

Decision 20/CP.19

Composition, modalities and procedures of the team of technical experts under international consultation and analysis

The Conference of the Parties,

Recalling decisions 1/CP.16 and 2/CP.17, which established a process for international consultation and analysis of biennial update reports under the Subsidiary Body for Implementation that aims to increase the transparency of mitigation actions and their effects, and adopted the modalities and guidelines for international consultation and analysis,

Noting that international consultation and analysis is non-intrusive, non-punitive and respectful of national sovereignty,

Recognizing the need to have an efficient, cost-effective and practical international consultation and analysis process, which does not impose an excessive burden on Parties, or the secretariat,

Also recognizing the difficulties faced by Parties not included in Annex I to the Convention (non-Annex I Parties) in reporting under the Convention, as well as the need to take into account national capabilities and circumstances, the need to build capacity and the need for the provision of financial support in a timely manner to non-Annex I Parties to facilitate the timely preparation of their biennial update reports,

Further recognizing that the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention will play an important role in facilitating technical advice and support for the preparation and submission of Parties' biennial update reports,

1. *Adopts* the composition, modalities and procedures of the team of technical experts referred to in decision 2/CP.17, annex IV, paragraph 1, as contained in the annex;
2. *Invites* Parties to nominate technical experts with the relevant qualifications to the UNFCCC roster of experts;
3. *Requests* the secretariat to maintain and update the UNFCCC roster of experts;
4. *Also requests* the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention to develop and organize appropriate training programmes for nominated technical experts taking into account annexes III and IV to decision 2/CP.17, based on the most up-to-date training materials of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, with a view to improving the technical analysis, taking into account the difficulties encountered by Parties not included in Annex I to the Convention in the preparation of their biennial update reports;
5. *Encourages* developed country Parties included in Annex II to the Convention and other developed country Parties in a position to do so to provide the financial resources necessary for the action of the secretariat called for in paragraph 3 above and the actions required by the provisions contained in the annex;
6. *Also encourages* developed country Parties and other developed Parties included in Annex II to the Convention to provide new and additional financial resources at the agreed full cost in accordance with Article 4, paragraph 3, of the Convention and relevant

decisions of the Conference of the Parties, with a view to supporting any reporting needed for international consultation and analysis;

7. *Requests* that the actions of the secretariat called for in this decision and the actions called for by the provisions contained in the annex be undertaken subject to the availability of financial resources.

Annex

Composition, modalities and procedures of the team of technical experts for undertaking the technical analysis of biennial update reports from Parties not included in Annex I to the Convention

1. The objective of this document is to provide details of the composition, modalities and procedures of the team of technical experts (TTE) referred to in decision 2/CP.17, annex IV, paragraph 3, for undertaking the technical analysis of biennial update reports (BURs) from Parties not included in Annex I to the Convention (non-Annex I Parties), in a manner that is non-intrusive, non-punitive and respectful of national sovereignty, and that does not include, in accordance with decision 1/CP.16, paragraph 64, discussion about the appropriateness of such domestic policies and measures.
2. The secretariat will provide administrative support to the TTE. In the selection of the members of the TTE, the secretariat will be guided by the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), which shall provide periodic advice to the secretariat to assist it in fulfilling the criteria in accordance with paragraphs 3 to 5 of this annex. The secretariat shall report to the CGE on the composition of the TTEs on a semi-annual basis.
3. A TTE shall be composed of experts nominated to the UNFCCC roster of experts, taking into consideration the expertise needed to cover the areas of information contained in the BUR, and as outlined in paragraph 3(a) of annex IV to decision 2/CP.17, taking into account the national circumstances of the Party concerned.
4. Once the CGE training programme is established, only those nominated experts who have successfully completed the CGE training programme referred to in paragraph 4 of this decision shall be eligible to serve in the TTE. A TTE shall include, as a high priority and to the extent available, at least one CGE member and up to one third of the TTE. For other experts on the TTE, priority will be given to experts who served as the members of the CGE.
5. The TTE shall be composed with a view to ensuring in the overall composition of the TTEs that the majority of experts come from non-Annex I Parties. All effort should be made to ensure geographical balance among the experts selected from non-Annex I Parties and Parties included in Annex I to the Convention (Annex I Parties). Each TTE shall be co-lead by two experts: one from an Annex I Party and another from a non-Annex I Party. The co-lead experts should ensure that the technical analyses in which they participate are performed in accordance with this annex, and annex IV to decision 2/CP.17.
6. The participating experts shall serve in their personal capacity. They shall neither be a national of the Party whose BUR is under analysis nor be nominated by that Party, nor have been involved in the preparation of the BUR under analysis. The technical analysis of successive BURs from the same Party shall not be undertaken by the same TTE.
7. Technical analysis of BURs shall be conducted by a TTE in a single location. A TTE may analyse several BURs in a series of separate technical analyses. In accordance with decision 2/CP.17, paragraph 58(d), small island developing States and the least developed country Parties may undergo international consultation and analysis as a group of Parties at their discretion.
8. The technical analysis of BURs shall result in an individual summary report for each BUR submitted and analysed.

9. The TTE shall complete a draft summary report, referred to in paragraph 8 above, no later than three months after the start of the technical analysis. The draft summary report should be shared with the respective non-Annex I Party for review and comment, to be provided within three months of its receipt.
10. The TTE shall respond to and incorporate the comments referred to in paragraph 9 above from the Party concerned and finalize, in consultation with the Party concerned, the summary report within three months of the receipt of the comments.
11. The summary report referred to in paragraph 10 above will be noted by the Subsidiary Body for Implementation in its conclusions and shall be made publicly available on the UNFCCC website.
12. In the course of a technical analysis, additional technical information may be provided by the Party concerned to the TTE, as set out in decision 2/CP.17, annex IV, paragraph 4.
13. Where some of the additional technical information provided by the Party falls under confidentiality protection in accordance with the national legislation of the Party concerned, the confidentiality of this information shall be protected by the TTE.
14. The obligation of a member of a TTE not to disclose confidential information referred to in paragraph 13 above shall continue after termination of his or her service on the TTE.
15. The technical analysis under international consultation and analysis will aim to increase transparency of mitigation actions and their effects; discussion on the appropriateness of such domestic policies and measures is not part of the process. The TTE shall:
- (a) Identify the extent to which the elements of information listed in paragraph 3(a) of the guidelines contained in decision 2/CP.17, annex IV, are included in the BUR of the Party concerned;
 - (b) Undertake a technical analysis of information contained in the BUR as outlined in the "UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention" contained in annex III to decision 2/CP.17, and any additional technical information that may be provided by the Party concerned;
 - (c) In consultation with the Party concerned, identify capacity-building needs in order to facilitate reporting in accordance with annex III to decision 2/CP.17, and participating in international consultation and analysis in accordance with annex IV to decision 2/CP.17, taking into account Article 4, paragraph 3, of the Convention.

*10th plenary meeting
22 November 2013*

C. General approach

7. The provisions of these guidelines will apply to the review of information reported under the Convention related to GHG inventories, BRs and NCs and pursuant to relevant decisions of the COP.
8. Specific provisions for the review of GHG inventories, NCs and BRs are included in specific parts of these review guidelines.
9. The same information submitted by an Annex I Party in its BR, NC and GHG inventory will be reviewed only once, by an expert review team (ERT).
10. The ERTs shall provide a thorough and comprehensive technical review of all aspects of the implementation of the Convention by Annex I Parties and shall identify any potential issues referred to in paragraphs XX (inventory section), 64 and 78 below. The ERTs shall conduct technical reviews to provide information expeditiously to the COP in accordance with the procedures detailed in these guidelines.
11. At any stage in the review process, the ERTs may put questions to, or request additional or clarifying information from, the Annex I Parties under review regarding identified issues. The ERTs should offer suggestions and advice to those Annex I Parties on how to resolve such issues, taking into account the national circumstances of the Party under review. The ERTs shall also provide technical advice to the COP or the Subsidiary Body for Implementation (SBI), upon request.
12. The Annex I Parties under review should provide the ERTs with access to the information necessary to substantiate and clarify the implementation of their commitments under the Convention, in accordance with the relevant reporting guidelines adopted by the COP, and, during in-country visits, should also provide appropriate working facilities. The Parties should make every reasonable effort to respond to all questions and requests of the ERTs for additional clarifying information.

Confidentiality

13. In response to a request from the ERT for additional data or information, or access to data used in the preparation of the GHG inventory, BR and NC reports, an Annex I Party may indicate whether such information or data are confidential. In such a case, the Party should provide the basis for protecting such information, including any domestic law, and, upon receipt of assurance that the data will be maintained as confidential by the ERT, will submit the confidential data in accordance with domestic law and in a manner that allows the ERT access to sufficient information or data for the assessment of the implementation of the commitments under the Convention by Annex I Parties and the conformity with the relevant methodological guidance as agreed by the COP. Any confidential information or data submitted by a Party in accordance with this paragraph shall be maintained as confidential by the ERT, in accordance with any decisions on this matter adopted by the COP.
14. An ERT member's obligation not to disclose confidential information and data submitted by a Party in accordance with paragraph 13 above shall continue after the termination of his or her service on the ERT.

D. Timing and procedures

I. Review of greenhouse gas inventories¹

¹ Placeholder for paragraphs XX–XX on the UNFCCC guidelines for review of annual inventories.

15. Each GHG inventory submitted under the Convention by an Annex I Party will be subject to review, in accordance with part II and part III of these guidelines.

II. Review of biennial reports

16. Each BR submitted under the Convention by an Annex I Party will be subject to a review by an ERT, in accordance with part II and part IV of these guidelines.

17. The ERTs shall make every effort to complete the individual review of BRs within 15 months of the due date of their submission for each Annex I Party.

18. In the years when NCs and BRs are submitted together, both the NC and BR will be subject to an in-country review.

19. In the years when the BR is not reported in conjunction with the NC, the BR shall be subject to a centralized review. However, the ERT, based on the findings of the review,² can recommend that the next review be an in-country review and, upon a Party's request, the secretariat shall organize an in-country review for that Party.

20. The secretariat, where appropriate, may consider other UNFCCC review processes when coordinating BR and NC reviews, in particular with a view to addressing the need to improve the cost-effectiveness of the review process and national circumstances.

III. Review of national communications

21. The ERTs shall make every effort to complete the individual review of NCs within 15 months of the due date of their submission for each Annex I Party.

22. Each NC submitted under the Convention by an Annex I Party shall be subject to a scheduled in-country review by an ERT, in accordance with part II and part V of these guidelines.

23. The secretariat, where appropriate, shall consider other UNFCCC review processes when coordinating BR and NC reviews, in particular with a view to addressing the need to improve the cost-effectiveness of the review process and national circumstances.

E. **Expert review teams and institutional arrangements**

I. Expert review teams

24. Each submission of information reported under the Convention related to GHG inventories, BRs and NCs and pursuant to relevant decisions of the COP shall be assigned to a single ERT, which shall be responsible for performing the review thereof in accordance with the procedures and time frames established in these guidelines. The submissions of an Annex I Party shall not be reviewed in two successive reviews by an ERT with identical composition.

25. Each ERT shall provide a thorough and comprehensive technical review of the information reported under the Convention related to GHG inventories, BRs and NCs and pursuant to relevant decisions of the COP and shall, under its collective responsibility, prepare a review report, assessing the implementation of the commitments of the Annex I Party and identifying any potential issues referred to in paragraphs XX (GHG inventory section), 64 and 78 below. The ERTs shall refrain from making any political judgement.

26. The ERTs shall be coordinated by the secretariat and shall be composed of experts selected on an ad hoc basis from the UNFCCC roster of experts and shall include lead reviewers. The ERTs formed to carry out the tasks under the provisions of these guidelines

² The findings from the ERT are related to issues indicated in paragraph 64 below.

may vary in size and composition, taking into account the national circumstances of the Party under review, the format of the review, the number of reports and the different needs for expertise for each review task. Additional experts may be added to a review team where necessary.

27. Participating experts shall serve in their personal capacity.
28. Experts shall be nominated by Parties to the Convention to the UNFCCC roster of experts and, as appropriate, by intergovernmental organizations.
29. Participating experts shall have recognized competence in the areas to be reviewed in accordance with these guidelines. The training to be provided to the experts, and the subsequent assessment after the completion of the training³ and/or any other means needed to ensure the necessary competence of the experts for their participation in ERTs, shall be designed and operationalized by the secretariat in accordance with relevant decisions of the COP.
30. Experts selected for a specific review activity shall neither be nationals of the Party under review nor be nominated or funded by that Party.
31. Participating experts from Parties not included in Annex I to the Convention (non-Annex I Parties) and Annex I Parties with economies in transition shall be funded according to the existing procedures for participation in UNFCCC activities. Experts from other Annex I Parties shall be funded by their governments.
32. In conducting reviews, the ERTs shall adhere to these guidelines and work on the basis of established and published procedures agreed upon by the COP and the Subsidiary Body for Scientific and Technological Advice (SBSTA), including quality assurance and control and confidentiality provisions.

II. Competences of the expert review teams

33. The competences required to be a member of an ERT for the technical review of GHG inventories are in the areas to be covered in part III of these guidelines.
34. The competences required to be a member of an ERT for the technical review of BRs are in the areas referred to in paragraph 59(c) in part IV of these guidelines.
35. The competences required to be a member of an ERT for the technical review of NCs are in the areas referred to in paragraph 77(c) below in part V of these guidelines.

III. Composition of the expert review teams

36. The secretariat shall select the members of the ERTs to review the GHG inventories, BRs and NCs submitted under the Convention and pursuant to relevant decisions of the COP in such a way that the collective skills and competencies of the ERTs address the areas mentioned in paragraphs 33, 34 and 35 above, respectively.
37. The secretariat shall select the members of the ERTs with a view to achieving a balance between experts from Annex I and non-Annex I Parties in the overall composition of the ERTs, without compromising the selection criteria referred to in paragraph 36 above. The secretariat shall make every effort to ensure geographical balance among the experts selected from non-Annex I Parties and among those selected from Annex I Parties.
38. The secretariat shall ensure that in any ERT one co-lead reviewer shall be from an Annex I Party and one from a non-Annex I Party.

³ The experts that opt not to participate in the training have to undergo a similar assessment successfully to enable them to qualify for participation in ERTs.

39. Without compromising the selection criteria referred to in paragraphs 33, 34 and 35 above, the formation of ERTs should ensure, to the extent possible, that at least one member is fluent in the language of the Party under review.

40. The secretariat shall prepare an annual report to the SBSTA on the composition of ERTs, including the selection of experts for the review teams and the lead reviewers, and on the actions taken to ensure the application of the selection criteria referred to in paragraphs 36 and 37 above.

IV. Lead reviewers

41. Lead reviewers shall act as co-lead reviewers for the ERTs in accordance with these guidelines.

42. Lead reviewers should ensure that the reviews in which they participate are performed by each ERT according to the relevant review guidelines and consistently across Parties. They should also ensure the quality and objectivity of the thorough and comprehensive technical examinations in the reviews and provide for the continuity, comparability and timeliness of the reviews.

43. With the administrative support of the secretariat, lead reviewers shall, for each review:

(a) Ensure that the reviewers have all of the necessary information provided by the secretariat prior to the review;

(b) Monitor the progress of the review;

(c) Coordinate the submission of queries of the ERT to the Party under review and coordinate the inclusion of the answers in the review report;

(d) Provide technical advice to the members of the ERT, if needed;

(e) Ensure that the review is performed and the review report is prepared in accordance with these guidelines;

(f) Ensure that the ERT gives priority to issues raised in previous review reports.

44. Lead reviewers shall also collectively prepare an annual report to the SBSTA as part of the annual report referred to in paragraph 40 above, containing suggestions on how to improve the quality, efficiency and consistency of the reviews in the light of paragraph 5 above of these guidelines.

V. Ad hoc review experts

45. Ad hoc review experts shall be selected by the secretariat from those nominated by Parties or, exceptionally and only when the required expertise for the task is not available among them, from those nominated by relevant intergovernmental organizations belonging to the UNFCCC roster of experts for specific reviews. They shall perform individual review tasks in accordance with the duties set out in their nomination.

46. Review experts shall, as necessary, perform desk review tasks in their home countries and participate in in-country visits and centralized reviews.

VI. Role of the secretariat

47. The secretariat shall organize the reviews, including the preparation of a schedule for the review, the coordination of the practical arrangements concerning the review and the provision of all relevant reported information to the ERT concerned.

48. The secretariat shall develop review tools and materials and templates for review reports under the guidance of the lead reviewers.

49. The secretariat shall coordinate, together with the lead reviewers, the communication during the review between the ERT concerned and the Party under review and shall maintain a record of communications between ERTs and Parties.

50. The secretariat, together with the lead reviewers, shall compile and edit the final review reports.

51. The secretariat shall facilitate annual meetings of the lead reviewers for GHG inventories, BRs and NCs. It shall summarize information on issues raised in the reviews to facilitate the work of lead reviewers in fulfilling their task to ensure consistency in the reviews across Parties.

52. The secretariat shall design and implement training activities for review experts, including lead reviewers, and the subsequent assessment of the experts' qualifications, under the guidance of the SBSTA (see para. 29 above).

VII. Guidance provided by the Subsidiary Body for Scientific and Technological Advice

53. The SBSTA shall provide general guidance to the secretariat on the selection of experts and the coordination of the ERTs, and to the ERTs on the expert review process. The reports mentioned in paragraphs 40 and 44 above are intended to provide the SBSTA with inputs for elaborating such guidance.

F. Reporting and publication

54. The ERTs shall, under their collective responsibility, produce review reports. The review of the same information (see para. 7 above) shall be reflected in one report only. The following review reports should be produced for each Annex I Party:

(a) For the review of GHG inventories, a final report on the review of the GHG inventory, in accordance with part II and part III of these guidelines;

(b) For the review of BRs, a technical report on the review of the BR, in accordance with part II and part IV of these guidelines;

(c) For the review of NCs, a report on the review of the NC, in accordance with part II and part V of these guidelines.

55. The review reports for each Annex I Party shall follow a format and outline comparable to that set out in paragraph 56 below and shall include the specific elements described in parts III–V of these guidelines.

56. All review reports prepared by ERTs shall include the following elements:

(a) An introduction and a summary;

(b) A description of the technical review of each of the elements reviewed according to the relevant sections on the scope of the review detailed in parts III–V of these guidelines, including:

(i) A description of any potential issues identified in accordance with paragraphs XX, 64 and 78 below;

(ii) Any suggestions provided by the ERT to resolve the potential issues;

(iii) An assessment of any efforts made by the Annex I Party under review to address any potential issues identified by the ERT during the current review or during previous reviews that have not been addressed;

- (iv) The sources of information used in the formulation of the final report.

57. Following their completion, all review reports shall be published and forwarded by the secretariat, together with a written comment on the final review report made by the Party under review, to the Party concerned, the COP and the subsidiary bodies, as appropriate, following these guidelines.

PART III: UNFCCC Guidelines for the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention⁴

PART IV: UNFCCC Guidelines for the technical review of biennial reports from Parties included in Annex I to the Convention

A. Purpose of the review

58. The technical review of BRs is the first step of the international assessment and review (IAR) process. The overall objectives of the IAR process are to review the progress made by developed country Parties in achieving emission reductions and to assess the provision of financial, technological and capacity-building support to developing country Parties, as well as to assess emissions and removals related to quantified economy-wide emission reduction targets under the SBI, taking into account national circumstances, in a rigorous, robust and transparent manner, with a view to promoting comparability and building confidence. In addition, the IAR process aims at assessing the implementation of methodological and reporting requirements.

59. The purposes of the technical review of BRs from Annex I Parties are the following:

- (a) To provide a thorough and comprehensive technical review of the parts of BRs that are not otherwise covered in the annual GHG inventory review;
- (b) Taking into account paragraph 59(a) above, to examine in an objective and transparent manner whether quantitative and qualitative information was submitted by Annex I Parties in accordance with the “UNFCCC biennial reporting guidelines for developed country Parties” adopted by the COP;⁵
- (c) To promote consistency of the information contained in BRs submitted by Annex I Parties;
- (d) To assist Annex I Parties in improving their reporting of information and the implementation of their commitments under the Convention;
- (e) To undertake an examination of the Party’s progress in achieving its economy-wide emission reduction target.
- (f) To ensure that the COP has reliable information on the implementation of commitments under the Convention by each Annex I Party with a view to promoting comparability and building confidence.

B. General procedures

60. Each Annex I Party’s BR will be reviewed. A Party’s BR shall be reviewed in conjunction with its NC in the years in which both the BR and the NC are submitted.

61. Prior to the review, as part of its preparation, the ERT shall conduct a desk review of the BR of the Annex I Party under review. The ERT, through the secretariat, shall notify

⁴ Placeholder for paragraphs XX–XX on the UNFCCC guidelines for review of annual inventories.

⁵ Decision 2/CP.17, annex I; decision 19/CP.18.

the Party concerned of any questions the team has regarding the information provided in the BR and of any focal areas for the review.

62. The output of the technical review will be a technical review report, building on existing reporting standards and including an examination of the Party's progress in achieving its economy-wide emission reduction target.

C. Scope of the review

63. The individual review will:

(a) Provide an assessment of the completeness of the BR, in accordance with the reporting requirements contained in decisions 2/CP.17 and 19/CP.18, and an indication of whether it was submitted on time;

(b) Examine the consistency of the BR with the annual GHG inventory and NC but it will not include in-depth examination of the inventory itself;

(c) Undertake a detailed technical examination of only those parts of the BR that are not included in the annual GHG inventory review, including the following:

(i) All emissions and removals related to the Party's quantified economy-wide emission reduction target;

(ii) Assumptions, conditions and methodologies related to the attainment of the Party's quantified economy-wide emission reduction target;

(iii) Progress the Party has made towards the achievement of its quantified economy-wide emission reduction target;

(iv) The Party's provision of financial, technological and capacity-building support to developing country Parties;

(d) In the years in which an NC is submitted at the same time as the BR, serve as part of the review of the NC, where there is an overlap between the content of the BR and that of the NC.

Identification of issues

64. The issues identified during the technical review of individual sections of the BR shall be identified as relating to the following:

(a) Transparency;

(b) Completeness;

(c) Timeliness;

(d) Adherence to the biennial report reporting guidelines as per decision 2/CP.17.

D. Timing

65. If an Annex I Party expects difficulties with the timeliness of its BR submission by the due date, it should inform the secretariat thereof by the due date of the submission, to the extent possible, in order to facilitate the arrangements of the review process.

66. The ERTs shall make every effort to complete the individual review of BRs within 15 months of the due date of their submission for each Annex I Party.

67. If additional information is requested during the review week, the Annex I Party should make every reasonable effort to provide the information within two weeks after the review week.

68. The ERT for the review of the BR of each Annex I Party shall, under its collective responsibility, produce a draft technical review report following the format detailed in paragraph 71 below, to be finalized within eight weeks after the review week.

69. The draft technical review report of each BR shall be sent to the Annex I Party subject to the review for comment. The Party concerned shall be given four weeks⁶ from its receipt of the draft report to provide comments thereon.

70. The ERT shall produce the final version of the BR technical review report, taking into account the comments of the Annex I Party within four weeks of receipt of the comments. All final review reports shall be published and forwarded by the secretariat, together with any written comments on the final review report by the Party that is the subject of the report, to the COP.

E. Reporting

71. The following specific elements shall be included in the technical review report referred to in paragraph 54(b) above:

(a) The results of the technical examination of the elements specified in paragraph 63(c) above, including an examination of the Party's progress in achieving its economy-wide emission reduction target;

(b) An identification of issues in accordance with paragraph 64 above.

PART V: UNFCCC Guidelines for the technical review of national communications from Parties included in Annex I to the Convention

A. Purpose

72. The purposes of the review of NCs from Annex I Parties are the following:

(a) To establish a process for a thorough and comprehensive technical review of the implementation of the commitments under the Convention by individual Annex I Parties and Annex I Parties as a group;

(b) Taking into account paragraph 72(a) above, to examine in an objective and transparent manner whether quantitative and qualitative information was submitted by Annex I Parties in accordance with the "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications" adopted by the COP;

(c) To promote consistency of the information contained in the NCs of Annex I Parties;

(d) To assist Annex I Parties in improving their reporting of information under Article 12 of the Convention and the implementation of their commitments under the Convention;

(e) To ensure that the COP has reliable information on the implementation of commitments under the Convention by each Annex I Party and Annex I Parties as a whole.

B. General procedures

73. Each Annex I Party's NC will be reviewed, where relevant in conjunction with the review of the BR.

⁶ Four weeks, or 20 working days if the Party has a public holiday occurring within the four-week time frame.

74. Each NC submitted under the Convention by an Annex I Party shall be subject to an in-country review.

75. Annex I Parties with total GHG emissions of less than 50 Mt CO₂ eq (excluding land use, land-use change and forestry) in accordance with their most recent GHG inventory submission, with the exception of Parties included in Annex II to the Convention, may choose to undergo a centralized review for their NCs.

76. Prior to the review, the ERT shall conduct a desk review of the NC of the Annex I Party under review. The ERT, through the secretariat, shall notify the Party concerned of any questions the team has regarding the NC and of any focal areas for the review.

C. Scope of the review

77. The individual review will, noting paragraph 9 above:

(a) Provide an assessment of the completeness of the NC in accordance with the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications” adopted by the COP, and an indication of whether it was submitted on time;

(b) Check the consistency of information contained in the NC with that contained in the BR and GHG inventory. If the same information is reported elsewhere, the information should be reviewed only once;

(c) Undertake a detailed technical examination of the unique information contained in the NC and the procedures and methodologies used for the preparation of the information therein, noting that the outline of the NC is included in the list below:

- (i) National circumstances relevant to GHG emissions and removals;
- (ii) GHG inventory information;
- (iii) Policies and measures;
- (iv) Projections and the total effect of policies and measures;
- (v) Vulnerability assessment, climate change impacts and adaptation measures;
- (vi) Financial resources;
- (vii) Transfer of technology;
- (viii) Research and systematic observation;⁷
- (ix) Education, training and public awareness;

(d) Giving consideration to national circumstances, identify any potential issues referred to in paragraph 78 below.

Identification of issues

78. The issues identified during the technical review of individual sections of the NC shall be identified as relating to the following:

- (a) Transparency;
- (b) Completeness;
- (c) Timeliness;

⁷ Information provided under this heading includes a summary of the information provided on global climate observing systems.

- (d) Adherence to the NC reporting guidelines as per decision 4/CP.5.

D. Timing

79. If an Annex I Party expects difficulties with the timeliness of its NC submission by the due date, it should inform the secretariat thereof by the due date of the submission, to the extent possible, in order to facilitate the arrangements of the review process.

80. The ERTs shall make every effort to complete the individual review of NCs within 15 months of the due date of their submission for each Annex I Party.

81. If additional information is requested during the review week, the Annex I Party should make every reasonable effort to provide the information within two weeks after the review week.

82. The ERT for the review of the NC of each Annex I Party shall, under its collective responsibility, produce a draft of the review report following the format detailed in paragraph 85 below, to be finalized within eight weeks after the review week.

83. The draft of each NC review report shall be sent to the Annex I Party subject to the review for comment. The Party concerned shall be given four weeks⁸ from its receipt of the draft report to provide comments thereon.

84. The ERT shall produce the final version of the NC review report, taking into account the comments of the Annex I Party within four weeks of receipt of the comments. All final review reports shall be published and forwarded by the secretariat, together with any written comments on the final review report by the Party that is the subject of the report, to the COP.

E. Reporting

85. The following specific elements shall be included in the report referred to in paragraph 54(c) above:

- (a) A technical review of the elements specified in paragraph 77(c) above;
- (b) An identification of issues in accordance with paragraphs 77(d) and 78 above.

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⁸ Four weeks, or 20 working days if the Party has a public holiday occurring within the four-week time frame.