

UNDP/GEF

MID-TERM REVIEW OF THE REGIONAL PROJECT IN THE EUROPE/CIS REGION (RER/01/G31)

Final Report

Zurich, 9 December 2005

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1375C-MTR-EUROPECIS-FINAL-REPORT.DOC

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1. EXECUTIVE SUMMARY

The Project “Capacity Building for Improving the Quality of Greenhouse Gas Inventories (Eastern Europe/CIS region)” is a regional project funded by the Global Environment Facility (GEF), co-funded by the Swiss government, implemented by the United Nations Development Programme (UNDP) and executed by the United Nations Operational Project Support (UNOPS). It started in June 2003. This mid-term review was implemented in the period October 23 to December 9, 2005. This report is based on stakeholder interviews conducted during the Georgia workshop October 24–28, a visit to the Regional Coordination Unit in Szentendre, November 7 and 8, a questionnaire received from 10 partner countries by November 16, an interview with the executing agency UNOPS and a discussion of the draft final report at COP11 in Montreal on November 30.

In this review, the following conclusions and recommendations were reached on how to improve prospects for sustainable inventory processes in disseminating of project results and for the GHG inventory project in West and Central Africa.

Key findings

Generally, the project objectives and outputs have been achieved. Institutional arrangement proved as effective. They did not cause any obstacles or barriers. The regional project approach has significantly strengthened national greenhouse gas inventory systems, prioritised strategies for further inventory improvement and enhanced regional co-operation and exchange. The executing strategy is characterized by a high degree of flexibility and by clear and timed priorities. Human resources which support project implementation are a key decisive factor of success besides appropriate institutional structures. Workshops, though costly, are considered an effective multipurpose vehicle greatly supporting the sustainable inventory process. One of the key project achievements is to change the attitude of the stakeholders with regard to the importance of making inventory processes sustainable through documentation and archiving as well as legal support measures.

Generally, project outputs will be completed on time. Some countries however face delays as observed by the project management. In addition, some countries plan to yet complete several of their products on the same date. This will require significant effort and might compromise product quality. In light of an optimal result, the project may have to be extended by 1 or 2 months.

Key factors to improve prospects for sustainable inventory processes through regional/sub-regional approaches

- › Methodology and approach demonstrated in the Eastern Europe and Central Asian Region **should be replicated in all countries implementing their second national communication projects**: Countries shall, through UNDP/UNEP and CGE-UNFCCC, be encouraged to set clear priorities with regard to sustainable improvement of the inventory process, to take stock of data gaps, to prepare improvement plans and to document results in a manual of procedures.
- › **The sub-regional workshop approach**, though costly as single events, shall follow up as a **multipurpose vehicle** with regard to technical assistance supporting the sustainable inventory process. It shall be continued as under the second national communication UNDP/UNEP-GEF project seeking also cooperation with UNFCCC Secretariat and the CGE whenever feasible. Language is a crucial criterion for forming sub-regional groups of countries.
- › **Language matters**: the availability of important tools and templates in different working languages significantly enhances the chances of success. As translation is costly, it is highly recommended to prioritize tools and training aides really necessary at an early stage of the project implementation.
- › **Continuity of trained staff** at the Regional Coordination Unit and at country level is an important success factor to be observed.
- › In order to ensure optimal dissemination of the results, **the project shall be extended** by 1–2 months.

Specific recommendations for the West and Francophone Central Africa Project

- › Entry point for communication with African stakeholders should be the fact that the countries will benefit from establishing a sustainable in-country system. By following good practices, in future the quality will increase and cost will decrease. This will strengthen the future position of the country vis-à-vis the GEF and UNFCCC.
- › The inventory sector LULUCF selected as a project key source is more complex by nature and therefore less prone to quick success. Documented experience of “enteric fermentation” from the Europe/CIS regional project might help to focus the attention on low hanging fruits and to create success stories with African experts at an early stage. Introducing appropriate templates integrating experiences from the Europe/CIS project is highly recommended.
- › Stock taking of capacity and data gaps and the assessment of strengths and weaknesses observed in the inventory process to date is also important for the African region. This process shall lead to setting priorities and to an improvement strategy. The lack of appreciation of

the importance of sustainable inventory processes is a problem situation prevailing at the onset of the project. Changing perceptions of priorities is part of the proactive project management. Once the project participants have agreed on the objectives and the iterative improvement strategy, it is recommended to pursue the chosen path in a consistent manner.

- › Reaching a consensus on the situation which shall prevail at the end of the project is instrumental to set milestones and the sequence in which products shall be developed and delivered.
- › Unless a regional project coordinator is convinced of the importance of sustainable inventory systems and has a feel on how to facilitate difficult interagency consultations within countries, a regional project is unlikely to become a success. The job profile of a regional manager shall equally emphasise on management and communication skills on one hand and technical background in land use or energy systems on the other hand.
- › The lesson learned on human resources (see chapter 5.1.3) shall be observed at country level as well as at the level of the regional project unit. It is recommended to widen the human resources participating in the project to the extent possible, namely by:
 - › country presentations at workshops by experts with different backgrounds,
 - › collecting regional data and innovative regional approaches at an early stage of the project,
 - › encouraging country to country cooperation within a sub-region with similar national circumstances (e.g. Sahel belt).
- › The function of bodies within the institutional arrangements shall be set out clearly at the onset. A set of working rules is recommended to be adopted within the project at the onset.
- › It is crucial to grant sufficient time for the steps that follow stocktaking and setting of priorities in the improvement strategy. The participating experts tend to focus their attention on algorithms, emission factors and activity data but much less on processes and institutional arrangements. Therefore, documentation and archiving, QA/QC plan and short term and long term strategies shall be a major focus of the project.

2. INTRODUCTION

The Regional Project Capacity Building for Improving the Quality of Greenhouse Gas Inventories (Eastern Europe/CIS region) is a regional project funded by the Global Environment Facility (GEF), co-funded by the Swiss government, implemented by the United Nations Development Programme (UNDP) and executed by the United Nations Operational Project Support (UNOPS).

The project initiates a regional programmatic approach developed to build capacity for improving the quality of data inputs to national greenhouse gas inventories, using the good practice guidance of the Intergovernmental Panel for Climate Change for cost-effectiveness. The project builds on the expertise gained during the preparation of the initial National Communications. By strengthening institutional capacity to prepare inventories and establishing a trained, sustainable inventory team, the project aims to help countries to reduce uncertainties and improve the quality of inventories for subsequent National Communications. This, in turn, should enable countries to improve national strategies for reducing greenhouse gas emissions.

The project started officially in July 2003 and will be completed in June 2006. In line with UNDP procedures and according to the project document two external evaluations of the project shall be conducted; at mid-term and at the close of the project. INFRAS was mandated to carry-out the mid-term evaluation of this project. Work started on October 15 and was completed by December 9, 2005.

2.1. OBJECTIVES OF THE MID-TERM REVIEW

The purpose of this review is to assess the performance of the Regional Project Capacity Building for Improving the Quality of Greenhouse Gas Inventories (Europe/CIS region) since its official start on 1st of July 2003. According to the Terms of Reference the review will focus on the following objectives (UNDP 2005):

- › To assess progress of project's activities against the project document.
- › To assess whether executing arrangements in place are providing appropriate technical backstopping to countries for project implementation.
- › To provide recommendations on steps and measures to be taken for improving project implementation and execution if needed.
- › To draw lessons and good practices that could be applied to the equivalent regional inventory project for West and Central Africa.

2.2. METHODOLOGY

Three main elements were chosen for this review: a desk study of relevant project documents, interviews with the Regional Coordination Unit and different stakeholders and questionnaires to the countries involved in the project. This combination of methods was assessed as the most appropriate in view of the limited resources in time and finance.

- › **Desk study:** Mainly as preparatory work the relevant project documents were studied. They consisted of the project document, the work plans, the Project Annual Report, the Project Implementation Review, the Quarterly Operational Reports, the progress questionnaires from April 2005 and some countries' deliverables. The focus was on the latest project documents; former annual and operational reports were not studied in detail. Since the project is already quite advanced we believe that the evaluation should not focus too much on the year by year process but more on the results achieved by October 2005.
- › **Interviews:** A two days field mission to the Regional Coordination Unit in Szentendre was carried out on November 7 and 8. These interviews with the project manager and the project assistant gave insight into the status of the project and the assessment of the Regional Coordination Unit. Interviews with country representatives were conducted during the workshop in Georgia between October 24 and October 28, 2005. Additionally, a telephone interview with UNOPS in Geneva was conducted. The draft of the evaluation report had subsequently been discussed at COP 11 with the project manager.
- › **Questionnaires:** In order to include the assessment of the target group, questionnaires in English and Russian were distributed to the countries during the workshop in Georgia. 10 out of 12 countries answered. The purpose of the questionnaire was to complement the questionnaire circulated by UNDP in April 2005. This helped to update the status of the project outputs. Furthermore, the countries were given the possibility to do a self-assessment of the outputs, to assess the technical assistance provided and to give their opinion on the design and implementation of the project. The questionnaire is attached in Annex 3.

2.3. STRUCTURE OF THE REPORT

The report is structured according to the requirements of the Terms of Reference. Chapter 3 gives an overview on the development, objectives and arrangements of the regional project. Chapter 4 summarizes the findings and conclusions at different levels of the project such as project formulation and design, implementation and results (outputs). Within the assessment as a whole there is a clear distinction between the assessment of UNDP/UNOPS, the assessment of the country as the principal target group and the assessment of the reviewer. In Chapter 5 we highlight the lessons learned at UNDP as well as at country level. General recommendations

and in particular recommendations for the inventory project in West and Central Africa are presented in Chapter 6.

3. THE PROJECT AND ITS DEVELOPMENT CONTEXT

The regional project Europe/CIS was following the submission of the Initial National Communication and was implemented in parallel to the “top up”/technology need assessment. It focused on key sources relevant in the region and generating sufficient common interest.

The \$2.8 million, three-year project was launched in June 2003 with funding from the GEF and Switzerland. 12 countries participated: Albania, Armenia, Azerbaijan, Croatia, Georgia, Macedonia, Moldova, Mongolia, Slovenia, Tajikistan, Turkmenistan and Uzbekistan (see Figure 1). These countries primarily fall into two distinct groups; those from the post-conflict Balkans and those that were part of the former Soviet Union. Other historical sub-divisions exist, e.g. the Caucasus sub-region.



Figure 1 Countries participating in the Regional Project.

In the years after the collapse of the Soviet Union in the 1990s, countries in the Eastern Europe and Commonwealth of Independent States (CIS) region suffered dramatic declines in economic output. Most countries in this region have experienced great changes in production and hence emissions in the past decade; a transition in governments created a long period of depression from which some countries have only recently begun to emerge. Although there was a system of state and branch reporting of data collection in former Soviet countries – especially for energy – this system collapsed in most of the countries in the 1990s (Project Document, p. 3, 4). It was assumed that due to their common background, countries participating in the regional project Europe/CIS would benefit from the information exchange with other participants.

3.1. PROJECT OBJECTIVES

The overall objective of the project is to build technical and institutional capacity to enable significant number of countries to improve the quality of activity data and emission factor inputs to their national GHG inventories in the context of National Communications. Four objectives and related outputs were defined.

3.1.1. OBJECTIVE 1: STRENGTHENED INSTITUTIONAL ARRANGEMENTS FOR COMPILING, ARCHIVING, UPDATING AND MANAGING GREENHOUSE GAS INVENTORIES

A national inventory system incorporates all the elements necessary to estimate, report and archive GHG emissions and sinks, including the institutional, legal and procedural arrangements.

Main outputs:

- › Data collection strategy improved: All countries have to monitor their inventory processes, to identify data gaps and to suggest measures to improve activity data.
- › **National manuals of procedures prepared:** All countries have to draft manuals of procedures in their national languages for key sources. The purpose of these manuals is to provide guidance for inventory compiler (“cookbook”).
- › **Documentation/Archiving of regional key sources:** Countries are supposed to create an appropriate archiving system and to document all activity data, emission factors related to regional key sources by using a National Inventory Report format. All emission factors used in the national GHG inventories shall be compiled and documented according to IPCC good practice principles.
- › **Peer reviews:** Experts have to be trained who will then participate in a regional peer review exercise, providing feedback on the work of other countries in improving the regional key sources. These reviews will form part of the Quality Analysis/Quality Control (QA/QC) for each country’s work.

3.1.2. OBJECTIVE 2: SUSTAINABLE INVENTORY PROCESS CREATED

The most difficult challenge of the project will be to ensure that the work initiated under the project continues when the regional project ends. As a first step, countries have to prepare strategies that prioritise the tasks required to improve the inventory over medium to long-term.

Main outputs:

- › **National long term inventory improvement strategies:** Countries have to develop a long term inventory strategy for ensuring sustainability of the inventory process.
- › **Awareness-raising campaign:** Based on guidance regarding an awareness-raising strategy (Mojik 2005 on behalf of UNDP) countries have to prepare and implement an awareness-raising campaign on the importance of institutionalising the inventory process and on the multiple benefits of data collection, targeted at policy makers and data providers.
- › **Linkages** to experts/institutions in **Annex 1- countries and transition economies** shall be identified and established.

3.1.3. OBJECTIVE 3: ENHANCED TECHNICAL CAPACITY FOR PREPARING NATIONAL INVENTORIES

It is envisaged that at the end of the project, technical capacity in the region will be improved.

Main outputs:

- › **Training of national experts:** The national inventory team members shall be trained by the national experts in different aspects of IPCC good practice guidance.
- › **National QA/QC plan:** All countries shall develop QA/QC plans. It is anticipated that countries will undertake the QA/QC activities as part of their Second National Communications.

3.1.4. OBJECTIVE 4: IMPROVED METHODOLOGIES AND EMISSION FACTORS

The project focuses on regionally significant key sources (fugitive emissions from oil and gas, mobile sources, solid waste treatment, enteric fermentation) and the related emission factors. It seeks ways to improve them, using methods consistent with IPCC guidelines.

Main outputs:

- › **2–3 emission factors improved:** Countries shall improve emission factors/activity data for up to three key sources according to national priorities.
- › **Methodologies improved by using national and/or regional approaches:** Whenever feasible, countries are encouraged to develop innovative solutions and to disseminate the results within the region as well as externally.

3.2. INSTITUTIONAL AND IMPLEMENTATION ARRANGEMENT

The institutional set-up and the implementation arrangements are displayed in Figure 2.

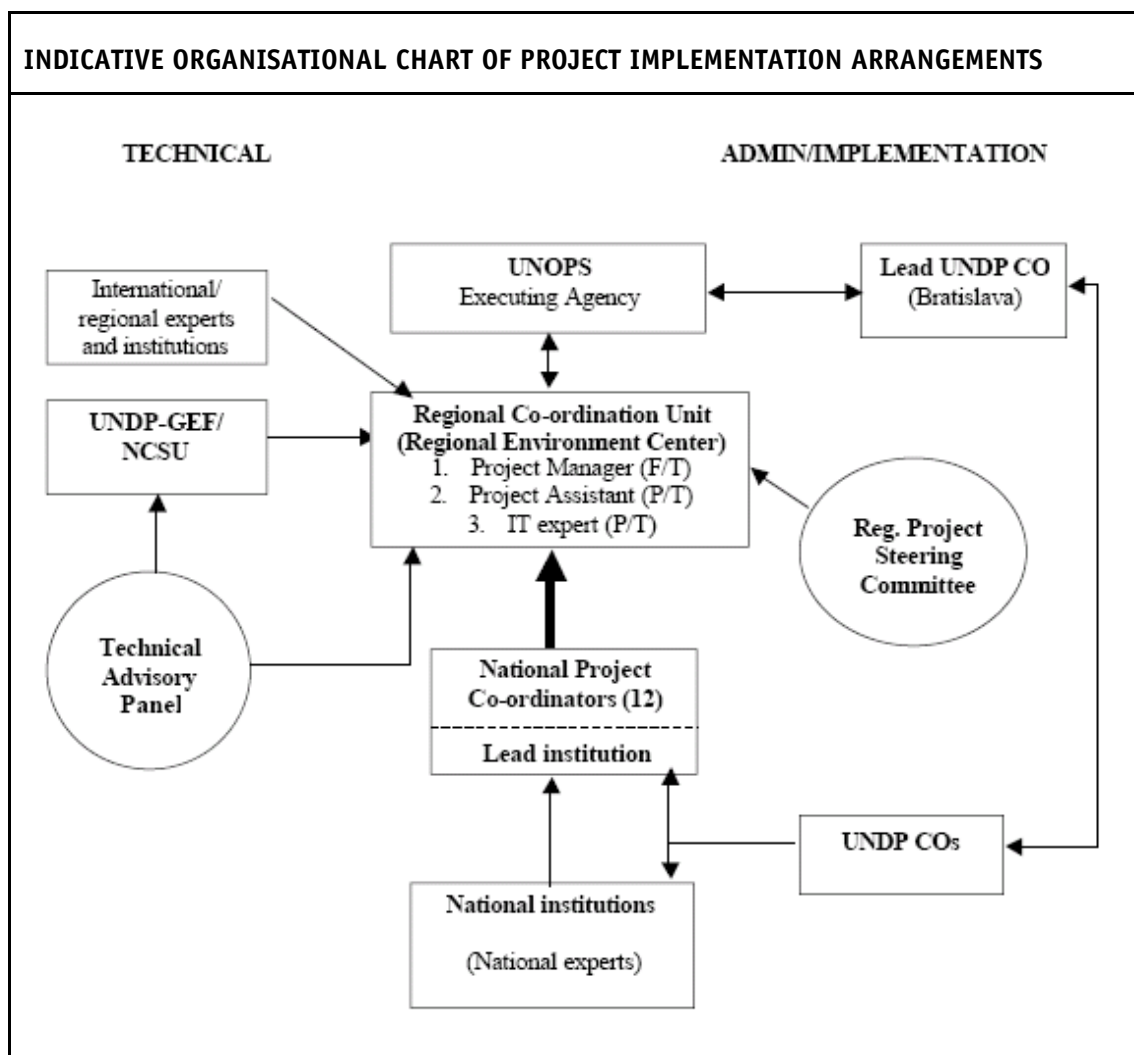


Figure 2 Indicative organisational chart of project implementation arrangements (Source: Project Document, UNDP 2003).

The Regional Coordination Unit (RCU) based at the Regional Environment Centre (REC) in Szentendre, Hungary, was established to implement the project on a day-to-day basis. The RCU is in close contact with all technical and implementation institutions at international, national and regional level. At international level the Technical Advisory Panel has a supervisory, technical assistance and quality assurance/control role. At regional level the Regional Project Steering Committee is established to facilitate project execution. Within each country, a national project coordinator is responsible for overseeing the execution of national project activities and reporting to the RCU.

4. FINDINGS AND CONCLUSION

This chapter summarizes the assessment of the project design, the implementation and the products developed under the project. In order to assure a high degree of transparency every section distinguished the assessment of the project coordination unit UNDP, the assessment of the countries and the assessment of the evaluators.

4.1. PROJECT DESIGN

4.1.1. INSTITUTIONAL ARRANGEMENTS

The assessment of the institutional arrangement is not a major focus of this mid-term evaluation and is therefore only briefly described.

Assessment project coordination unit

Institutional arrangements are appropriate.

- › The Regional Coordination Unit provided effective guidance and technical assistance, constantly maintained a strategic vision and effectively coordinated day-to-day implementation matters
- › The technical advisory panel was preparing important milestones to teleconferences and in person meetings at the margins of the workshop. It supported the RCU in implementing the strategic mandate, and its members provided hands on training inputs during the workshops
- › The regional project steering committee acted as a sounding board for the RCU in the process of consensus seeking with regard to sensitive management decisions such as resource allocation (financial, human) and endorsement of TORs for the recruitment of regional experts.
- › The set ups at the national level (national project coordinators, hosting national institutions, national steering committees) acted as backbone of the project implementation, supported by UNDP country offices.

Assessment countries

Feedbacks by countries regarding the institutional arrangements are scarce. None of the countries identified significant challenges or problems related to the institutional arrangement. At national level the countries assessed the role of the National Steering Committee (NSC). 7 countries considered the assistance of the National Steering Committee as helpful, and 5 countries as partially helpful. 2 of the 5 partially content countries mentioned that support by the NSC was not very effective. 1 country got support by the NSC mainly on a political and strategic level and 1 country mentioned that the NSC meets rarely but that individual meetings with NSC members were helpful (Questionnaires April 2005).

Assessment INFRAS

The description of the roles of the institutions given above reflects INFRAS' perception on their contribution to the success of the project.

Institutional arrangement proved as effective, they did not cause any obstacles or barriers. Somewhat complex is the line of command from RCU on one hand and UNOPS/country offices to the project in charges at country level. It can be observed that the committees which played only partly a proactive or strategic role also only responded in part to situations arising. The role of the Technical Advisory Panel was to provide feedback to the country products (e.g. manuals, strategies, NIRs). The role of the Project Steering Committee was initially important, but weakened as the project advanced in the implementation stage. Its role was gradually taken over by the workshop plenary. The committee often worked on an ad-hoc basis on the margins of the regional workshops or by teleconference. However, the need for a very proactive role of the steering committee was not given, thanks to the excellent supervision and coordination of the project management.

4.1.2. EXECUTING STRATEGY AND PRIORITIES

The executing strategy is characterised by a high degree of flexibility and by clear and timed priorities.

Assessment project coordination unit

It is important to envisage the status at completion of the project and to continuously respond to countries' needs. Workshops with different priorities are an important strategic element. Besides the fact that workshops provide training on good practices and allow countries to present their progresses, they mark the end of a work cycle and give therefore a clear structure to the process.

Assessment countries: The priorities set by selecting workshop topics and the agenda were perceived as effective in the assessment of countries responding.

Assessment INFRAS

The strategy is very much responding to countries' needs:

- › The executing strategy is implemented very competently, highly responsive and flexible by the Regional Coordination Unit.
- › Agreed milestones and workshop presentations ahead make countries focus on 1–2 products at a time and on their timely delivery.

- › Priorities within the project were set according to the needs expressed by the countries. This focus on project key sources (Fugitive Emissions, Mobile Sources, Waste, Enteric Fermentation) was relevant and appropriate. The diversity of different topics could still be handled and did not exceed the capacity of the technical support system¹.
- › The involvement of regional experts for specific tasks related to project objectives is an important strategic element which does at the end contribute to capacity building and to increasing responsibility in the region. Currently a call for experts is ongoing in order to compile and analyse national solutions for improving the inventories (TOR Regional Experts. Subject: Compilation and analyses of national solutions for overcoming barriers to data collection and emission factor improvement and implementation of good practice in project key sectors).

4.2. IMPLEMENTATION

In this chapter we assess the implementation of the activities by the project management as well as the problems related to implementation at different levels. The implementation of the activities at country level is very much linked to the national project outputs and is therefore assessed in chapter 4.3 Results.

Main aspects of the implementation are:

- › Management, monitoring, supervision of the process ;
- › Assistance in the use of the IPCC Good Practice Guidance, organisation of training activities and workshops, provision of supporting materials;
- › Coordination with other projects/institutions, information exchange, publication, dissemination of the results, side events at COP;

The implementation is assessed as follows:

4.2.1. MANAGING THE PROCESS

Assessment project management

At the beginning the ATLAS system was not fully operational. This absorbed a high share of management capacity in the starting year and led to significant delays for issuing contracts and payments. According to project management, creative approaches to overcome barriers had to be found. Due to the number of small contracts an extra effort had to be made in order to establish a transparent financial reporting system. As of now, the implementation of the

¹ West/Central Africa: LULUCF according to GPG 2003 is a very complex topic, even for Annex I countries. Temptation to adopt “black box” type of tools.

process is well established, though the financial information provided through the ATLAS system could still be more users friendly.

Assessment countries

Generally, the countries did not report major difficulties related to the management of the process. However, the disbursement of the first instalment of project funds did take place within a certain time-span reflecting a lagging behind of contracts signed (November 03 until September 04). As the UNDP system does not allow for retroactive funding of project activities and the teams had to start the work before the contracts were in place, creative solutions to avoid negative impact of project performance had to be found. Reasons for delays were mainly on an administrative level such as procedures of UNOPS and UNDP regional office/UNDP country offices and uncertainty how to best operate the ATLAS system introduced as of early 2003 in UNDP. (Source of evidence: Questionnaires Nov 05 and interviews conducted during the Georgia workshop).

Assessment INFRAS

In our assessment, the process is managed in a firm and transparent way, leaving at the same time enough flexibility to address the different needs and circumstances of the countries. Major problems at the beginning could fully be eliminated.

- › The process is planned and monitored by different tools such as regular work plans, quarterly operational reports, monitoring sheets, overviews on country products incl. delivery dates, etc. Countries report progress and expenditures on a quarterly basis and in comparable formats.
- › The process is managed timely. Most of the countries will deliver their products at the time agreed upon. The project will be terminated on time or maximally with a delay of 1–2 months.
- › The project management responded to the needs expressed by the countries. Countries assess the workshop cycle and the definition of project milestones as appropriate. The assessment of RCU and countries on administrative barriers within the UNDP system are confirmed. There was an initial struggle with the use of the Atlas system, and in 2005 the UNDP/UNOPS institutions are still in a somewhat handicapped position to issue contracts and effect payments at dates proposed by the project management.
- › Countries were invited to participate in the managerial process at different stages. One example for this active participation was the budget allocation per country at the beginning of the project. This was discussed openly and led to a compromise which was acceptable for all

countries (same amount for all countries with the exception of the Annex 1-countries Slovenia and Croatia).

4.2.2. TRAINING ACTIVITIES/TECHNICAL ASSISTANCE

Until now five regional workshops with different training priorities have taken place under this project. Table 1 displays venue, date and topics of the workshops completed so far. One final workshop is planned for April 2006.

OVERVIEW ON REGIONAL WORKSHOPS		
Venue	Date	Topics of the workshop
Szentendre, Hungary	30 July–1 August 2003	<ul style="list-style-type: none"> › Project start-up › Strategy, workplan review
Skopje, Macedonia	2–4 June 2004	<ul style="list-style-type: none"> › Data collection strategies › QA/QC methods › Good practice transport, fugitive emissions, waste
Tashkent, Uzbekistan	7–8 October 2004	<ul style="list-style-type: none"> › Improvement of emission estimates from Enteric fermentation › Strategy programs and QA/QC › Awareness raising
Chisinau, Moldova	20–22 April 2005	<ul style="list-style-type: none"> › Development and Improvement of Emission Factors (mobile sources, fugitive emission, enteric fermentation, solid waste) › Strategies › Documentation › Awareness raising
Tbilisi, Georgia	24–25 October 2005	<ul style="list-style-type: none"> › Workshop on (Peer) Review of National Inventories and Uncertainty Management › Strategy and QA/QC, manuals › Key source analysis › Documentation

Table 1 Overview on regional workshops until December 2005.

Additional supporting materials were developed throughout the duration of the project. All the training materials, questionnaires, templates, examples and awareness raising materials are posted on the web (http://www.rec.org/REC/programs/UNDP-GHGInventories/training_materials.html).

Assessment project management: Assessment integrated under INFRAS.

Assessment countries

The analysis of the questionnaires sent to the countries in November 2005 shows that most of the countries assess the technical assistance provided as useful for the completion of the project outputs. The results are displayed in Figure 3.

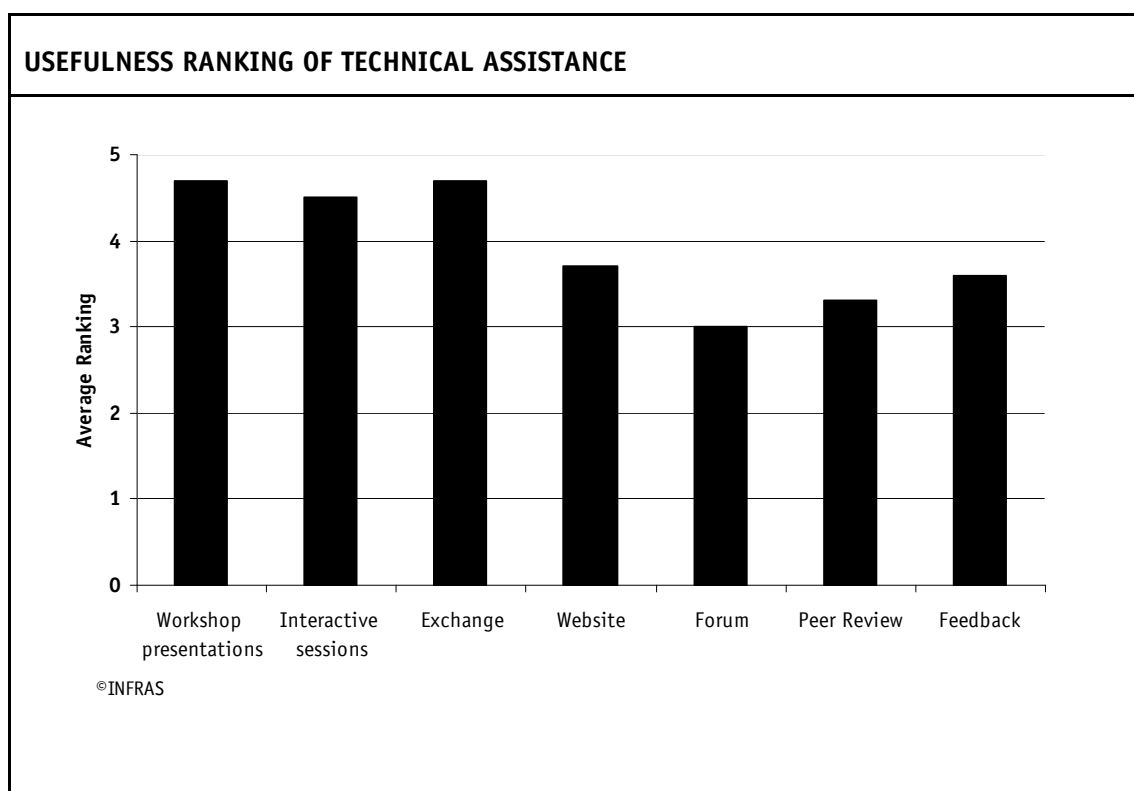


Figure 3 Countries' assessment of the usefulness of the technical assistance in the third year of the project. 1: Not useful, 5: very useful. Source: Questionnaires Nov. 05.

- › Especially the assistance related to the Georgia workshop is assessed as very useful (presentations, interactive sessions and exchange during or after the workshop). One country mentioned that more practical exercises during workshops would have been preferred (e.g. calculation of uncertainty for given series, measuring of emission factors) (questionnaires Nov. 05).
- › Though requested by the countries, the web-based regional discussion forum was assessed as the least useful tool according to the countries. A view to the website (<http://edg.rec.org/cgi-bin/teemz/teemz.cgi>) shows, that the fora are indeed not used frequently. The last post is dated from April 2005 (status as per November 21, 2005) and a real discussion never took place. Obviously, exchange between countries takes place more bilaterally.
- › The usefulness of the peer reviews were judged very differently (from not useful to very useful). The two Annex I countries rated the peer review as not useful, whereas the other countries judged that peer reviews were useful or very useful for them.
- › Supporting materials such as templates are assessed as very important supporting tools by the countries. In the questionnaires distributed in April 2005 four countries expressed their

need for more practical samples, templates, etc. According to them additional supporting materials like report templates would be appropriate and helpful.

- › In the questionnaires from April and November 05 countries were asked to describe which additional technical assistance mechanisms would be helpful for them. Three countries wished more reviews of the country outputs by third party experts, e.g. regional experts (questionnaires April 05 and Nov. 05).

Assessment INFRAS

The technical assistance and the supporting materials were provided according to the countries' needs. In addition a multilingual web site helps to share information. Workshops provide different possibilities for technical assistance and information exchange and are therefore assessed as the key supporting activity (Refer also to lesson learned 5.1.5 "workshops as a multipurpose vehicle"). The recruitment of Non-Annex 1-experts for Annex I inventory review is considered as an important incentive for capacity building and widening the **knowledge network in the region**.

4.2.3. COORDINATION WITH OTHER PROJECTS/INSTITUTIONS, INFORMATION EXCHANGE, PUBLICATIONS

The exchange with similar projects and other institutions was ongoing throughout the whole duration of the project. To be highlighted is the coordination and information exchange with the following projects and institutions:

- › Organization of COP side events.
- › Participation of the project manager in two workshops of the sister project in West Africa in order to share the experiences gained under this project.
- › Tasks of the project manager in the field of the IPCC Emission factor database (co-chair), revision of IPCC 2006 Inventory Guidelines.
- › Partnership with the European Environment Agency.
- › Experience sharing with the Central America Inventory project (US-EPA) and the project in Central Asia (funded by Japan).

Beside these information exchanges the project management has commissioned the preparation of leaflets for information dissemination about this regional project and for awareness rising.

Assessment project management: Sharing of opportunities was promoted whenever feasible and appropriate.

Assessment countries: no information.

Assessment INFRAS

The coordination with other projects as well as the information exchange and the dissemination of results is appropriate. Of importance is especially the information exchange with the sister project in West Africa and the planned dissemination of information material at a COP side event. The project could build on capacity established in the region inter alia through the US country study programme.

4.3. RESULTS

4.3.1. PROJECT OUTPUTS

All the mandatory project outputs are quite advanced. Table 2 gives an overview on the status of the outputs as per November 2005.

STATUS OF PROJECT OUTPUTS AS PER NOVEMBER 2005	
Output	Status
1. National manual of procedures	All countries completed drafts of their national manuals of procedures for the project key sources in their national languages.
2. Documentation/Archiving of National emission	Countries have created archiving systems as appropriate to their national circumstances. All activity data and emission factors related to the regional key sources were documented and archived, using a National format for archiving/documentation. Countries compiled all emission factors used in the national GHG inventories and documented them according to IPCC good practice principles.
3. 2–3 improved emission factors	All countries were able to improve methods for improving emission factor estimates and documented their approaches. Countries have improved the emission factors for up to three key sources according to national priorities and as a result of improved methods.
4. Uncertainties of key sources reduced, AD methods in place	For improvement of activity data, countries have identified alternative data sources to fill the gaps in Activity Data and reduced uncertainties.
5. National long term inventory improvement strategy	Countries have analysed their national situations and drafted strategies, which were reviewed by the Technical Advisory Committee.
6. National QA/QC plan	All countries developed Quality Assurance/Quality Control (QA/QC) plans. It is anticipated that countries will undertake QA/QC activities as part of their Second National Communications.
7. Peer reviews	80 Experts were trained and are participating in a regional peer review exercise, providing feedback on the work of other countries in improving the regional key sources. These reviews will form part of the Quality Analysis/Quality Control (QA/QC) for each country's work.
8. Training of national experts	All workshops have provided training in different aspects of IPCC good practice guidance. Up to 80 experts have been trained.
9. Awareness campaign	An awareness-raising strategy has been disseminated to all countries and additional materials are being prepared.

Table 2 Status of project outputs as per November 2005. Source: UNDP draft flyer.

Timeliness of the delivery of outputs

Assessment project coordination unit

Products due with the third quarter report 2005 are in the process of being submitted. Many countries are however delayed by 1–2 months and a number of countries will submit their first second strategies only by December 2005.

Assessment countries

According to the actual completion status of the outputs most of the outputs are completed by approximately 80 to 100%. In their assessment the products can be delivered on time. Several countries plan to complete their products by December 2005 or January 2006. Detailed countries' assessment concerning completion status of project outputs is provided in Annex 2.

Assessment INFRAS

Generally, the project outputs will be completed on time, some countries face delays as observed by the project management. In addition some countries plan to complete many of their products on the same date. This requires a significant level of effort. Squeezing of products on the timeline could also compromise the quality of the final products. In light of an optimal result the project may have to be extended by 1 or 2 months.

Quality of the outputs/documentation

Assessment project coordination unit

Generally significant progresses were achieved regarding all different project outputs. The project management noted significant progresses especially regarding the quality of estimations of project key source emissions in all countries. Some problems could be observed in the quality of the strategies. A number of strategies were rather general and had to further be improved (Annual Project Report 2005). Furthermore, countries initially did not understand the importance of the documentation of the process. Through awareness efforts, training and making available appropriate materials, this mental barrier could be overcome.

Assessment countries

In April 05, countries were asked to indicate whether they experienced any problems in completing the different project outputs. The results can be seen in Figure 4. 5 countries had difficulties in compiling the national manual of inventory procedures whereas all 12 countries had difficulties in reducing the uncertainties of key source emission.

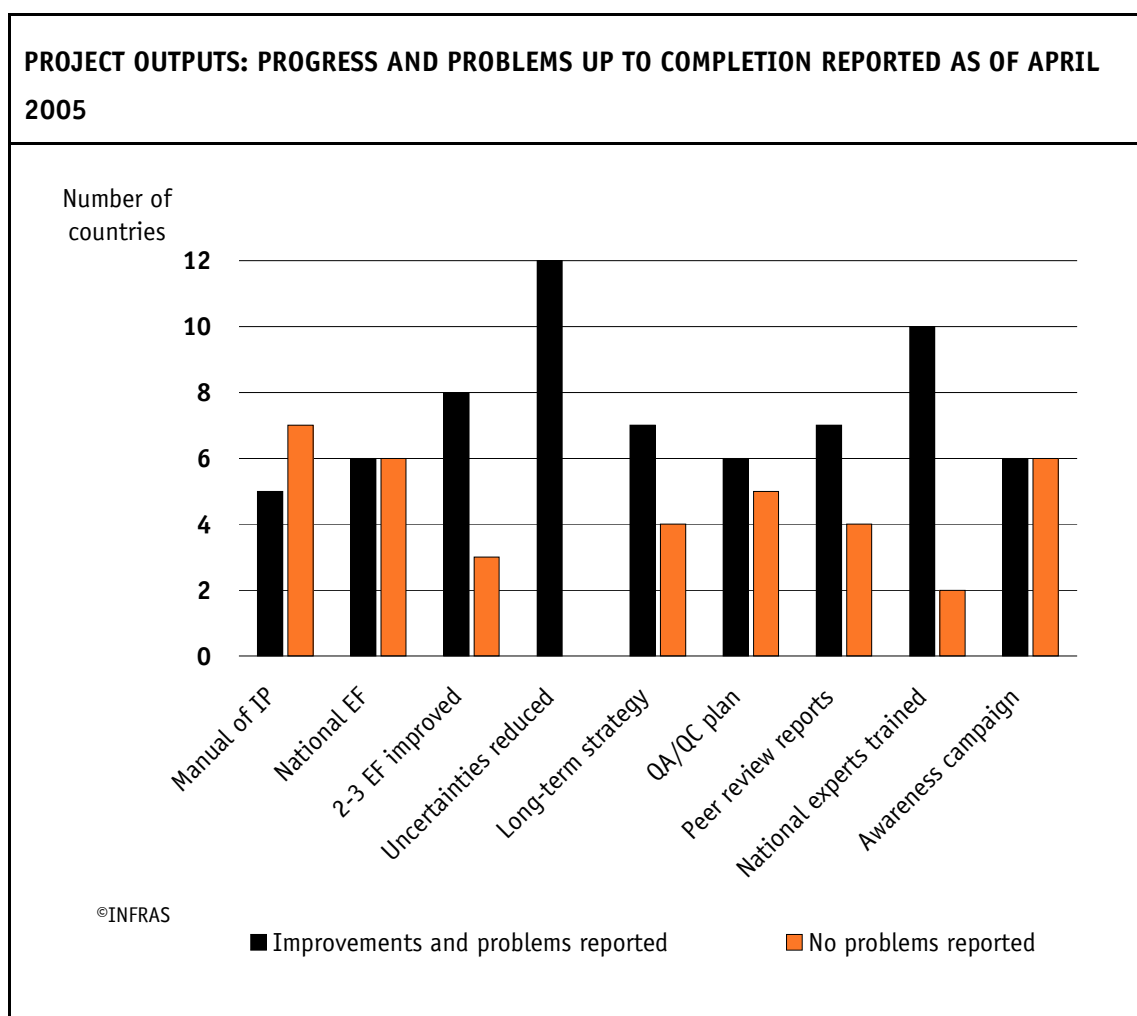


Figure 4 Number of countries having problems or not in completing the different project outputs (State April 05).

- › Problems in completing the national manual of inventory procedures were heterogeneous and ranged from structural (lack of experience) to institutional (lack of data) and language problems.
- › Countries' problems in documenting and archiving the national emission factors were mainly due to lack of available or reliable data.
- › 8 countries had difficulties in improving the 2–3 emission factors chosen. Problems were mainly related to the quality of the input data. 2 countries stated that their technical equipment was not sufficient.
- › All countries experienced problems in reducing the uncertainties of key source emissions. 10 countries had problems with data gaps. 2 of the 10 countries said that their input data was not compatible with IPCC methodology. 3 participants had problems related to the methods applied. 1 country added that in some cases reduction of uncertainty demands a more detailed approach which cannot be covered under the scope of this project.

- › 7 countries had problems with the development of a national long-term improvement strategy. 5 countries reported problems on the institutional level (e.g. low awareness of decision makers).
- › 3 of the countries with problems in elaborating a national QA/QC plan related them to their lack of experience.
- › As far as problems in compiling a peer review report are concerned, 2 countries stated the lack of a report template. Other countries reported e.g. a lack of expertise or experts' poor English language skills.
- › 10 countries had problems in training national experts in inventory good practices. 8 countries reported structural problems like lack of qualified and motivated experts. 2 countries had language problems (only GPG and IPCC Guidelines Vol. 2 translated in Russian). 1 country criticized the absence of training materials.
- › The problems in implementing an awareness campaign were mainly structural (lack of interest and support from institutions, lack of funds).

In November 05, the participating countries were asked to assess the qualitative and subjective level of satisfaction with the project outputs. The results are displayed in Figure 5. The percentage of fully satisfied, partly satisfied or not satisfied countries is indicated for each project output (Questionnaires November 05).

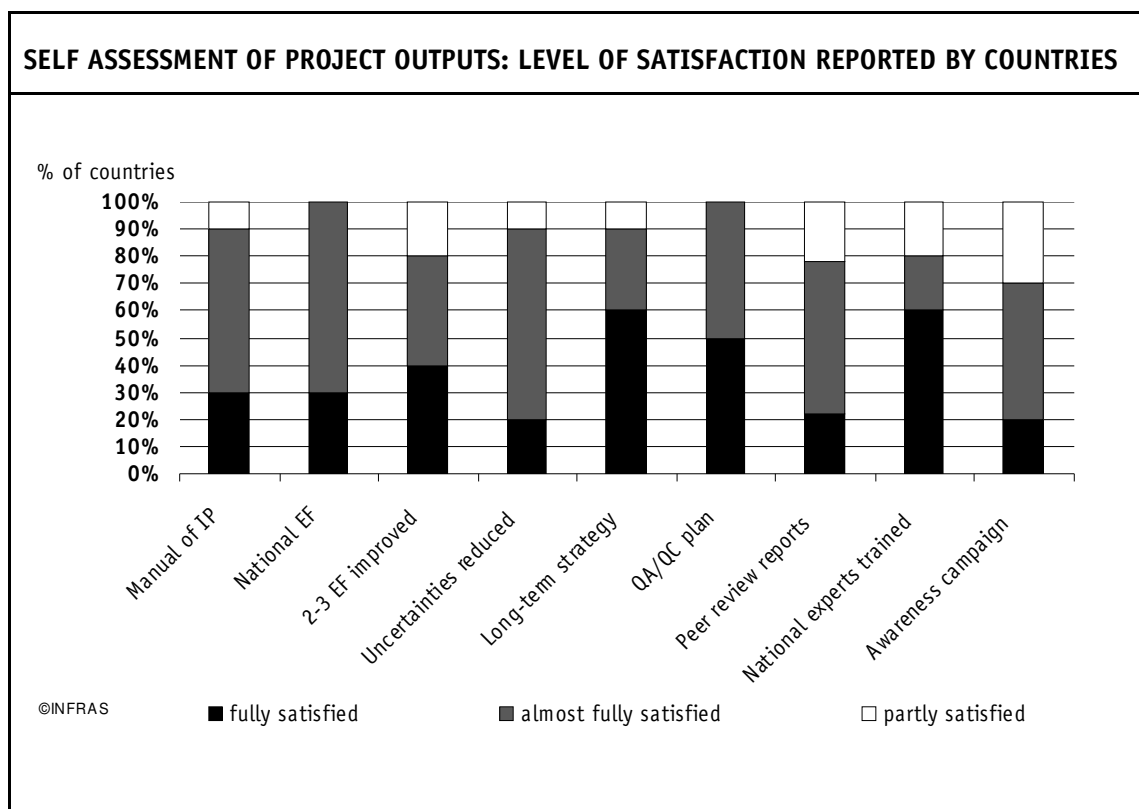


Figure 5 Percentage of countries which are fully, almost fully or partly satisfied with their different project outputs. (Status November 2005)

In November 05, countries were also asked to make a self-assessment of the scope for improvement regarding the quality of their different project outputs. Figure 6 shows the scope for improvement identified by the countries.

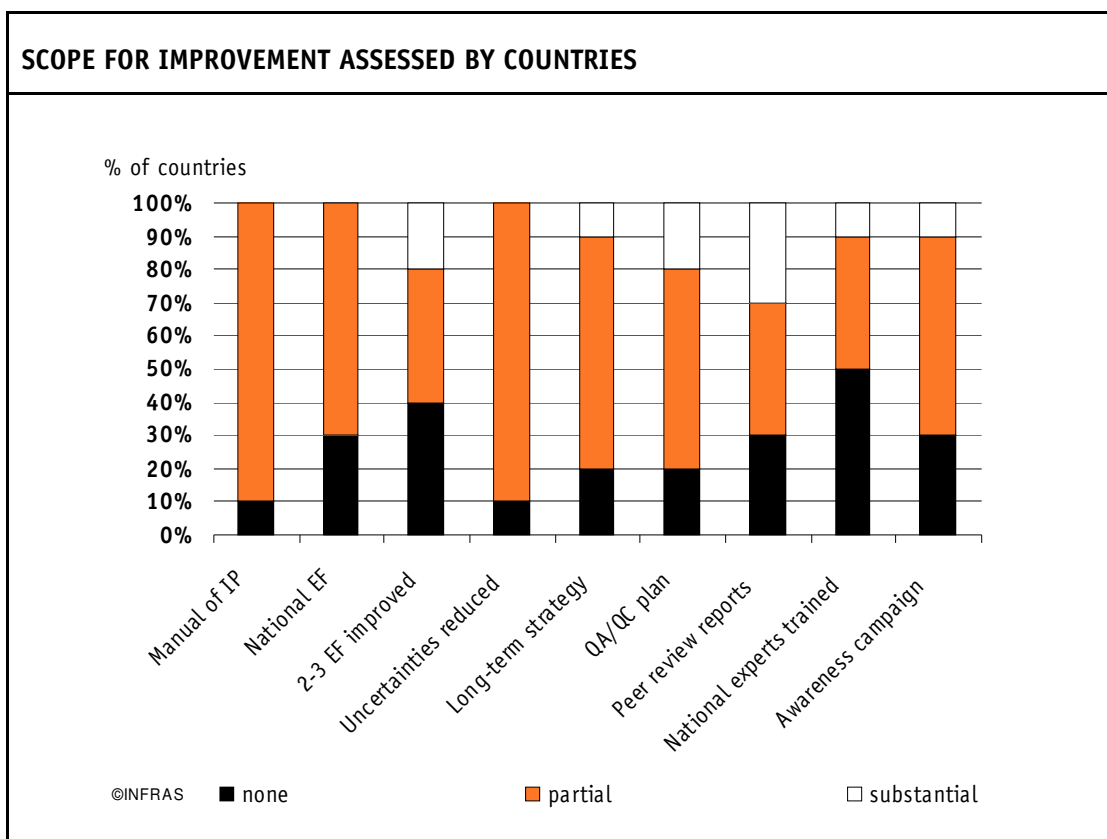


Figure 6 % of countries with none, partial or substantial scope for improvement of project outputs.

Some countries also indicated the main quality gaps yet to be addressed. The main reason for quality gaps was the unfinished state of the project outputs. 2 countries suggested that institutional strengthening would help them to improve the quality of the project outputs.

Assessment INFRAS

It can be observed that the overall quality of the products has improved significantly during the course of the project. This improvement can be noted in terms of technical aspects as well as in terms of more “soft factors” such as relevance and reader friendliness. Thanks to the technical assistance and the provision of various templates and examples the products are getting more comparable and achieve a higher level of quality. However, we still note significant differences in quality between the countries. It seems that countries with unfavourable national circumstances regarding the availability of appropriate data still have some difficulties in improving their estimates.

Furthermore, we observe that products which are not directly linked to technical questions or emission estimates such as the strategy or the awareness raising campaign are often not developed in detail. Not surprisingly, scientists often put more effort into improving estimates and technical details.

We also noticed that the importance of a complete and transparent documentation of the process is sometimes not seen. However, it seems that the awareness for these aspects increased during the course of the project.

4.3.2. CONTRIBUTION FOR ACHIEVEMENT OF KEY OBJECTIVES

In this section we assess the overall progress of the project toward the achievement of the four key objectives in relation to the costs and implementation time.

Generally, we can draw the following conclusions.

- › The project has significantly strengthened the institutional capacity of countries to prepare inventories and establish a trained, sustainable inventory team. Most of the participating countries have adopted a more systematic approach based on good practice guidance. They could significantly reduce uncertainties and have improved the quality of inventories with a view to the second and subsequent National Communications. This was achieved through assessment of the inventory process as achieved in the Initial National Communication, key source analysis and development of time series in particular.
- › Generally, achievements reported and substantiated within this review are close to optimum under the UNDP System with regard to cost and timeliness.
- › The effective coordination by the Regional Coordination Unit as well as targeted and timely technical assistance contributed significantly to this positive achievement.
- › Good cooperation relations among countries have contributed, besides effective technical assistance inputs, to the achievement of key objectives. The high impact is also attributed to the motivation and ambition of many countries in the region to achieve Annex I quality levels.

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

Having a system in place means a country can develop a high quality inventory at regular intervals – be that annually or every three to four years – because *institutional arrangements* within country are established and broadly known, *legal support* is in place and all the *sources of data* (activity data, emission factors, background information) for compiling the national GHG inventory are identified, documented, appropriately archived and accessible. In all these aspects, means in the description of institutional arrangements, in the monitoring of inventory processes and in the data collection strategies, significant progresses can be observed in the whole region.

Immediate Objective 2: Sustainable Inventory Process Created

The most difficult challenge of the project will be to ensure that the work initiated under the project continues when the regional project ends. At this stage of the process it is too early to assess whether the process created is truly sustainable. This question will have to be addressed in the final evaluation or from a retrospective in a few years time. However, we can observe that the basis for a sustainable process has been laid.

- › Dialogue at national level is established in a number of countries (some good examples of cooperation involving statistical offices based on legal support).
- › Strategy (long term, short term) and QA/QC plans are important elements to ensure sustainability.
- › With the development of awareness raising campaigns the basis for a broader awareness regarding these topics has been laid. The implementation however remains a challenging task and it is still an open question whether these campaigns can achieve their respective objectives.
- › Most of the experts trained are foreseen for cooperation under the second national communication. This can in our view be considered as a good indicator for the sustainability of the process at least for the next few years.

Immediate Objective 3: Enhanced technical capacity for preparing national inventories

The technical capacity improved significantly in the course of the project.

- › All countries have prepared at least one national GHG inventory as part of their commitment to the UNFCCC.
- › Experts participating in the regional project were trained in all relevant topics of the IPCC good practice guidance.
- › Each country has undertaken to train at least eight additional experts at the national level as an in-kind contribution to the project. This sharing of knowledge within the countries is a crucial factor in view of a longer perspective.

Immediate Objective 4: Improved methodologies and emission factors

Many countries did not select appropriate emission factors or most did not document the reasoning for their choices. Thanks to trainings and improved knowledge of IPCC guidelines, methodologies improved significantly in all the countries. An important result of the better knowledge of the methods is the fact that these methods were – wherever necessary – adapted to national circumstances and priorities were set appropriately. In some cases countries were by far exceeding the expectations regarding country specific approaches. Many innovative and flexible solutions were developed under difficult circumstances.

4.3.3. ACTIONS TO DISSEMINATE PROJECTS RESULTS

Within the first two years of project implementation, templates and useful materials developed by other agencies were distributed to countries supporting the dissemination of the project objectives and interim findings among country stakeholders. In the current third year of implementation a number of actions which seem highly essential for enhancing the long term perspective of the project, are under preparation:

- › Documentation of best practice country solutions: this is a major task pending: To select good examples on good practice or sustainable inventory systems from countries and disseminate them.
- › To produce a flyer with success stories for COP11 and to disseminate this product at a side event. This shall contribute to raise the interest of stakeholders in the participating as well as in other Non-Annex-I-countries.
- › To create awareness materials for dissemination of project results within the participating countries.
- › To integrate awareness measures on the importance of sustainable inventory processes into guidance and technical training for implementation of Second National Communications (UNDP/GEF-NCSP).

5. LESSONS LEARNED

5.1. UNDP LEVEL

5.1.1. REGIONAL PROJECT/EFFECTIVENESS OF REGIONAL APPROACH

The regional project approach has significantly strengthened national greenhouse gas inventory systems, prioritised strategies for further inventory improvement and enhanced regional co-operation and exchange. The selection of key sources of common interest is considered a key instrumental element in generating the synergies observed:

- › If a sufficient common denominator and interest is defined in the project design state, the regional approach does provide synergies in expert pooling, in consistent training and awareness effort over time and in mobilising stakeholder support.
- › Municipal solid waste was a key source of common interest where progress could be achieved catalysing multiple levels. Also the transport sector demonstrated merits as a learning vehicle.
- › A potential challenge to the regional approach is the fact that the political and economic framework conditions in the region and therefore the national circumstances were quite inhomogeneous.

5.1.2. REGIONAL CIRCUMSTANCES

The regional circumstances largely worked in support of the project achievements documented to date:

- › There is a common background in centrally planned economies prevailing in the region selected. All participating countries could base on a culture with compilation of statistical data.
- › All countries did experience the break down of this centrally planned system in the transition to market economy; common regional circumstances prevailed with regard to the data gaps for the transition period 1992-1995/96.
- › The closeness and the cultural ties to Annex I countries for some of the countries² has relevance when looking for replication in other regions.

For inventory, the relation of central Asian Republics with Russia was prevailingly positive. Some countries faced barriers in accessing data for time series which were kept in Russian institutions.

² Albania and Macedonia are in the process of becoming EU accession countries, Moldova borders on the Annex 1 countries Ukraine and Romania.

- › The regional coordination unit had a role to play in removing barriers. Experts from Annex I countries could support process with relevant experience gained from earlier projects (such as a US country study programme conducted in the region).

National circumstances are crucial: starting points in the countries have been very different but the project was successful in implementing a technical assistance strategy to the benefit of all.

5.1.3. HUMAN RESOURCES

Human resources supporting project implementation are a key decisive factor of success besides appropriate institutional structures:

- › Managerial skills, a feeling for how accurate is accurate enough and motivation of national team leaders and regional coordinators play a key role in the success and the sustainability of the process.
- › Country offices had also to be trained. Team leaders in cooperation with regional coordination had to play a crucial role in this capacity building. If the UNDP country office is not working well, it can significantly affect the performance of the project. If contracts are not issued in time, the project cannot formally start operations.
- › The development of appropriate work plans with a logic sequence of priorities is an important task of the project management. For a target-oriented process and setting of priorities in the countries it is important to inform the countries clearly and constantly about the expected end-of-project situation and the products to be delivered.

5.1.4. ADMINISTRATIVE STRUCTURE

A complex set up with the ATLAS System, country offices, regional offices, UNOPS and a head office is a significant barrier to efficient and timely project implementation. The financial reports produced by the ATLAS System are not tailor made and not flexible to accommodate user needs. The handling absorbs many resources of technical key staff.

As the regional coordination office does not have a direct access to the ATLAS System, monitoring of administrative UNDP procedures had to be done by monitoring the time between endorsement of payments and actual effecting of payments by country offices to team leader. Future regional projects would benefit if the project manager had access to the financial information contained in the ATLAS system and if the system flexibility for producing financial reports could be enhanced. This would particularly facilitate project closure.

The experience in handling potential administrative barriers and continuity of staff at country offices and the UNOPS office Geneva significantly influences smooth project implementation.

5.1.5. HANDS ON TRAINING AND CAPACITY BUILDING

Though sub-regional workshops are costly, they are considered an effective **multipurpose vehicle** greatly supporting sustainable the inventory process, in particular:

- › Training experts on good practices: Practical hands on training by inventory experts are ranked as a high value added experience by the participating experts. In addition a demand for templates was reported at an early stage. Good practice examples from different key sources and countries and are indeed very effective for illustrating the key message of creating a sustainable inventory process.
- › The technical support helped team leaders and experts to prioritise the information available.
- › Country presentations helped to maintain momentum and commitment in the national teams to stay at work.

Involving several experts per country is instrumental in building a knowledge network.

5.2. COUNTRY LEVEL

5.2.1. HUMAN RESOURCES

The lesson on the importance of the human resources supporting the inventory process, formulated at the level of UNDP is also relevant at country level. The selection of team leaders in charge of the inventory process with managerial skills and high level of commitment to the task does significantly enhance the sustainability of the inventory processes.

5.2.2. DOCUMENTATION AND ARCHIVING

Documentation and archiving play a very important role in the sustainability of an inventory system. This task is often not a major focus and no key interest of the technical experts, as they consider obvious what they do at technical level. It is vital for the sustainability of the inventory process, not to provide a standard approach but to let room for optimal solutions under different national circumstances.

5.2.3. ACTIVITY DATA GAPS AND UNCERTAINTIES

Experience of the regional project reveals that many data gaps could be closed during project implementation.

- › Identifying gaps and uncertainties has been valuable for countries sustainable inventory processes even if the data gaps and barriers identified could not be overcome within the framework in this regional project.

- › A number of countries succeeded in documenting integrated experiences gained from efforts in closing data gaps and uncertainty assessment into QA/QC plans. These insights shape the short-term and long-term improvement plan.

5.2.4. INVENTORY IMPROVEMENT STRATEGY

The strategy has to be based on the current status of inventory preparation. It is important that countries take stock of where they stand. This is why key source analysis and sensitivity assessment matter. IPCC Good Practice principles, though only encouraged to be applied for NAI countries, should form the basis for a step by step continuous improvement, because it is in the interest of the countries in the long term and the most cost effective approach for preparing GHG inventories.

5.2.5. REGULAR CONTACTS WITH POLICY MAKERS AND DATA PROVIDERS

The communication strategy at country level matters: Inventory processes benefit from key messages being communicated to policy makers regularly and consistently:

- › It is an international obligation to prepare GHG inventories. Good quality inventories form the basis of success for the climate convention as a whole.
- › GHG inventories serve as basis of the mitigation analysis. Through appropriate mitigation analysis win-win cases can be brought to the attention of potential investors.
- › Mapping of information sources is relevant and not just home work to be done. For example it can help to improve tax income.
- › Application of IPCC good practices lead to reduced cost in the long run which has relevance under GEF's new resource allocation framework (RAF). Inefficiency will not lead to higher future international funding.
- › Stakeholder involvement is important for securing legal support and continuous assistance for the preparation of GHG inventories. GHG inventory teams could be encouraged to compile "insights gained" and provide feed back ("good housekeeping information") to national energy and resource planners.

5.2.6. IMPROVEMENT OF EMISSION FACTORS

Documentation and appropriate selection of emission factors is not an expensive exercise. Processes of emission factors development which include in-country measurements is however a lengthy and expensive undertaking; this should be undertaken only if the source is key and this has been identified as a priority in the inventory improvement strategy.

6. RECOMMENDATIONS

In this chapter we summarize the key factors to improve prospects for sustainable inventory processes and give some recommendations for the project in West and Central Africa.

Key factors to improve prospects for sustainable inventory processes through regional/sub-regional approaches

- › The methodology and approach demonstrated in the Eastern Europe and Central Asian Region **should be replicated in all countries implementing their second national communication projects**: Countries shall, through UNDP/UNEP and CGE-UNFCCC be encouraged to set clear priorities with regard to sustainable improvement of the inventory process, to take stock of data gaps, to prepare improvement plans and to document results in a manual of procedures. The CGE hands on training material focuses on IPCC good practices but does not explicitly encourage sustainable institutional arrangements in inventory preparation.
- › **The sub-regional workshop approach**, though costly as single events, shall follow up as a **multipurpose vehicle** with regard to technical assistance supporting the sustainable inventory process. It shall be continued under second national communication UNDP/UNEP-GEF project as seeking also cooperation with UNFCCC Secretariat and the CGE whenever feasible. Language is a crucial criterion for forming sub-regional groups of countries.
- › **Language matters**: the availability of important tools and templates in different working languages significantly enhances the chances of success. As translation is costly, it is highly recommended to prioritise tools and training aides really necessary at an early stage of project implementation.
- › **Continuity of trained staff** at the Regional Coordination Unit and at country level is an important success factor to be observed.
- › In order to ensure optimal dissemination of results **the project shall be extended** by 1–2 months.

Specific recommendations for the West and Francophone Central Africa Project

- › Entry point for communication with African stakeholders should be the fact that the countries will benefit from establishing a sustainable in-country system. By following good practices the quality will increase and cost decrease in future. This will strengthen the future position of the country vis-à-vis the GEF and UNFCCC.
- › The inventory sector LULUCF selected as a project key source is more complex by nature and therefore less prone to quick successes. Documented experience of “enteric fermentation” from the Europe/CIS regional project could help to focus the attention on low hanging fruits

and to create success stories with African experts at an early stage. Introducing appropriate templates integrating experiences from Europe/CIS project is highly recommended.

- › Stock taking of capacity and data gaps and the assessment of strength and weaknesses observed in the inventory process to date is important for the African region as well. This process shall lead to the setting of priorities and an improvement strategy. The lacking appreciation of the importance of sustainable inventory processes is a problem situation prevailing at the onset of the project. Changing perceptions of priorities is part of the proactive project management. Once the project participants have agreed on objectives and iterative improvement strategy, it is recommended to pursue the chosen path in a consistent manner.
- › Reaching a consensus on the situation which shall prevail at the end of the project is instrumental to set milestones and the sequence in which products shall be developed and delivered.
- › Unless a regional project coordinator is convinced of the importance of sustainable inventory systems and has a feeling on how to facilitate difficult interagency consultations within countries, a regional project is unlikely to become a success. The job profile of a regional manager shall give equal emphasis to management and communication skills on one hand and technical background in land use or energy systems on the other.
- › The lesson learned on human resources (see chapter 5.1.3) shall be observed at country level as well as at the level of the regional project unit. It is recommended to widen the human resource participating in the project to the extent possible, namely by:
 - › country presentations at workshops by experts with different backgrounds,
 - › collecting regional data and innovative regional approaches at an early stage of the project,
 - › encouraging country to country cooperation within a sub-region with similar national circumstances (e.g. Sahel belt).
- › The function of bodies within the institutional arrangements shall be set out clearly at the onset. A set of working rules is recommended to be adopted within the project at the onset.
- › It is crucial to grant sufficient time for the steps following stocktaking and setting of priorities in the improvement strategy. The participating experts tend to focus their attention on algorithms, emission factors and activity data but much less on processes and institutional arrangements. Therefore documentation and archiving, QA/QC plan and short term and long term strategies shall be a major focus of the project.

ANNEXES

ANNEX 1: ACRONYMS

APF	Adaptation Policy Framework (for preparing adaptation strategies, policies and measures)
CGE	Consultative Group of Experts on Non-Annex I National Communications of UNFCCC
CIS	Commonwealth of Independent States
COP10, COP11	Conference of Parties (to the UNFCCC) 10, 11, etc.
GEF	Global Environment Facility
GHG	Greenhouse gas
GPG	Good Practice Guidance (for GHG inventories)
IPCC	Intergovernmental Panel on Climate Change
LULUCF	Land Use, Land Use Change and Forestry sector
NCSP	National Communication Support Programme, established 1999 by UNDP, UNEP, UNFCCC and GEF, funded by GEF. Second phase was launched in 2004.
NCSU	National Communication Support Unit, established in 1998 to manage the first phase of the NCSP. 2001–2004 support of 107 countries carrying out climate change enabling activities. 2004 Activities for second phase of the NCSP.
SBSTA	Subsidiary Body for Scientific and Technical Advise of the UNFCCC
SAEFL	Swiss Agency for Environment, Forests and Landscape (BUWAL)
SDC	Swiss Agency for Development and Cooperation (DEZA)
TERI	Tata Energy Research Institute, India
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNOPS	United Nations Office for Project Services

ANNEX 2: OVERVIEW OF COMPLETION STATUS OF MAIN PROJECT OUTPUTS

COMPLETION STATUS AND ESTIMATED COMPLETION DATE				
Country	Completion status (%) April 05	Estimated completion date April 05	Completion status (%) Oct 05	Estimated completion date Oct 05
Albania				
Inventory procedures manual	90	n.a.	n.a.	n.a.
National emission factors documented and archived	100	May 2005	n.a.	n.a.
2-3 improved emission factors		n.a.	n.a.	n.a.
Uncertainties of key source emissions reduced	partially	n.a.	n.a.	n.a.
National long term improvement strategy	second draft	n.a.	n.a.	n.a.
National QA/QC plan	first draft	n.a.	n.a.	n.a.
Peer review reports	only QA/QC	n.a.	n.a.	n.a.
National experts trained	70	n.a.	n.a.	n.a.
Awareness campaign	In process	n.a.	n.a.	n.a.
Armenia				
Inventory procedures manual	55	Dec 2005	90	Dec 2005
National emission factors documented and archived	80	Mar 2006	90	Mar 2006
2-3 improved emission factors	60	Sep 2005	100	Oct 2005
Uncertainties of key source emissions reduced	60	Mar 2006	100	Sep 2005
National long term improvement strategy	60	Mar 2006	95	Mar 2006
National QA/QC plan	50	Mar 2006	80	Dec 2005
Peer review reports	50	Dec 2005	80	Jan 2006
National experts trained	80	Mar 2006	100	June 2005
Awareness campaign	40	Feb 2006	80	Mar 2006
Azerbaijan				
Inventory procedures manual	50	Dec 2005	90	Dec 2005
National emission factors documented and archived	90	May 2005	95	Dec 2005
2-3 improved emission factors	60	Sep 2005	75	Dec 2005
Uncertainties of key source emissions reduced	80	Dec 2005	90	Dec 2005
National long term improvement strategy	50	Feb 2006	80	Dec 2005
National QA/QC plan	30	Mar 2006	90	Dec 2005
Peer review reports	50	Mar 2006	60	Jan 2006
National experts trained	80	Nov 2005	100	Sep 2005
Awareness campaign	70	Mar 2006	90	Dec 2005
Croatia				
Inventory procedures manual	90	Dec 2005	90	Dec 2005
National emission factors documented and	100		100	

COMPLETION STATUS AND ESTIMATED COMPLETION DATE				
Country	Completion status (%) April 05	Estimated completion date April 05	Completion status (%) Oct 05	Estimated completion date Oct 05
archived				
2-3 improved emission factors	40	Sep 2005	60	Mar 2006
Uncertainties of key source emissions reduced	100		100	
National long term improvement strategy	40	Dec 2005	90	Dec 2005
National QA/QC plan	80	Sep 2005	80	Dec 2005
Peer review reports	10		100	
National experts trained	30	Mar 2006	50	Mar 2006
Awareness campaign	60	Mar 2006	60	Mar 2006
Georgia				
Inventory procedures manual	60	Dec 2005	n.a.	n.a.
National emission factors documented and archived	50	Dec 2005	n.a.	n.a.
2-3 improved emission factors	90	June 2006	n.a.	n.a.
Uncertainties of key source emissions reduced	70	June 2006	n.a.	n.a.
National long term improvement strategy	60	July 2005	n.a.	n.a.
National QA/QC plan	70	Oct 2005	n.a.	n.a.
Peer review reports	10	Oct 2005	n.a.	n.a.
National experts trained	90	June 2006	n.a.	n.a.
Awareness campaign	60	June 2006	n.a.	n.a.
Macedonia				
Inventory procedures manual	30	Mar 2006	80	Mar 2006
National emission factors documented and archived	100	Dec 2004	100	Dec 2004
2-3 improved emission factors	30	Sep 2005	30	Mar 2006
Uncertainties of key source emissions reduced	30	Dec 2005	80	Dec 2005
National long term improvement strategy	60	Mar 2006	80	Mar 2006
National QA/QC plan	80	Mar 2006	100	Sep 2005
Peer review reports	70	Sep 2005	100	Sep 2005
National experts trained	50	Mar 2006	100	Sep 2005
Awareness campaign	50	Mar 2006	70	Jan 2006
Moldova				
Inventory procedures manual	70	Mar 2006	95	n.a.
National emission factors documented and archived	80	June 2005	90	n.a.
2-3 improved emission factors	80	Sep 2005	n.a.	n.a.
Uncertainties of key source emissions reduced	80	Sep 2005	90	n.a.
National long term improvement strategy	90	Mar 2006	95	n.a.
National QA/QC plan	60	Mar 2006	n.a.	n.a.
Peer review reports	50	June 2005	n.a.	n.a.

COMPLETION STATUS AND ESTIMATED COMPLETION DATE				
Country	Completion status (%) April 05	Estimated completion date April 05	Completion status (%) Oct 05	Estimated completion date Oct 05
National experts trained	50	Mar 2006	80	n.a.
Awareness campaign	50	June 2006	80	n.a.
Mongolia				
Inventory procedures manual	65	Dec 2005	85	Mar 2006
National emission factors documented and archived	65	Mar 2006	90	Jan 2006
2-3 improved emission factors	70	Dec 2005	95	Jan 2006
Uncertainties of key source emissions reduced	70	Feb 2006	95	Feb 2006
National long term improvement strategy	80	Oct 2006	95	Feb 2006
National QA/QC plan	80	Dec 2005	95	Feb 2006
Peer review reports	50	Mar 2006	n.a.	Mar 2006
National experts trained	75	Feb 2006	95	Mar 2006
Awareness campaign	65	Apr 2006	85	Mar 2006
Slovenia				
Inventory procedures manual	90	n.a.	90	n.a.
National emission factors documented and archived	100	Mar 2004	100	n.a.
2-3 improved emission factors	100	Mar 2004	100	n.a.
Uncertainties of key source emissions reduced	70	n.a.	90	n.a.
National long term improvement strategy	50	n.a.	50	n.a.
National QA/QC plan	90	n.a.	90	n.a.
Peer review reports	70	n.a.	90	n.a.
National experts trained	50	n.a.	70	n.a.
Awareness campaign	30	n.a.	50	n.a.
Tajikistan				
Inventory procedures manual	40	July 2005	90	Dec 2005
National emission factors documented and archived	n.a.	Dec 2005	90	Dec 2005
2-3 improved emission factors	n.a.	Dec 2005	80	Dec 2005
Uncertainties of key source emissions reduced	30	Dec 2005	40	Dec 2005
National long term improvement strategy	75	Dec 2005	90	Dec 2005
National QA/QC plan	30	Dec 2005	40	Dec 2005
Peer review reports	30	Dec 2005	n.a.	n.a.
National experts trained	70	Dec 2005	100	
Awareness campaign	50	Dec 2005	80	Mar 2006
Turkmenistan				
Inventory procedures manual	65	Sep 2005	90	Feb 2006
National emission factors documented and archived	70	July 2005	85	Feb 2006
2-3 improved emission factors	10	Dec 2005	75	Feb 2006

COMPLETION STATUS AND ESTIMATED COMPLETION DATE				
Country	Completion status (%) April 05	Estimated completion date April 05	Completion status (%) Oct 05	Estimated completion date Oct 05
Uncertainties of key source emissions reduced	15	Dec 2005	90	Jan 2006
National long term improvement strategy	70	Sep 2005	95	Jan 2006
National QA/QC plan	20	Oct 2005	95	Jan 2006
Peer review reports	0	Dec 2005	80	Feb 2006
National experts trained	60	Oct 2005	90	Feb 2006
Awareness campaign	30	Nov 2005	75	Mar 2006
Uzbekistan				
Inventory procedures manual	40	Feb 2006	n.a.	n.a.
National emission factors documented and archived	60	July 2005	n.a.	n.a.
2-3 improved emission factors	90	June 2005	n.a.	n.a.
Uncertainties of key source emissions reduced	60		n.a.	n.a.
National long term improvement strategy	60	Nov 2005	n.a.	n.a.
National QA/QC plan	50	Oct 2005	n.a.	n.a.
Peer review reports	60	Sep 2005	n.a.	n.a.
National experts trained	60	Nov 2005	n.a.	n.a.
Awareness campaign	80	May 2006	n.a.	n.a.

ANNEX 3: INFRAS QUESTIONNAIRE TO THE COUNTRIES (OCTOBER 2005)

The regional project, “Capacity Building for Improving the Quality of Greenhouse Gas Inventories (Europe/CIS Region)”, was launched with a project initiation workshop in July 2003 in Szentendre, Hungary. The estimated completion date of the project is June 2006. In October 2005 INFRAS Zurich has been mandated by UNDP to implement a mid term evaluation.

The main objectives of the project are to:

- Strengthen institutional arrangements for compiling, archiving, updating and managing greenhouse gas inventories
- Create sustainable inventory processes
- Enhance technical capacity for preparing national inventories
- Improve national methodologies and emission factors

The purpose of this questionnaire does complement the questionnaire circulated by UNDP in April and shall assist INFRAS in assessing the progress as compared to the project document as well as the executing arrangements for technical assistance. The ultimate aim is to ensure all countries reach the project objectives above.

Please return this questionnaire to Othmar Schwank (othmar.schwank@infrass.ch) by 4 November 05.

COUNTRY:

A. Main Project Outputs

- 1. There are nine main project outputs required by each country. Please indicate your status as of *October 2005* for the following main outputs and your estimated completion date:**

Mandatory project output	Completion status (%)	Completion date
1. National manual of inventory procedures compiled	<input type="text"/>	<input type="text"/>
2. National emission factors documented and archived	<input type="text"/>	<input type="text"/>
3. 2-3 improved emission factors	<input type="text"/>	<input type="text"/>
4. Uncertainties of key source emissions reduced	<input type="text"/>	<input type="text"/>
5. National long term inventory improvement strategy developed	<input type="text"/>	<input type="text"/>
6. National QA/QC plan elaborated	<input type="text"/>	<input type="text"/>
7. Peer review reports compiled	<input type="text"/>	<input type="text"/>
8. National experts trained in good practice	<input type="text"/>	<input type="text"/>
9. Awareness campaign implemented	<input type="text"/>	<input type="text"/>

2. **Self assessment of satisfaction level with project outputs:** At design stage you had an expectation to achieve the four broad objective quoted above through the project outputs/deliverables. PLS provide your qualitative and subjective assessment to what extent the project outputs in the draft or final stage as of October 2005 do match your initial expectations.

Mandatory project output	fully	Almost fully	partly
1. National manual of inventory procedures compiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. National emission factors documented and archived	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 2-3 improved emission factors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Uncertainties of key source emissions reduced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. National long term inventory improvement strategy developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. National QA/QC plan elaborated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Peer review reports compiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. National experts trained in good practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Awareness campaign implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If not fully: What are the reasons?

3. **Project outputs - Scope for improvement: Assessing the resource situation and the time left prior to project completion in spring 2006, how would you assess the remaining scope for improvement of the mandatory project outputs?**

Mandatory project output	No need for improvement	Editorial improvement and consistency check	There is still Scope for substantive improvement
1. National manual of inventory procedures compiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. National emission factors documented and archived	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 2-3 improved emission factors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Uncertainties of key source emissions reduced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. National long term inventory improvement strategy developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. National QA/QC plan elaborated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Peer review reports compiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. National experts trained in good practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Awareness campaign implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If there is scope for improvement: which are, in your assessment, the main quality gaps yet to be addressed?

B. Technical assistance

1. **In the third project year June 2005 to May 2006 how useful are or will the following technical assistance options be in helping you to complete the project outputs?**
Please rank from 1: Not Useful to 5. Very Useful:

Technical assistance, interaction and communication tools	1	2	3	4	5
Georgia Regional workshop, presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgia Regional workshop interactive sessions and working groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exchange with other countries at Regional workshop or bilateral follow on contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regional website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic online discussion forum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback from national stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Remarks/comments

■

3. What other technical assistance mechanism would assist you in effectively completing the project outputs?

■

C. Sustainability of the inventory process

1. Following a few indicators for sustainable inventory process/enhanced technical capacity

Number of Experts trained under the project	■
% of trained experts foreseen for cooperation under second national communication	■
How large are the capacity gaps yet to be addressed for preparing a GHG inventory under the Second National Communication?	■ %
	Sectors with main gaps: ■

2. Which barriers and future challenges are as of October 2005 still prevailing to make the inventory process sustainable?

■

D. Project Implementation

1. At what date did the disbursement of the first instalment of project funds take place?

■

Reasons for delays (if any)?

■

2. Suggestions for improvement of project implementation?

■

E. Project Design

1. From the present perspective of more than two years of project implementation, where do you see scope for improving the project design?

- 1a. Workshop rhythm, project milestones:

- 1b. Focus on the relevant project content and outputs (inventory strategy, archiving and documentation system, activity data, emission factors?):

- 1c. Improvement with regard to sustainable inventory system, focus on stakeholder involvement, awareness and possible linkages GHG inventory – GHG emission mitigation:

2. Which are in your assessment the main merits and demerits of the chosen regional project approach?

Merits:

Demerits:

LITERATURE

- INFRAS 2005: Questionnaire Mid-term Evaluation “Capacity Building for Improving the Quality of Greenhouse Gas Inventories (Europe/CIS Region)”, October 2005.
- MOJIK I. 2005: Awareness-Raising Strategy: UNDP-GEF Project Capacity Building for Improving the Quality of Greenhouse Gas Inventories (Europe/CIS region).
- UNOPS 2005: Performance Appraisal Review (PAR) of the Project RER-01-G31, May 2005.
- UNDP 2005: Terms of Reference for an Independent Mid-Term Review of the Regional Project “Capacity Building for Improving the Quality of Greenhouse Gas Inventories (Europe/CIS region)” (RER/01/G31).
- UNDP 2005: Questionnaire Mid-term Evaluation “Capacity Building for Improving the Quality of Greenhouse Gas Inventories (Europe/CIS Region)”, April 2005.
- UNDP 2005: Improving National Greenhouse Gas Inventories: Success Stories from Europe and the CIS Region (Flyer under preparation).
- UNDP/GEF 2003: Project Document RER/01/G31 “Capacity Building for Improving the Quality of Greenhouse Gas Inventories (Europe/CIS region)”.