectoral IM, which is under preparation. Moldova presented the first IM draft. Armenia presented IM structure and a more detailed account of the IM agricultural sector. Croatia presented

contents of a very comprehensive IM. Macedonia presented an inventory archiving system based on MS Access, which is connected with inventory presentation on Excel sheets. Mongolia presented a very simple but extremely useful Manual for QC/QA. Mongolia's IM structure is "organogrammic." Georgia presented a tier-based comparison of emissions from agriculture. Albania's very comprehensive presentation covered a wide range of topics concentrating on QC/QA issues.

In his wrap-up comments, Mr. Tichy first remarked on the great progress made in IM development. There are, however, some critical areas requiring improvement. The main issue is lack of time, but are also too few cooperating individuals and organisations. On the other hand, a lengthy introduction concerning global warming is not necessary for the inventory team. It is natural that IM will be written originally in the national language, but a translation must be provided when comments are expected from consultants.

SUMMARY REPORT – QA/QC SESSION

Quality assurance and quality control

Quality control (QC) is a system of technical activities to:

- ✓ Provide checks for data integrity, correctness and completeness;
- ✓ Identify and address errors and omissions; and
- ✓ Document and archive inventory material and QC activities undertaken.

Quality assurance (QA) is a system of review procedures conducted by the personnel not directly involved in inventory process.

2

The major elements of QA/QC system

- A QA/QC plan;
- Identification of responsible agency;
- General QC procedures (Tier 1);
- Source-category specific QC procedures (Tier 2), if applicable;
- QA review procedures; and
- Reporting, documentation and archiving.

4

The session started with a presentation from Natalya Parasyuk, who introduced elements of the QA/QC plan as fundamental to the QA/QC system as a whole. The presentation was based on the IPCC's "Good Practice Guidance" elements (see the website for a full presentation) and provided examples from Annex 1 countries. Georgia, Uzbekistan and Mongolia presented national approaches for developing quality programmes.

The QA/QC plan is a fundamental element of the QA/QC system. The plan should, in general, outline QA/QC activities that will be implemented, and include a time frame that follows inventory preparation from its initial development through to final reporting during a given year. It should contain an outline of processes and a schedule for reviewing all source categories. The QA/QC plan is an internal document to organise, plan, and implement QA/QC activities. Once developed, it can be referenced and used in subsequent inventory preparation, or modified as appropriate (i.e. when changes in processes occur, or on the advice of independent reviewers). This plan should be available for external review.

During the discussion countries requested further guidance on preparing QA/QC programmes, especially for examples of forms and checklists.

SUMMARY OF OCTOBER 6 MEETING

Project Performance through October 2004 – Short Summary

The Regional Project Manager (RPM) reports regularly to the GEF and NCSU (National Communication Support Unit) in New York. Quarterly Operational Reports (QOR) and an Annual Project Report (APR) were submitted on time to the regional GEF centre in Bratislava and are available at the GEF website.

Countries involved in the project report progress to the RPM on a quarterly basis. All countries provided annual reports to the RPM along with a number of very good products. First Performance Appraisal Review (PAR) is submitted to the GEF, as well. Amendments to country contracts for the second year of project were processed by RPM/PA.

The project has been under implementation since June 2003. From June 2-4, 2004 a second regional workshop was successfully organised in Skopje to address regionally identified key sources, including IPCC good practice elements into inventory systems and priorities for a stakeholder awareness campaign. The Macedonian Deputy Minister of Environment has welcomed 16 countries, along with a resource team comprising international and regional experts, representatives of IPCC, UNFCCC, UNOPS and the EEA. Most of the countries offer significant progress toward fulfilling immediate objectives.

The regional website is regularly updated: www.rec.org/REC/Programs/UNDP-GHGInventories/Default.html.

2. Authorization procedure for payments and contracts

It was stressed that countries need to keep project management informed concerning the status of payments and contracts. If there is a delay of more than 2 weeks after payment has been approved or request for an extension of contracts has been made, countries should inform UNOPS and the project assistant.

Upon receiving requests from countries, all authorisations for payment and contracts will be copied to the NITL address. NITLs are typically extremely busy; therefore one more person shall be appointed who will process urgent issues if the NITL is not available. The name of the person shall be communicated to the project assistant immediately. This measure should help to minimise delays and smooth proceedings.

Responsible: NITLs

Deadline: Immediately

Countries raised the issue of the period of maximum contract duration. According to UNOPS, a one-month break is sufficient before entering into another long-term contract. According to some UNDP COs, a four-month break is needed. Clarification and harmonisation of these rules is needed. The PM will ask UNOPS and the UNDP to provide clear guidance as to how countries should proceed.

Responsible: PM with UNOPS and UNDP

Deadline: November 2004

3. Contracts for year 2005

Responsible: NITLs

Deadline: Countries shall send requests for 2005 contracts/SSAs during the first half of November 2004.

4. Work plans

Work plans should be updated annually and budgeting shall be made according to:

- Project year (June 1, 2003 — May 30, 2004, or June 1, 2004 — May 30 2005, etc.)
- Quarters within a calendar year (Q3/2003, Q4/2003, Q1/200, Q2/2006 etc.). This split is crucial contract preparation and following up expenditures.

Costs/expenditures have to be split according to experts.

Countries shall revise deliverables table to ensure that all products are appropriately covered.

Responsible: NITLs

Deadline: Updated workplans shall be submitted together with four QPRs.

5. Reporting of expenditures

In order to ensure transparency in reporting of project expenditures and budget planning, the reporting template should be strictly followed.

Responsible: NITLs

Deadline: Financial reporting must be made at the end of each quarter.

6. Budget for Internet, stationery and translation (ITS)

Countries holding subcontracts with the institution may choose to include an ITS budget for the whole year with the contracting institution, thereby reducing the administrative load and contact with the UNDP C.O.

Responsible: NITLs

Deadline: Requests should be made at least one month before the contract enters into effect.

COUNTRY DELIVERABLES UNDER THE PROJECT

This part is based on the meeting results of October 6, but also reflects discussions that took place during October 7-8. This part should assist countries during an update of national work plans, and should lead to better understanding product content.

1. Roster of regional experts

Immediate Objective (IO) 2: Sustainable Inventory process created

IO3: Enhanced technical capacity for preparing national inventories

Countries shall provide an updated list of experts participating in UNFCCC reviews or receiving training with UNFCCC. The regional website will be updated. This information can also enable regional peer reviews to be organised more efficiently.

Responsible: NITL

Deadline: Immediately

2. Improving documentation of emission estimates

Output 1.1: Data collection strategies improved

Output 1.2: Data gaps reduced

Activity 3.2.3: Identify appropriate methods using GPG decision trees

Immediate Objective 4: Improved methodologies and EFs

Training on implementation of PCC methods and GP elements for all project key sources was provided during the workshops in Szentendre, Hungary; Skopje, Macedonia; and Tashkent, Uzbekistan. Regional experts elaborated assessment reports on the current status of project key sectors in region². All countries obtained a CD with IPCC GPG, IPCC EFDB, and a software tool for calculating SWDS methane emissions developed by INFRAS.

As a bare minimum, each of the four key project sources should be covered by a self-standing report. Reports for each project key source shall demonstrate improvement of emission estimates. Report outlines should follow IPCC GP structure: content – list of data gaps, new sources, selection of methods, calculation, comparison of old and new, AD, EFs, estimates, explanation and documentation.

Responsible: NITLs in cooperation with national experts

Deadline: According to table of deliverables

3. Documentation of the National Inventory System – Archiving Results and National Manuals of Procedures

Immediate Objective (IO) 2: Sustainable Inventory process created

IO3: Enhanced technical capacity for preparing national inventories

Output 1.3: Inventory system documented and described

Activity 1.3.5: Elaborate national manual of procedures

Training on documentation, archiving and maintaining data and manual drafting was provided during the workshops in Skopje and Tashkent (see summary report). All presentations and other documents are posted on the project website.

Countries requested a template for reporting and documentation of nationally used emission factors. Mr. Besim proposed the template he developed as a starting example. It was agreed that Besim would send his template to Milos for comments. Afterwards, it will be disseminated among countries for comments.

Responsible: Besim (PA will assist with dissemination)

Deadline: December 15, 2004

→Documentation:

- Collection of descriptions of used data sources and methods and “background“ leading to conclusions
- The means of persuading a reader or reviewer of a report that my data and conclusions are correct

→Archiving

- Storage of all relevant documents and materials used in inventory preparation
- To enable a follower to check all my steps and learn from my achievements and failures
- To enable any recalculations

² All presentations and other documents/tools are posted on the project website.

All countries shall elaborate the first draft of a National Manual of Procedures. The manual, in principle, should be written in the local language, as its purpose is to assist national experts. However, within the project it is not possible to provide comments on the manuals in local languages, so countries should at least translate the content, general part and a chapter on one sector of into English in order to enable revision.

Responsible: NITLs in cooperation with national experts

Deadline: See table of deliverables (first draft, October 2004)

4. National Strategies and QA/QC Programme

Activity 2.1.1: Development of long-term in-country programmes to sustain inventory

Activity 3.2.5: Prepare plan for quality assurance and quality control

Training and discussions on development of long- and short-term national strategies and QA/QC programmes were provided during workshops in Szentendre, Skopje and Tashkent. All presentations and other documents are posted on the project website. Countries requested further guidance on the preparation QA/QC programmes. Brief instructions with templates and examples will be drafted by technical experts and distributed to the countries.

Delivery of Strategy Programme

Responsible: NITLs in cooperation with national experts

Deadline: See table of deliverables (first draft, December 2004)

Delivery of QA/QC Programme

Responsible: NITLs in cooperation with national experts

Deadline: See table of deliverables (First draft, December 2004)

5. Stakeholder awareness-raising strategy

Immediate Objective 1: Strengthened institutional arrangements for compiling, archiving, updating and managing GHG inventories

Countries shall send a short description of awareness activities in the country to the PM (up to one page) with the next QPR (Q3/2004). Based on questionnaires completed by countries and discussions during the workshop in Tashkent, *an awareness-raising strategy proposal report* is under preparation and will be sent to the countries for comments by *November 2004*. It was tentatively proposed that the project would assist countries with preparation and design of:

- supporting material;
- a letter to government on country performance; and
- leaflets.

6. Inventory peer review

Immediate Objective 4: Improved methodologies and emission factors

Activity 3.2.6 Compile key-source inventory for peer review

To perform a regional round of peer review of national inventories it is essential that all countries meet deadlines as agreed to in the work plan (table of deliverables).

Three options were discussed concerning possible country links for peer-review exercise. All options have different advantages and disadvantages. A consensus was not achieved during the workshop: it will be discussed again after countries provide their inventories for the round of regional peer review. Options:

- according to national key sources;
- randomly; or
- by sub-regions.

For guidance, countries requested a list of documents and terms of reference that should be submitted in reports for desk reviews of inventory.

Responsible: PM

Deadline: April 2005

All countries will submit an updated national inventory plus supporting material (like NIR) for the regional review round (before May 2005). This review will start immediately following the next regional workshop in Moldova (tentative).

All countries will participate in inventory peer review in both roles; as reviewers and providers of national inventory results for review.

PLAN FOR UP-COMING WORKSHOPS

April-June 2005, Kishinhev, Moldova

3days/3 experts per country (tentative)

September-October 2005 Slovenia (tentative – depending on the budget)

2days /1-2 experts per country (tentative)

February – May 2006 - Final wrap-up

2 days /1-2 experts per country (tentative)

The agenda for the next workshop will be developed during Q1-Q2 2005.