



Conference of the Parties

Report of the Conference of the Parties on its seventeenth session, held in Durban from 28 November to 11 December 2011

Addendum

Part Two: Action taken by the Conference of the Parties at its seventeenth session

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Decision 6/CP.17

Nairobi work programme on impacts, vulnerability and adaptation to climate change

The Conference of the Parties,

Recalling decisions 1/CP.10 and 2/CP.11,

1. *Requests* the Subsidiary Body for Scientific and Technological Advice to reconsider, at its thirty-eighth session, the work areas of the Nairobi work programme on impacts, vulnerability and adaptation to climate change with a view to making recommendations to the Conference of the Parties at its nineteenth session on how to best support the objectives of the Nairobi work programme; this process would further inform the organization of potential future areas of work that could also support the scientific and technical work under the Cancun Adaptation Framework, as appropriate;
2. *Invites* Parties and relevant organizations to submit to the secretariat, by 17 September 2012, their views on potential future areas of work of the Nairobi work programme;
3. *Requests* the secretariat to compile those submissions into a miscellaneous document for consideration by the Subsidiary Body for Scientific and Technological Advice at its thirty-eighth session in order to inform the process mentioned in paragraph 1 above;
4. *Also requests* the secretariat to organize, in collaboration with Nairobi work programme partner organizations and other relevant organizations, the following workshops, informed by the information contained in annex I to the report of the Subsidiary Body for Scientific and Technological Advice on its thirty-fourth session¹ and subsequent views of Parties, and to include indigenous and traditional knowledge and practices for adaptation and gender-sensitive tools and approaches as cross-cutting issues:
 - (a) A technical workshop, before the thirty-seventh session of the Subsidiary Body for Scientific and Technological Advice, on water and climate change impacts and adaptation strategies;
 - (b) A technical workshop on ecosystem-based approaches for adaptation to climate change, before the thirty-eighth session of the Subsidiary Body for Scientific and Technological Advice, taking into account the role of ecosystems, including forests, in adaptation; vulnerability and impacts in ecosystems; the implementation and benefits of ecosystem-based approaches for adaptation; and lessons learned, including through the three Rio Conventions;
5. *Further requests* the secretariat to prepare reports on the workshops referred to in paragraph 4(a) and (b) above, to be made available by the thirty-seventh and thirty-eighth sessions of the Subsidiary Body for Scientific and Technological Advice, respectively;
6. *Requests* the Subsidiary Body for Scientific and Technological Advice to consider, at its thirty-ninth session, relevant information and advice on the scientific, technical and socio-economic aspects of impacts, vulnerability and adaptation to climate change arising from the implementation of the Nairobi work programme for consideration by other relevant bodies under the Convention;

¹ FCCC/SBSTA/2011/2.

7. *Also requests* the secretariat to prepare a compilation of case studies on national adaptation planning processes, including tools and approaches used for the prioritization and implementation of actions, building also on previous adaptation planning activities undertaken under the Nairobi work programme to date, by the thirty-seventh session of the Subsidiary Body for Scientific and Technological Advice;
8. *Further requests* the secretariat, in order to enable Parties to make better use of knowledge products and information generated under the Nairobi work programme:
 - (a) To continue the development of user-friendly knowledge products and outputs, including those contributed by partner organizations;
 - (b) To enhance the dissemination of information and knowledge products developed under the Nairobi work programme;
9. *Invites* Parties, in order to enable them to make better use of knowledge products and information generated under the Nairobi work programme, to disseminate the outcomes of the Nairobi work programme that are deemed useful for the assessment and implementation of adaptation actions, and to support their translation into other United Nations languages;
10. *Requests* the secretariat to continue its efforts to further engage stakeholders in the Nairobi work programme;
11. *Encourages* Nairobi work programme partner organizations and other stakeholders to further enhance their efforts through the better alignment of pledged actions with the needs of Parties and to provide, through the secretariat, periodic updates to Parties on the implementation of their pledged actions;²
12. *Notes* the value of the Focal Point Forum in facilitating information exchange and collaboration between partner organizations;
13. *Invites* Parties and relevant organizations to continue to facilitate such exchanges, with a view to enhancing the implementation of the Nairobi work programme;
14. *Urges* Parties included in Annex II to the Convention, and other Parties in a position to do so, to provide financial support for the implementation of the Nairobi work programme;
15. *Takes note* of the estimated budgetary implications of implementing this decision, as provided by the secretariat;
16. *Requests* that the actions of the secretariat called for in this decision be undertaken subject to the availability of financial resources.

*10th plenary meeting
9 December 2011*

² Details on action pledges and their updates are available at <<http://unfccc.int/5005>>.

Decision 7/CP.17

Work programme on loss and damage

The Conference of the Parties,

Recalling decision 1/CP.16, whereby the Conference of the Parties decided to establish a work programme in order to consider approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change,

Also recalling the conclusions of the Subsidiary Body for Implementation at its thirty-fourth session,¹

Recognizing the need to strengthen international cooperation and expertise in order to understand and reduce loss and damage associated with the adverse effects of climate change, including impacts related to extreme weather events and slow onset events,

Noting the significant amount of relevant ongoing work within and outside of the Convention process,

Encouraging Parties to make use of the relevant information contained in the *Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation* of the Intergovernmental Panel on Climate Change in considering approaches to address loss and damage, as appropriate,

Recalling the conclusions of the Subsidiary Body for Implementation at its thirty-fourth session, whereby the Subsidiary Body for Implementation took note of the importance of the following three broad thematic areas in the implementation of the work programme on loss and damage: assessing the risk of loss and damage associated with the adverse effects of climate change and the current knowledge on the same; a range of approaches to address loss and damage associated with the adverse effects of climate change, including impacts related to extreme weather events and slow onset events, taking into consideration experience at all levels; and the role of the Convention in enhancing the implementation of approaches to address loss and damage associated with the adverse effects of climate change,

Recognizing the value of national assessments undertaken by developing countries in order to provide national data and a quantification of loss and damage across all sectors associated with extreme weather events and slow onset events of climate change,

1. *Requests* the Subsidiary Body for Implementation to continue the implementation of the work programme on approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change and to make recommendations on loss and damage to the Conference of the Parties for its consideration at its eighteenth session;
2. *Also requests* the Subsidiary Body for Implementation to take into account the questions mentioned in the annex to this decision in implementing the work programme;
3. *Invites* Parties, relevant intergovernmental organizations, regional centres and networks, the private sector, civil society and other relevant stakeholders:

(a) To take into account the three thematic areas² when undertaking activities aimed at assisting Parties in enhancing their understanding of, and expertise that will help to address, loss and damage associated with the adverse effects of climate change in

¹ FCCC/SBI/2011/7, paragraphs 106–116.

² FCCC/SBI/2011/7, paragraph 109.

developing countries that are particularly vulnerable to the adverse effects of climate change;

(b) To share the outcomes of their activities and provide information thereon, including lessons learned and good practices from the implementation of existing risk assessment and risk management options, with the Subsidiary Body for Implementation at its subsequent sessions, as appropriate;

4. *Agrees* to engage a large and diverse representation of experts, in particular from developing countries, including the least developed countries and small island developing States, in undertaking the work under the thematic areas referred to in paragraph 3(a) above;

5. *Appreciates* the need to explore a range of possible approaches and potential mechanisms, including an international mechanism, to address loss and damage, with a view to making recommendations on loss and damage to the Conference of the Parties for its consideration at its eighteenth session, including elaborating the elements set out in decision 1/CP.16, paragraph 28(a–d);

I. Thematic area 1: Assessing the risk of loss and damage associated with the adverse effects of climate change and the current knowledge on the same

6. *Requests* the Subsidiary Body for Implementation to address issues related to this thematic area at the expert meeting mandated to be held before the thirty-sixth session of the Subsidiary Body for Implementation,³ taking into account inputs from relevant organizations and other stakeholders, and drawing on expertise within and outside the Convention, with a view to generating an adequate knowledge base for the discussion under thematic area 2, detailed in chapter II below;

7. *Also requests* the secretariat:

(a) To make available the report on the expert meeting referred to in paragraph 6 above for consideration by the Subsidiary Body for Implementation at its thirty-sixth session;

(b) To prepare a technical paper, before the expert meeting mentioned in paragraph 6 above and in collaboration with relevant organizations and other stakeholders, summarizing current knowledge on relevant methodologies, and addressing data requirements as well as lessons learned and gaps identified at different levels, drawing on existing relevant work and documents;

II. Thematic area 2: A range of approaches to address loss and damage associated with the adverse effects of climate change, including impacts related to extreme weather events and slow onset events, taking into consideration experience at all levels

8. *Further requests* the secretariat:

(a) To organize four expert meetings, three at the regional level and one for small island developing States, in conjunction with other related events where possible, reflecting regional priorities and experiences, to be held before the thirty-seventh session of the Subsidiary Body for Implementation, to address issues related to this thematic area,

³ FCCC/SBI/2011/7, paragraph 111.

taking into account the outcomes of the expert meeting mentioned in paragraph 6 above and the inputs from relevant organizations and other stakeholders within and outside the Convention;

(b) To make available the report on the expert meetings referred to in paragraph 8(a) above for consideration by the Subsidiary Body for Implementation by its thirty-seventh session;

(c) To develop a technical paper on slow onset events, taking into consideration the outcomes of the regional expert meetings mentioned in paragraph 8(a) above;

(d) To conduct, in collaboration with relevant organizations and other stakeholders, and drawing on existing relevant work and documents, a literature review of existing information and case studies on the topics in the context of this thematic area, to feed into the expert meetings mentioned in paragraph 8(a) above;

III. Thematic area 3: The role of the Convention in enhancing the implementation of approaches to address loss and damage associated with the adverse effects of climate change

9. *Invites* Parties and relevant organizations and other stakeholders to submit to the secretariat, by 17 September 2012, taking into account the outcomes of the implementation of the work programme on loss and damage prior to that date, views and information on the possible elements to be included in the recommendations on loss and damage in accordance with decision 1/CP.16;

10. *Requests* the secretariat to compile those submissions into a miscellaneous document to be made available for consideration by the Subsidiary Body for Implementation at its thirty-seventh session;

11. *Also requests* the Subsidiary Body for Implementation to consider issues related to this thematic area at its thirty-seventh session, taking into account the following:

(a) The outcomes of the activities completed prior to the session;

(b) The submissions referred to in paragraph 9 above;

(c) The actions undertaken by relevant organizations and other stakeholders in the context of the work programme;

(d) Inputs from processes relevant to these issues;

12. *Further requests* Parties included in Annex II to the Convention and other developed country Parties in a position to do so to provide financial and technical support, as appropriate, for the implementation of the work programme;

13. *Invites* interested organizations in a position to do so to provide financial and technical support, as appropriate, for the implementation of the activities of the work programme;

14. *Takes note* of the estimated budgetary implications to implement the activities contained in this decision, as provided by the secretariat;

15. *Requests* that the actions of the secretariat called for in this decision be undertaken subject to the availability of financial resources.

Annex

Questions

I. Thematic area 1: Assessing the risk of loss and damage associated with the adverse effects of climate change and the current knowledge on the same

1. What are the data and information requirements for assessing impacts and climate risk, at different levels and for a broad range of sectors and ecosystems? What data are available and where are the gaps?
2. What methods and tools are available for risk assessment, including their requirements, strengths and weaknesses, and can they address social and environmental impacts?
3. What are the capacity needs for applying risk assessment methods on the ground, including for facilitating their application in developing countries?
4. How can the results of risk assessments be optimally formulated in order to support decision-making? What are the desired methods for presenting the results of risk assessment exercises so that they drive decision-making?

II. Thematic area 2: A range of approaches to address loss and damage associated with the adverse effects of climate change, including impacts related to extreme weather events and slow onset events, taking into consideration experience at all levels

5. What is the full range of approaches and tools that can be used to address the risk of loss and damage, at all levels and for a broad range of sectors and ecosystems, considering both extreme weather events and slow onset events? Such approaches and tools include, inter alia, conventional, non-conventional and innovative instruments to address specific types of loss and damage in the context of this thematic area, especially those driven by the multiplying, magnifying and intensifying effects of climate change at the national, subnational and local levels. What is known about the relative cost-effectiveness of these tools?
6. What are the foundational resource requirements (e.g. budget, infrastructure, and technical capacity for implementation) in order for different strategies and tools to be effectively applied?
7. What are the lessons learned from existing efforts within both the public and private sectors, considering elements of design, limitations, challenges and best practices?
8. What are the links and synergies between risk reduction and other instruments such as risk transfer? How can comprehensive risk management portfolios or toolkits be designed?
9. How can risk management approaches be tailored to national contexts? How can Parties and other stakeholders evaluate which tools might be most appropriate for their particular risks and circumstances?

*10th plenary meeting
9 December 2011*

Decision 8/CP.17

Forum and work programme on the impact of the implementation of response measures

The Conference of the Parties,

Recalling decisions 1/CP.13 and 1/CP.16,

Also recalling the positive and constructive discussions that took place at the special events on response measures in Bonn, Germany, on 13 June 2011 and in Durban, South Africa, on 1 December 2011, and at the response measures related workshops in Bonn in September 2011, organized jointly by the Subsidiary Body for Implementation and the Subsidiary Body for Scientific and Technological Advice,

Acknowledging Parties' repeated calls for a continued and structured exchange of information on both the positive and negative consequences of response measures and on ways to maximize the positive and minimize the negative consequences for Parties, in line with the work programme on this matter developed by the subsidiary bodies,

1. *Adopts* a work programme on the impact of the implementation of response measures under the subsidiary bodies, with the objective of improving the understanding of the impact of the implementation of response measures in the following areas:

- (a) Sharing of information and expertise, including reporting and promoting understanding of positive and negative impacts of response measures;
- (b) Cooperation on response strategies;
- (c) Assessment and analysis of impacts;
- (d) Exchanging experience and discussion of opportunities for economic diversification and transformation;
- (e) Economic modelling and socio-economic trends;
- (f) Relevant aspects relating to the implementation of decisions 1/CP.10, 1/CP.13 and 1/CP.16 and Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol;
- (g) Just transition of the workforce, and the creation of decent work and quality jobs;
- (h) Building collective and individual learning towards a transition to a low greenhouse gas emitting society;

2. *Also adopts* the modalities for the operationalization of the work programme on the impact of the implementation of response measures, which could include, as appropriate and subject to the availability of financial resources, convening workshops and meetings; receiving input from experts, practitioners and relevant organizations; and preparing reports and technical papers;

3. *Establishes* a forum on the impact of the implementation of response measures, which shall be convened by the Chairs of the subsidiary bodies, to implement the work programme and to provide a platform allowing Parties to share, in an interactive manner, information, experiences, case studies, best practices and views, and which will initially meet twice a year in conjunction with the sessions of the subsidiary bodies, with its first meeting taking place at the thirty-sixth sessions of the subsidiary bodies;

4. *Decides* that the forum will be convened under a joint agenda item of the subsidiary bodies, and will operate in accordance with the procedures applicable to contact groups;
5. *Requests* the subsidiary bodies to review at their thirty-ninth sessions the work of the forum, including the need for its continuation, with a view to providing recommendations to the Conference of the Parties at its nineteenth session.

*10th plenary meeting
11 December 2011*

Decision 9/CP.17

Least Developed Countries Fund: support for the implementation of elements of the least developed countries work programme other than national adaptation programmes of action

The Conference of the Parties,

Recognizing the specific needs and special circumstances of the least developed countries referred to in Article 4, paragraph 9, of the Convention,

Recalling decisions 5/CP.7, 3/CP.11, 5/CP.14, and 5/CP.16,

Noting the passage of 10 years since the least developed countries work programme was adopted by decision 5/CP.7 and the progress in the preparation and implementation of the national adaptation programmes of action,

Recognizing the work that still needs to be done to effectively implement national adaptation programmes of action,

Noting that the implementation of the remaining elements of the least developed countries work programme will further enable the least developed countries to implement their national adaptation programmes of action in a timely and efficient manner and to participate effectively in the Convention,

1. *Requests* the Global Environment Facility, as an operating entity of the financial mechanism of the Convention entrusted with managing the Least Developed Countries Fund:

(a) To continue to provide information to the least developed countries to further clarify project baselines and the application for accessing funding from the Least Developed Countries Fund in order to develop and implement projects under national adaptation programmes of action to address the effects of climate change;

(b) To support the development of a programmatic approach for the implementation of national adaptation programmes of action by those least developed country Parties that wish to do so;

(c) To further explore opportunities to streamline the Least Developed Countries Fund project cycle, particularly during the project preparation stage;

(d) To further improve the provision of information to least developed countries on the project development process for projects being considered under the Least Developed Countries Fund;

2. *Requests* the Least Developed Countries Expert Group to provide further specification for each of the elements of the least developed countries work programme other than the national adaptation programmes of action, in consultation with the Global Environment Facility and report to the Subsidiary Body for Implementation at its thirty-sixth session, with a view to informing the Conference of the Parties on guidance to be provided to the Global Environment Facility on support for the implementation of the elements of the least developed countries work programme other than the national adaptation programmes of action;

3. *Invites* least developed country Parties to provide details on project processing to the Least Developed Countries Expert Group for it to compile and analyse, with a view to

providing results of the analysis to the Conference of the Parties, for its consideration as part of the review of the implementation of decision 5/CP.16 at its eighteenth session.

*10th plenary meeting
11 December 2011*

Decision 10/CP.17

Amendment to Annex I to the Convention

The Conference of the Parties,

Recalling Articles 15 and 16 of the Convention,

Taking note of the proposal from Cyprus and the European Union to amend Annex I to the Convention by adding the name of Cyprus,¹

1. *Decides* to amend Annex I to the Convention by including the name of Cyprus;
2. *Notes* that in accordance with Article 16, paragraph 4, the entry into force of this amendment to Annex I to the Convention shall be subject to the same procedure as that for the entry into force of annexes to the Convention provided for in Article 16, paragraph 3, of the Convention;
3. *Requests* the secretariat to communicate to the Depositary the amendment to Annex I to the Convention, not before 1 July 2012, so that the amendment enters into force on 1 January 2013 or on a later date.

*10th plenary meeting
11 December 2011*

¹ FCCC/CP/2011/3.

Decision 11/CP.17

Report of the Global Environment Facility to the Conference of the Parties and additional guidance to the Global Environment Facility

The Conference of the Parties,

Recalling decisions 12/CP.2, 3/CP.16, 5/CP.16 and 7/CP.16,

Also recalling decision 5/CP.7, paragraph 7(a)(iv),

Taking note with appreciation of the annual report of the Global Environment Facility to the Conference of the Parties, which provides detailed and useful information on the wide variety of steps that the Global Environment Facility has taken to implement the guidance of the Conference of the Parties,¹

Recognizing the progress made by the Global Environment Facility in areas such as piloting an approach to broaden the range of agencies and entities that are able to access resources directly from the Global Environment Facility Trust Fund and improving the effectiveness and efficiency of the allocation of funding,

Reiterating decision 7/CP.16, paragraph 5, urging the Global Environment Facility, as an operating entity of the financial mechanism of the Convention, to increase access to funding for activities related to Article 6 of the Convention,

Encouraging the Global Environment Facility to continue pursuing reforms to facilitate the successful implementation of its fifth replenishment cycle,

Taking note of the information provided by the secretariat of the Global Environment Facility on financial support provided for the preparation of national communications from Parties not included in Annex I to the Convention,²

Also taking note of the need to compile and consolidate past guidance provided to the Global Environment Facility by the Conference of the Parties,

Further taking note that the Global Environment Facility, in its annual report to the Conference of the Parties, affirms that its mandate under the Least Developed Countries Fund and the Special Climate Change Fund covers activities with regard to research and systematic observation,

1. *Requests* the Global Environment Facility, as an operating entity of the financial mechanism of the Convention:

(a) To continue to work with its implementing agencies to further simplify its procedures and improve the effectiveness and efficiency of the process through which Parties not included in Annex I to the Convention (non-Annex I Parties) receive funding to meet their obligations under Article 12, paragraph 1, of the Convention, with the aim of ensuring the timely disbursement of funds to meet the agreed full costs incurred by developing country Parties in complying with these obligations and to avoid gaps between the enabling activities of current and subsequent national communications, recognizing that the process of preparation of national communications is a continuous cycle;

¹ FCCC/CP/2011/7 and Add.1 and 2 and Corr.1.

² FCCC/SBI/2010/INF.10 and FCCC/CP/2010/5 and Add.1.

(b) To continue to enhance the transparency of the project review process throughout the project cycle;

(c) To clarify the concept of additional costs as applied to different types of adaptation projects under the Least Developed Countries Fund and the Special Climate Change Fund which seek to respond to climate change risks;

(d) To continue to provide financial resources to developing countries for strengthening existing and, where needed, establishing national and regional systematic observation and monitoring networks under the Least Developed Countries Fund and the Special Climate Change Fund;

2. *Invites* the Global Environment Facility, in the context of technology needs assessments,³ to continue to provide financial support to other⁴ non-Annex I Parties as appropriate to conduct or update their technology needs assessments, noting the availability of the updated *Handbook for Conducting Technology Needs Assessments for Climate Change*;⁵

3. *Requests* the Global Environment Facility, in its regular report to the Conference of the Parties, to include information on the steps it has taken to implement the guidance provided in paragraphs 1 and 2 above;

4. *Requests* the Subsidiary Body for Implementation at its thirty-sixth session to consider the information submitted by the Global Environment Facility to the Conference of the Parties at its seventeenth session on the implementation of decision 7/CP.7, paragraph 2(a–d);

5. *Invites* Parties to submit to the secretariat annually, and no later than 10 weeks prior to the subsequent session of the Conference of the Parties, their views and recommendations in writing on the elements to be taken into account in developing guidance to the Global Environment Facility.

*10th plenary meeting
11 December 2011*

³ FCCC/SBI/2011/7, paragraph 135.

⁴ Noting that progress has been made in providing technical and financial support to assist 36 non-Annex I Parties in developing and updating their technology needs assessments and that many non-Annex I Parties expressed their interest to conduct or update their technology needs assessment.

⁵ <<http://unfccc.int/ttclear/pdf/TNA%20HANDBOOK%20EN%2020101115.pdf>>.

Decision 12/CP.17

Guidance on systems for providing information on how safeguards are addressed and respected and modalities relating to forest reference emission levels and forest reference levels as referred to in decision 1/CP.16

The Conference of the Parties,

Recalling decisions 2/CP.13, 4/CP.15 and 1/CP.16,

Recalling also decision 1/CP.16, paragraphs 69–71 and appendices I and II,

Noting that guidance on systems for providing information on how safeguards referred to in appendix I to decision 1/CP.16 are addressed and respected should be consistent with national sovereignty, national legislation and national circumstances,

Recognizing the importance and necessity of adequate and predictable financial and technology support for developing all of the elements referred to in decision 1/CP.16, paragraph 71,

Being aware of the need for any modalities for the construction of forest reference levels and forest emission reference levels to be flexible so as to accommodate national circumstances and capabilities, while pursuing environmental integrity and avoiding perverse incentives,

I. Guidance on systems for providing information on how safeguards are addressed and respected

1. *Notes* that the implementation of the safeguards referred to in appendix I to decision 1/CP.16, and information on how these safeguards are being addressed and respected, should support national strategies or action plans and be included in, where appropriate, all phases of implementation referred to in decision 1/CP.16, paragraph 73, of the activities referred to in paragraph 70 of the same decision;

2. *Agrees* that systems for providing information on how the safeguards referred to in appendix I to decision 1/CP.16 are addressed and respected should, taking into account national circumstances and respective capabilities, and recognizing national sovereignty and legislation, and relevant international obligations and agreements, and respecting gender considerations:

(a) Be consistent with the guidance identified in decision 1/CP.16, appendix I, paragraph 1;

(b) Provide transparent and consistent information that is accessible by all relevant stakeholders and updated on a regular basis;

(c) Be transparent and flexible to allow for improvements over time;

(d) Provide information on how all of the safeguards referred to in appendix I to decision 1/CP.16 are being addressed and respected;

(e) Be country-driven and implemented at the national level;

(f) Build upon existing systems, as appropriate;

3. *Agrees also* that developing country Parties undertaking the activities referred to in decision 1/CP.16, paragraph 70, should provide a summary of information on how all of the safeguards referred to in decision 1/CP.16, appendix I, are being addressed and respected throughout the implementation of the activities;
4. *Decides* that the summary of information referred to in paragraph 3 above should be provided periodically and be included in national communications, consistent with relevant decisions of the Conference of the Parties on guidelines on national communications from Parties not included in Annex I to the Convention, or communication channels agreed by the Conference of the Parties;
5. *Requests* the Subsidiary Body for Scientific and Technological Advice, at its thirty-sixth session, to consider the timing of the first presentation and the frequency of subsequent presentations of the summary of information referred to in paragraph 3 above, with a view to recommending a decision on this matter for adoption by the Conference of the Parties at its eighteenth session;
6. *Also requests* the Subsidiary Body for Scientific and Technological Advice, at its thirty-sixth session, to consider the need for further guidance to ensure transparency, consistency, comprehensiveness and effectiveness when informing on how all safeguards are addressed and respected and, if appropriate, to consider additional guidance, and to report to the Conference of the Parties at its eighteenth session;

II. Modalities for forest reference emission levels and forest reference levels

7. *Agrees* that, in accordance with decision 1/CP.16, paragraph 71(b), forest reference emission levels and/or forest reference levels expressed in tonnes of carbon dioxide equivalent per year are benchmarks for assessing each country's performance in implementing the activities referred to in decision 1/CP.16, paragraph 70;
8. *Decides* that forest reference emission levels and/or forest reference levels, in accordance with decision 1/CP.16, paragraph 71(b), shall be established taking into account decision 4/CP.15, paragraph 7, and maintaining consistency with anthropogenic forest-related greenhouse gas emissions by sources and removals by sinks as contained in each country's greenhouse gas inventories;
9. *Invites* Parties to submit information and rationale on the development of their forest reference emission levels and/or forest reference levels, including details of national circumstances and if adjusted include details on how the national circumstances were considered, in accordance with the guidelines contained in the annex to this decision and any future decision by the Conference of the Parties;
10. *Agrees* that a step-wise approach to national forest reference emission level and/or forest reference level development may be useful, enabling Parties to improve the forest reference emission level and/or forest reference level by incorporating better data, improved methodologies and, where appropriate, additional pools, noting the importance of adequate and predictable support as referenced by decision 1/CP.16, paragraph 71;
11. *Acknowledges* that subnational forest reference emission levels and/or forest reference levels may be elaborated as an interim measure, while transitioning to a national forest reference emission level and/or forest reference level, and that interim forest reference emission levels and/or forest reference levels of a Party may cover less than its entire national territory of forest area;

12. *Agrees* that a developing country Party should update a forest reference emission level and/or forest reference level periodically as appropriate, taking into account new knowledge, new trends and any modification of scope and methodologies;
13. *Invites* developing country Parties, on a voluntary basis and when deemed appropriate, to submit proposed forest reference emission levels and/or forest reference levels, in accordance with decision 1/CP.16, paragraph 71(b), accompanied by the information referred to in paragraph 9 above;
14. *Requests* the secretariat to make available information on forest reference emission levels and/or forest reference levels on the UNFCCC REDD web platform,¹ including submissions with proposed forest reference emission levels and/or forest reference levels;
15. *Agrees* to establish a process that enables technical assessment of the proposed forest reference emission levels and/or forest reference levels when submitted or updated by Parties in accordance with paragraph 12 above and in accordance with guidance to be developed by the Subsidiary Body for Scientific and Technological Advice at its thirty-sixth session.

¹ <<http://unfccc.int/4531>>.

Annex

Guidelines for submissions of information on reference levels

Each developing country Party aiming to undertake the actions listed in decision 1/CP.16, paragraph 70, should include in its submission information that is transparent, complete,¹ consistent with guidance agreed by the Conference of the Parties (COP) and accurate information for the purpose of allowing a technical assessment of the data, methodologies and procedures used in the construction of a forest reference emission level and/or forest reference level. The information provided should be guided by the most recent Intergovernmental Panel on Climate Change guidance and guidelines, as adopted or encouraged by the COP, as appropriate, and include:

(a) Information that was used by Parties in constructing a forest reference emission level and/or forest reference level, including historical data, in a comprehensive and transparent way;

(b) Transparent, complete, consistent and accurate information, including methodological information, used at the time of construction of forest reference emission levels and/or forest reference levels, including, inter alia, as appropriate, a description of data sets, approaches, methods, models, if applicable and assumptions used, descriptions of relevant policies and plans, and descriptions of changes from previously submitted information;

(c) Pools and gases, and activities listed in decision 1/CP.16, paragraph 70, which have been included in forest reference emission levels and/or forest reference levels and the reasons for omitting a pool and/or activity from the construction of forest reference emission levels and/or forest reference levels, noting that significant pools and/or activities should not be excluded;

(d) The definition of forest used in the construction of forest reference emission levels and/or forest reference levels and, if appropriate, in case there is a difference with the definition of forest used in the national greenhouse gas inventory or in reporting to other international organizations, an explanation of why and how the definition used in the construction of forest reference emission levels and/or forest reference levels was chosen.

*10th plenary meeting
9 December 2011*

¹ Complete here means the provision of information that allows for the reconstruction of forest reference emission levels and/or forest reference levels.

Decision 13/CP.17

Capacity-building under the Convention

The Conference of the Parties,

Recalling decisions 2/CP.7, 2/CP.10, 4/CP.12, 1/CP.16 and 10/CP.16,

Acknowledging that capacity-building for developing countries is essential to enable them to participate fully in, and implement effectively their commitments under, the Convention,

Having considered the information in documents prepared by the secretariat in support of the second comprehensive review of the implementation of the framework for capacity-building in developing countries,¹

Noting that while progress has been made, gaps still remain in addressing the priority issues identified in the framework for capacity-building in developing countries as contained in decision 2/CP.7,

Reaffirming that capacity-building should be a continuous, progressive and iterative process that is participatory, country-driven and consistent with national priorities and circumstances,

Also reaffirming the importance of taking into account gender aspects and acknowledging the role and needs of youth and persons with disabilities in capacity-building activities,

1. *Decides* that the scope of needs and priority areas identified in the framework for capacity-building in developing countries as contained in decision 2/CP.7 and the key factors identified in decision 2/CP.10 remain relevant and continue to be the basis for and guide the implementation of capacity-building activities in developing countries;
2. *Also decides* that capacity-building priorities and needs in developing countries, including those emerging from decision 1/CP.16, should be taken into account in the further implementation of the framework for capacity-building in developing countries;
3. *Invites* relevant United Nations agencies and intergovernmental organizations to continue providing support for capacity-building efforts in developing countries, emphasizing and stressing the need for the full involvement of developing countries in the conception and development of such activities;
4. *Also invites* Parties included in Annex II to the Convention and other Parties that are in a position to do so, multilateral, bilateral and international agencies and the private sector to continue providing financial resources to support capacity-building action in developing countries;
5. *Further invites* Parties to enhance reporting on best practices related to capacity-building in their national communications, submissions and other relevant documents, with a view to furthering learning and broadening the impact of capacity-building activities;

¹ FCCC/SBI/2009/MISC.1, FCCC/SBI/2009/MISC.2, FCCC/SBI/2009/MISC.8, FCCC/SBI/2009/MISC.12/Rev.1, FCCC/SBI/2009/4, FCCC/SBI/2009/5, FCCC/CP/2011/7 and FCCC/SBI/2011/15.

6. *Decides* that further implementation of the framework for capacity-building in developing countries should be improved at the systemic, institutional and individual levels as appropriate, by the following:

(a) Ensuring consultations with stakeholders throughout the entire process of activities, from the design of activities to their implementation and monitoring and evaluation;

(b) Enhancing integration of climate change issues and capacity-building needs into national development strategies, plans and budgets;

(c) Increased country-driven coordination of capacity-building activities;

(d) Strengthened networking and information sharing among developing countries, especially through South–South and triangular cooperation;

7. *Also decides* to conclude the second comprehensive review and to initiate the third comprehensive review of the implementation of the framework for capacity-building in developing countries, taking into account decisions 1/CP.16 and 2/CP.17 as they relate to capacity-building, at the forty-second session of the Subsidiary Body for Implementation (June 2015) with a view to completing the review at the twenty-second session of the Conference of the Parties (November–December 2016).

*10th plenary meeting
9 December 2011*

Decision 14/CP.17

Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

The Conference of the Parties,

Recalling the relevant provisions of the Convention, in particular Article 4, paragraphs 1, 3 and 7, and Article 12, paragraphs 1, 4, 5 and 7,

Also recalling decisions 8/CP.5, 3/CP.8, 17/CP.8, 8/CP.11 and 5/CP.15,

Acknowledging that the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention has made a substantial contribution to improving the process of, and preparation of, national communications from Parties not included in Annex I to the Convention (non-Annex I Parties) by providing technical advice and support and therefore enhancing the capacity of such Parties to prepare their national communications,

Emphasizing the importance of providing relevant technical advice and support for the process of the preparation of national communications, as well as the importance of providing a forum for non-Annex I Parties to share experiences of this process,

Recognizing that the preparation of national communications is a continuing process,

Noting that the review of the term and mandate of the Consultative Group of Experts and the need for the continuation of the group, as requested in decision 5/CP.15, paragraph 6, was initiated at this session but not concluded,

1. *Decides* to continue the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention under its current mandate as contained in the annex to decision 5/CP.15, and the work programme,¹ until the end of 2012;
2. *Invites* Parties to submit to the secretariat, by 5 March 2012, their views on the term and mandate of the Consultative Group of Experts and the need for continuation of the group;
3. *Requests* the secretariat to compile these submissions into a miscellaneous document for consideration by the Subsidiary Body for Implementation at its thirty-sixth session, with a view to recommending for adoption by the Conference of the Parties at its eighteenth session a decision on the matter referred to in paragraph 2 above.

*10th plenary meeting
9 December 2011*

¹ FCCC/SBI/2010/INF.2.

Decision 15/CP.17

Revision of the UNFCCC reporting guidelines on annual inventories for Parties included in Annex I to the Convention

The Conference of the Parties,

Recalling the relevant provisions of the Convention, in particular Article 4, Article 10, paragraph 2, and Article 12,

Also recalling decision 3/CP.1 on the preparation and submission of national communications from Parties included in Annex I to the Convention, decision 4/CP.1 on methodological issues, decision 9/CP.2 on communications from Parties included in Annex I to the Convention: guidelines, schedule and process for consideration, decision 11/CP.4 on national communications from Parties included in Annex I to the Convention, decisions 3/CP.5, 18/CP.8 and 14/CP.11 on guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories, and decision 1/CP.16 on the outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention,

Reaffirming that anthropogenic emissions by sources and removals by sinks of greenhouse gases not controlled by the Montreal Protocol should be reported in a transparent, consistent, comparable, complete and accurate way,

Noting that the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories”, adopted by decisions 3/CP.5, 18/CP.8 and 14/CP.11, need to be revised in order to implement the use of the Intergovernmental Panel on Climate Change 2006 IPCC Guidelines for National Greenhouse Gas Inventories,

Having considered the relevant recommendations of the Subsidiary Body for Scientific and Technological Advice,

1. *Adopts* the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories” (hereinafter referred to as the UNFCCC Annex I inventory reporting guidelines) contained in annex I to this decision and the new common reporting format tables contained in annex II to this decision for trial use, in accordance with paragraph 3 below;
2. *Decides* that, from 2015 until a further decision by the Conference of the Parties, the global warming potentials used by Parties to calculate the carbon dioxide equivalence of anthropogenic emissions by sources and removals by sinks of greenhouse gases shall be those listed in the column entitled “Global warming potential for given time horizon” in table 2.14 of the errata to the contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change, based on the effects of greenhouse gases over a 100-year time horizon, as included in annex III to this decision;
3. *Invites* Parties included in Annex I to the Convention (Annex I Parties), in addition to the inventory submitted in line with the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories” adopted by decision 14/CP.11, to use the UNFCCC Annex I inventory reporting guidelines voluntarily during a trial period from

October 2012 to May 2013 and to submit their views on the experience of using these revised guidelines and the upgraded CRF Reporter to the secretariat by 3 May 2013;

4. *Also invites* the Subsidiary Body for Scientific and Technological Advice, at its thirty-eighth session, to start considering the information submitted by Annex I Parties on their experiences in using the UNFCCC Annex I inventory reporting guidelines and the upgraded or new CRF Reporter software, and any supplementary methodological guidance on wetlands developed by the Intergovernmental Panel on Climate Change with a view to adopting a final decision on these revised guidelines and common reporting format tables at the latest at the nineteenth session of the Conference of the Parties;

5. *Requests* the secretariat to enable the use of the UNFCCC Annex I inventory reporting guidelines for the trial period by the provision of an upgraded or new version of the CRF Reporter software, supporting the use of the revised UNFCCC Annex I inventory reporting guidelines, to be provided to Annex I Parties by 1 October 2012, with a view to fully implementing the regular use of the revised UNFCCC Annex I inventory reporting guidelines for Parties' greenhouse gas inventory submissions in 2015, subject to a final decision on these revised guidelines by the Conference of the Parties at its nineteenth session;

6. *Invites* Annex I Parties in a position to do so to provide financial resources for the upgrade and development of CRF Reporter in order to enable the trial and mandatory use of the revised UNFCCC Annex I inventory reporting guidelines by Annex I Parties;

7. *Takes note* of the estimated budgetary implications of upgrading and developing the CRF Reporter software;

8. *Requests* that the actions of the secretariat called for in this decision be undertaken subject to the availability of resources.

Annex I

[English only]

Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories**Contents**

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I. Introduction

A. Mandate

1. The Conference of Parties (COP), by decision 15/CP.17, adopted the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories” (UNFCCC Annex I inventory reporting guidelines) and tables of the common reporting format to implement the use of the *2006 IPCC Guidelines for National Greenhouse Gas inventories* (2006 IPCC Guidelines).

B. Scope of the note

2. This document contains the complete updated UNFCCC Annex I inventory reporting guidelines for all inventory sectors. The UNFCCC Annex I reporting guidelines on annual greenhouse gas inventories have been updated to reflect the implementation of the use of the 2006 IPCC Guidelines.

II. Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories

A. Objectives

1. The “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories” (hereinafter referred to as the UNFCCC Annex I inventory reporting guidelines) cover the estimation and reporting of anthropogenic¹ greenhouse gas (GHG) emissions and removals in both annual GHG inventories and inventories included in national communications, as specified by decision 11/CP.4 and other relevant decisions of the Conference of the Parties (COP).

2. The objectives of the UNFCCC Annex I inventory reporting guidelines are:

(a) To assist Parties included in Annex I to the Convention (Annex I Parties) in meeting their commitments under Articles 4 and 12 of the Convention;

(b) To contribute to ensuring the transparency of emission reduction commitments;

(c) To facilitate the process of considering annual national inventories, including the preparation of technical analysis and synthesis documentation;

(d) To facilitate the process of verification, technical assessment and expert review of the inventory information;

¹ Any reference to GHG emissions and removals in the guidelines shall be understood as anthropogenic GHG emissions and removals.

(e) To assist Annex I Parties in ensuring and/or improving the quality of their annual GHG inventory submissions.

B. Principles and definitions

3. The annual GHG inventory should be transparent, consistent, comparable, complete and accurate.

4. In the context of these UNFCCC Annex I inventory reporting guidelines:

(a) *Transparency* means that the data sources, assumptions and methodologies used for an inventory should be clearly explained, in order to facilitate the replication and assessment of the inventory by users of the reported information. The transparency of inventories is fundamental to the success of the process for the communication and consideration of the information. The use of the common reporting format (CRF) tables and the preparation of a structured national inventory report (NIR) contribute to the transparency of the information and facilitate national and international reviews;

(b) *Consistency* means that an annual GHG inventory should be internally consistent for all reported years in all its elements across sectors, categories and gases. An inventory is consistent if the same methodologies are used for the base and all subsequent years and if consistent data sets are used to estimate emissions or removals from sources or sinks. Under certain circumstances referred to in paragraphs 16 to 18 below, an inventory using different methodologies for different years can be considered to be consistent if it has been recalculated in a transparent manner, in accordance with the *2006 IPCC Guidelines for National Greenhouse Gas Inventories* (hereinafter referred to as the 2006 IPCC Guidelines);

(c) *Comparability* means that estimates of emissions and removals reported by Annex I Parties in their inventories should be comparable among Annex I Parties. For that purpose, Annex I Parties should use the methodologies and formats agreed by the COP for making estimations and reporting their inventories. The allocation of different source/sink categories should follow the CRF tables provided in annex II to draft decisions 15/CP.17, at the level of the summary and sectoral tables;

(d) *Completeness* means that an annual GHG inventory covers at least all sources and sinks, as well as all gases, for which methodologies are provided in the 2006 IPCC Guidelines or for which supplementary methodologies have been agreed by the COP. Completeness also means the full geographical coverage of the sources and sinks of an Annex I Party;²

(e) *Accuracy* means that emission and removal estimates should be accurate in the sense that they are systematically neither over nor under true emissions or removals, as far as can be judged, and that uncertainties are reduced as far as practicable. Appropriate methodologies should be used, in accordance with the 2006 IPCC Guidelines, to promote accuracy in inventories.

5. In the context of these reporting guidelines, the definitions of common terms used in GHG inventory preparation are those provided in the 2006 IPCC Guidelines.

² According to the instrument of ratification, acceptance, approval or accession to the Convention of each Annex I Party.

C. Context

6. The UNFCCC Annex I inventory reporting guidelines also cover the establishment and maintenance of national inventory arrangements for the purpose of the continued preparation of timely, complete, consistent, comparable, accurate and transparent annual GHG inventories.

7. An annual GHG inventory submission shall consist of an NIR and the CRF tables, as set out in annexes I and II to decision 15/CP.17. The annual submission also comprises information provided by an Annex I Party in addition to its submitted NIR and CRF tables.

D. Base year

8. The year 1990 should be the base year for the estimation and reporting of inventories. According to the provisions of Article 4, paragraph 6, of the Convention and decisions 9/CP.2, 11/CP.4 and 7/CP.12, the following Annex I Parties that are undergoing the process of transition to a market economy are allowed to use a base year or a period of years other than 1990, or a level of emissions as established by a decision of the COP, as follows:

Bulgaria:	1988
Croatia:	1990 ³
Hungary:	the average of the years 1985 to 1987
Poland:	1988
Romania:	1989
Slovenia:	1986

E. Methods

Methodology

9. Annex I Parties shall use the methodologies provided in the 2006 IPCC Guidelines, unless stated otherwise in the UNFCCC Annex I inventory reporting guidelines, and any supplementary methodologies agreed by the COP, and other relevant COP decisions to estimate anthropogenic emissions by sources and removals by sinks of GHGs not controlled by the Montreal Protocol.

10. Annex I Parties may use different methods (tiers) contained in the 2006 IPCC Guidelines, prioritizing these methods in accordance with the 2006 IPCC Guidelines. Annex I Parties may also use national methodologies which they consider better able to reflect their national situation, provided that these methodologies are compatible with the 2006 IPCC Guidelines and are well documented and scientifically based.

11. For categories⁴ that are determined to be key categories, in accordance with the 2006 IPCC Guidelines, and estimated in accordance with the provisions in paragraph 14 below, Annex I Parties should make every effort to use a recommended method, in accordance with the corresponding decision trees in the 2006 IPCC Guidelines. Annex I Parties should

³ In accordance with decision 7/CP.12.

⁴ The term “categories” refers to both source and sink categories as set out in the 2006 IPCC Guidelines. The term “key categories” refers to the key categories as addressed in the 2006 IPCC Guidelines.

also make every effort to develop and/or select emission factors (EFs), and collect and select activity data (AD), in accordance with the IPCC good practice. Where national circumstances prohibit the use of a recommended method, then the Annex I Party shall explain in its annual GHG inventory submission the reason(s) as to why it was unable to implement a recommended method in accordance with the decision trees in the 2006 IPCC Guidelines.

12. The 2006 IPCC Guidelines provide default methodologies which include default EFs and in some cases default AD for the categories to be reported. As the assumptions implicit in these default data, factors and methods may not be appropriate for specific national circumstances, Annex I Parties should use their own national EFs and AD, where available, provided that they are developed in a manner consistent with the 2006 IPCC Guidelines and are considered to be more accurate than the defaults. If Annex I Parties lack country-specific information, they could also use EFs or other parameters provided in the IPCC Emission Factor Database, where available, provided that they can demonstrate that those parameters are appropriate in the specific national circumstances and are more accurate than the default data provided in the 2006 IPCC Guidelines. Annex I Parties shall transparently explain in their annual GHG inventory submissions what data and/or parameters have been used.

13. Parties are encouraged to refine estimates of anthropogenic emissions and removals in the land use, land-use change and forestry (LULUCF) sector through the application of tier 3 methods, provided that they are developed in a manner consistent with the 2006 IPCC Guidelines, and information for transparency is provided in accordance with paragraph 50(a) below

Key category identification

14. Annex I Parties shall identify their key categories for the base year and the latest reported inventory year, using approach 1, level and trend assessment, including and excluding LULUCF. Parties are encouraged to also use approach 2 and to add additional key categories to the result of approach 1.

Uncertainties

15. Annex I Parties shall quantitatively estimate the uncertainty of the data used for all source and sink categories using at least approach 1, as provided in the 2006 IPCC Guidelines, and report uncertainties for at least the base year and the latest inventory year and the trend uncertainty between these two years. Annex I Parties are encouraged to use approach 2 or a hybrid of approaches 1 and 2 provided in the 2006 IPCC Guidelines, in order to address technical limitations of approach 1. The uncertainty of the data used for all source and sink categories should also be qualitatively discussed in a transparent manner in the NIR, in particular for categories that were identified as key categories.

Recalculations and time-series consistency

16. The inventory for a time series, including the base year and all subsequent years for which the inventory has been reported, should be estimated using the same methodologies, and the underlying AD and EFs should be obtained and used in a consistent manner, ensuring that changes in emission trends are not introduced as a result of changes in estimation methods or assumptions over the time series of estimates.

17. Recalculations should ensure the consistency of the time series and shall be carried out to improve accuracy and/or completeness. Where the methodology or manner in which underlying AD and EFs are gathered has changed, Annex I Parties should recalculate their inventories for the base year and subsequent years of the times series. Annex I Parties should evaluate the need for recalculations relative to the reasons provided in the 2006 IPCC Guidelines, in particular for key categories. Recalculations should be performed in

accordance with 2006 IPCC Guidelines and the general principles set down in these reporting guidelines.

18. In some cases it may not be possible to use the same methods and consistent data sets for all years, owing to a possible lack of AD, EFs or other parameters directly used in the calculation of emission estimates for some historical years, including the base year. In such cases, emissions or removals may need to be recalculated using alternative methods not generally covered by paragraph 9 above. In these instances, Annex I Parties should use one of the techniques provided in the 2006 IPCC Guidelines to estimate the missing values. Annex I Parties should document and report the methodologies used for the entire time series.

Quality assurance/quality control

19. Each Annex I Party shall elaborate an inventory quality assurance/quality control (QA/QC) plan and implement general inventory QC procedures in accordance with its QA/QC plan following the 2006 IPCC Guidelines. In addition, Annex I Parties should apply category-specific QC procedures for key categories and for those individual categories in which significant methodological changes and/or data revisions have occurred, in accordance with the 2006 IPCC Guidelines. In addition, Annex I Parties should implement QA procedures by conducting a basic expert peer review of their inventories in accordance with the 2006 IPCC Guidelines.

F. National inventory arrangements

20. Each Annex I Party should implement and maintain national inventory arrangements for the estimation of anthropogenic GHG emissions by sources and removals by sinks. The national inventory arrangements include all institutional, legal and procedural arrangements made within an Annex I Party for estimating anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol, and for reporting and archiving inventory information.

21. National inventory arrangements should be designed and operated:

(a) To ensure the transparency, consistency, comparability, completeness and accuracy of inventories, as defined in paragraphs 3 and 4 above;

(b) To ensure the quality of inventories through the planning, preparation and management of inventory activities. Inventory activities include collecting AD, selecting methods and EFs appropriately, estimating anthropogenic GHG emissions by sources and removals by sinks, implementing uncertainty assessment and QA/QC activities, and carrying out procedures for the verification of the inventory data at the national level, as described in these reporting guidelines.

22. In the implementation of its national inventory arrangements, each Annex I Party should perform the following general functions:

(a) Establish and maintain the institutional, legal and procedural arrangements necessary to perform the functions defined in paragraphs 23 to 27 below, as appropriate, between the government agencies and other entities responsible for the performance of all functions defined in these reporting guidelines;

(b) Ensure sufficient capacity for the timely performance of the functions defined in these reporting guidelines, including data collection for estimating anthropogenic GHG emissions by sources and removals by sinks and arrangements for the technical competence of the staff involved in the inventory development process;

- (c) Designate a single national entity with overall responsibility for the national inventory;
- (d) Prepare national annual GHG inventories in a timely manner in accordance with these reporting guidelines and relevant decisions of the COP, and provide the information necessary to meet the reporting requirements defined in these reporting guidelines and in relevant decisions of the COP;
- (e) Undertake specific functions relating to inventory planning, preparation and management.

Inventory planning

23. As part of its inventory planning, each Annex I Party should:

- (a) Define and allocate specific responsibilities in the inventory development process, including those relating to choosing methods, data collection, particularly AD and EFs from statistical services and other entities, processing and archiving, and QA/QC. Such definition should specify the roles of, and the cooperation between, government agencies and other entities involved in the preparation of the inventory, as well as the institutional, legal and procedural arrangements made to prepare the inventory;
- (b) Elaborate an inventory QA/QC plan as indicated in paragraph 19 above;
- (c) Establish processes for the official consideration and approval of the inventory, including any recalculations, prior to its submission, and for responding to any issues raised in the inventory review process.

24. As part of its inventory planning, each Annex I Party should consider ways to improve the quality of AD, EFs, methods and other relevant technical elements of the inventory. Information obtained from the implementation of the QA/QC programme, the inventory review process and other verification activities should be considered in the development and/or revision of the QA/QC plan and the quality objectives.

Inventory preparation

25. As part of its inventory preparation, each Annex I Party should:

- (a) Prepare estimates in accordance with the requirements defined in these reporting guidelines;
- (b) Collect sufficient AD, process information and EFs as are necessary to support the methods selected for estimating anthropogenic GHG emissions by sources and removals by sinks;
- (c) Make quantitative estimates of uncertainty for each category and for the inventory as a whole, as indicated in paragraph 15 above;
- (d) Ensure that any recalculations are prepared in accordance with paragraphs 16–18 above;
- (e) Compile the NIR and the CRF tables in accordance with these reporting guidelines;
- (f) Implement general inventory QC procedures in accordance with its QA/QC plan, following the 2006 IPCC Guidelines.

26. As part of its inventory preparation, each Annex I Party should:

- (a) Apply category-specific QC procedures for key categories and for those individual categories in which significant methodological and/or data revisions have occurred, in accordance with the 2006 IPCC Guidelines;

(b) Provide for a basic review of the inventory by personnel that have not been involved in the inventory development process, preferably an independent third party, before the submission of the inventory, in accordance with the planned QA procedures referred to in paragraph 19 above;

(c) Provide for a more extensive review of the inventory for key categories, as well as for categories where significant changes to methods or data have been made, in accordance with the 2006 IPCC Guidelines;

(d) On the basis of the reviews described in paragraph 26(b) and (c) above and periodic internal evaluations of the inventory preparation process, re-evaluate the inventory planning process, in order to meet the established quality objectives referred to in paragraph 24 above.

Inventory management

27. As part of its inventory management, each Annex I Party should:

(a) Archive all relevant inventory information for the reported time series, including all disaggregated EFs and AD, documentation on how these factors and data have been generated and aggregated for the preparation of the inventory, internal documentation on QA/QC procedures, external and internal reviews, and documentation on annual key categories and key category identification and planned inventory improvements;

(b) Provide review teams with access to all archived information used by the Party to prepare the inventory through the single national entity, in accordance with relevant decisions of the COP;

(c) Respond, in a timely manner, to requests for clarifying inventory information resulting from the different stages of the process of review of the inventory information and information on the national inventory arrangements.

G. Reporting

1. General guidance

Estimates of emissions and removals

28. Article 12, paragraph 1(a), of the Convention requires that each Party shall communicate to the COP, through the secretariat, inter alia, a national inventory of anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol. As a minimum requirement, inventories shall contain information on the following GHGs: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), perfluorocarbons (PFCs), hydrofluorocarbons (HFCs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃).

29. In addition, Annex I Parties should provide information on the following precursor gases: carbon monoxide (CO), nitrogen oxides (NO_x) and non-methane volatile organic compounds (NMVOCs), as well as sulphur oxides (SO_x). Annex I Parties may report indirect CO₂ from the atmospheric oxidation of CH₄, CO and NMVOCs. Annex I Parties may report as a memo item indirect N₂O emissions from other than the agriculture and LULUCF sources. These estimates of indirect N₂O should not be included in national totals. For Parties that decide to report indirect CO₂ the national totals shall be presented with and without indirect CO₂.

30. GHG emissions and removals should be presented on a gas-by-gas basis in units of mass, with emissions by sources listed separately from removals by sinks, except in cases where it may be technically impossible to separate information on sources and sinks in the

area of LULUCF. For HFCs and PFCs, emissions should be reported for each relevant chemical in the category on a disaggregated basis, except in cases where paragraph 36 below applies.

31. Annex I Parties should report aggregate emissions and removals of GHGs, expressed in CO₂ equivalent (CO₂ eq), using the global warming potential values as agreed by decision 15/CP.17 or any subsequent decision by the COP on global warming potentials.

32. Annex I Parties shall report actual emissions of HFCs, PFCs, SF₆ and NF₃, providing disaggregated data by chemical (e.g. HFC-134a) and category in units of mass and in CO₂ eq, except in cases where paragraph 36 below applies. Annex I Parties should report emission estimates or notation keys in line with paragraph 37 below and trends for these gases for 1990 onwards, in accordance with the provisions of these reporting guidelines.

33. Annex I Parties are strongly encouraged to also report emissions and removals of additional GHGs, such as hydrofluoroethers (HFEs) perfluoropolyethers (PFPEs), and other gases for which 100-year global warming potential values are available from the IPCC but have not yet been adopted by the COP. These emissions and removals should be reported separately from national totals.

34. In accordance with the 2006 IPCC Guidelines, international aviation and marine bunker fuel emissions should not be included in national totals but should be reported separately. Annex I Parties should make every effort to both apply and report according to the method contained in the 2006 IPCC Guidelines for separating domestic and international emissions. Annex I Parties should also report emissions from international aviation and marine bunker fuels as two separate entries in their inventories.

35. Annex I Parties should clearly indicate how feedstocks and non-energy use of fuels have been accounted for in the inventory, under the energy or industrial processes sector, in accordance with the 2006 IPCC Guidelines.

36. Emissions and removals should be reported at the most disaggregated level of each source/sink category, taking into account that a minimum level of aggregation may be required to protect confidential business and military information.

Completeness

37. Where methodological or data gaps in inventories exist, information on these gaps should be presented in a transparent manner. Annex I Parties should clearly indicate the sources and sinks which are not considered in their inventories but which are included in the 2006 IPCC Guidelines, and explain the reasons for such exclusion. Similarly, Annex I Parties should indicate the parts of their geographical area, if any, not covered by their inventory and explain the reasons for their exclusion. In addition, Annex I Parties should use the notation keys presented below to fill in the blanks in all the CRF tables.⁵ This approach facilitates the assessment of the completeness of an inventory. The notation keys are as follows:

(a) “NO” (not occurring) for categories or processes, including recovery, under a particular source or sink category that do not occur within an Annex I Party;

(b) “NE” (not estimated) for AD and/or emissions by sources and removals by sinks of GHGs which have not been estimated but for which a corresponding activity may occur within a Party.⁶ Where “NE” is used in an inventory to report emissions or removals

⁵ If notation keys are used in the NIR, they should be consistent with those reported in the CRF tables.

⁶ The notation key “NE” could also be used when an activity occurs in the Party but the 2006 IPCC Guidelines do not provide methodologies to estimate the emissions/removals.

of CO₂, N₂O, CH₄, HFCs, PFCs, SF₆ and NF₃, the Annex I Party shall indicate in both the NIR and the CRF completeness table why such emissions or removals have not been estimated. Furthermore, a Party may consider that a disproportionate amount of effort would be required to collect data for a gas from a specific category⁷ that would be insignificant in terms of the overall level and trend in national emissions and in such cases use the notation key “NE”. The Party should in the NIR provide justifications for exclusion in terms of the likely level of emissions. An emission should only be considered insignificant if the likely level of emissions is below 0.05 per cent of the national total GHG emissions,⁸ and does not exceed 500 kt CO₂ eq. The total national aggregate of estimated emissions for all gases and categories considered insignificant shall remain below 0.1 per cent of the national total GHG emissions.⁹ Parties should use approximated AD and default IPCC EFs to derive a likely level of emissions for the respective category. Once emissions from a specific category have been reported in a previous submission, emissions from this specific category shall be reported in subsequent GHG inventory submissions;

(c) “NA” (not applicable) for activities under a given source/sink category that do occur within the Party but do not result in emissions or removals of a specific gas. If the cells for categories in the CRF tables for which “NA” is applicable are shaded, they do not need to be filled in;

(d) “IE” (included elsewhere) for emissions by sources and removals by sinks of GHGs estimated but included elsewhere in the inventory instead of under the expected source/sink category. Where “IE” is used in an inventory, the Annex I Party should indicate, in the CRF completeness table, where in the inventory the emissions or removals for the displaced source/sink category have been included, and the Annex I Party should explain such a deviation from the inclusion under the expected category, especially if it is due to confidentiality;

(e) “C” (confidential) for emissions by sources and removals by sinks of GHGs of which the reporting could lead to the disclosure of confidential information, given the provisions of paragraph 36 above.

38. Annex I Parties are encouraged to estimate and report emissions and removals for source or sink categories for which estimation methods are not included in the 2006 IPCC Guidelines. If Annex I Parties estimate and report emissions and removals for country-specific sources or sinks or of gases which are not included in the 2006 IPCC Guidelines, they should explicitly describe what source/sink categories or gases these are, as well as what methodologies, EFs and AD have been used for their estimation, and provide references for these data.

Key categories

39. Annex I Parties shall estimate and report the individual and cumulative percentage contributions from key categories to their national total, with respect to both level and trend. The emissions should be expressed in terms of CO₂ eq using the methods provided in the 2006 IPCC Guidelines. As indicated in paragraph 50 below, this information should be included in the NIR using tables 4.2 and 4.3 of the 2006 IPCC Guidelines, adapted to the level of category disaggregation that the Annex I Party used for determining its key categories.¹⁰

⁷ Category as defined in the CRF tables.

⁸ “National total GHG emissions” refers to the total GHG emissions without LULUCF for the latest reported inventory year.

⁹ As footnote 8 above.

¹⁰ Table 4.1 of the 2006 IPCC Guidelines should be used as the basis for preparing the key category analysis but does not need to be reported in the NIR.

Verification

40. For the purposes of verification, Annex I Parties should compare their national estimates of CO₂ emissions from fuel combustion with those estimates obtained using the IPCC reference approach, as contained in the 2006 IPCC Guidelines, and report the results of this comparison in the NIR.

41. Annex I Parties that prepare their estimates of emissions and/or removals using higher-tier (tier 3) methods and/or models shall provide in the NIR verification information consistent with the 2006 IPCC Guidelines.

Uncertainties

42. Annex I Parties shall report, in the NIR, uncertainties estimated as indicated in paragraph 15 above, as well as methods used and underlying assumptions, for the purpose of helping to prioritize efforts to improve the accuracy of national inventories in the future and to guide decisions on methodological choice. This information should be presented using table 3.3 of the 2006 IPCC Guidelines. In addition, Annex I Parties should indicate in that table those categories that have been identified as key categories in their inventory.

Recalculations

43. Recalculations of previously submitted estimates of emissions and removals as a result of changes in methodologies, changes in the manner in which EFs and AD are obtained and used, or the inclusion of new sources or sinks which have existed since the base year but were not previously reported, shall be reported for the base year and all subsequent years of the time series up to the year for which the recalculations are made. Further, a discussion on the impact of the recalculations on the trend in emissions should be provided in the NIR at the category, sector and national total level, as appropriate.

44. Recalculations shall be reported in the NIR, with explanatory information and justifications for recalculations. Information on the procedures used for performing the recalculations, changes in the calculation methods, EFs and AD used, and the inclusion of sources or sinks not previously covered should be reported with an indication of the relevant changes in each source or sink category where these changes have taken place.

45. Annex I Parties shall report any other changes in estimates of emissions and removals, and clearly indicate the reason for the changes compared with previously submitted inventories (e.g. error correction, statistical reason or reallocation of categories), in the NIR as indicated in paragraph 50 below and outlined in annex II to decision 15/CP.17. Small differences (e.g. due to the rounding of estimates) should not be considered as recalculations.

Quality assurance/quality control

46. Annex I Parties shall report in the NIR on their QA/QC plan and give information on QA/QC procedures already implemented or to be implemented in the future. In addition, Annex I Parties are encouraged to report on any peer review of their inventory, apart from the UNFCCC review.

Corrections

47. Inventories shall be reported without corrections relating, for example, to climate variations or trade patterns of electricity.

2. National inventory report

48. Annex I Parties shall submit to the COP, through the secretariat, an NIR containing detailed and complete information on their inventories. The NIR should ensure transparency and contain sufficiently detailed information to enable the inventory to be

reviewed. This information should cover the base year, the most recent 10 years and any previous years since the base year ending with 0 or 5 (1990, 1995, 2000, etc.).

49. Each year, an updated NIR shall be electronically submitted in its entirety to the COP, through the secretariat, in accordance with the relevant decisions of the COP.

50. The NIR shall include:

(a) Descriptions, references and sources of information for the specific methodologies, including higher-tier methods and models, assumptions, EFs and AD, as well as the rationale for their selection. For tier 3 models, additional information for improving transparency;¹¹

(b) An indication of the level of complexity (IPCC tier) applied and a description of any national methodology used by the Annex I Party, as well as information on anticipated future improvements;

(c) For key categories, an explanation if the recommended methods from the appropriate decision tree in the 2006 IPCC Guidelines are not used;

(d) A description of the national key categories, as indicated in paragraph 39 above, including:

(i) A summary table with the key categories identified for the latest reporting year (by level and trend);

(ii) Information on the level of category disaggregation used and the rationale for its use;

(iii) Additional information relating to the methodology used for identifying key categories;

(e) Information on how and where feedstocks and non-energy use of fuels have been reported in the inventory;

(f) Assessment of completeness, including information and explanations in relation to categories not estimated or included elsewhere, and information related to the geographical scope;

(g) Information on uncertainties, as requested in paragraph 42 above;

(h) Information on any recalculations relating to previously submitted inventory data, as requested in paragraphs 43 to 45 above, including changes in methodologies, sources of information and assumptions, in particular in relation to recalculations made in response to the review process;

(i) Information on changes in response to the review process;

(j) Information on the national inventory arrangements and changes to the national inventory arrangements, including a description of the institutional arrangements for inventory preparation, as well as information on verification as requested in paragraphs 40 and 41 above and on QA/QC as requested in paragraph 46 above.

51. The NIR should follow the outline and general structure contained in annex I to decision 15/CP.17.

¹¹ Parties should, as applicable, report information on: basis and type of model, application and adaptation of the model, main equations/processes, key assumptions, domain of application, how the model parameters were estimated, description of key inputs and outputs, details of calibration and model evaluation, uncertainty and sensitivity analysis, QA/QC procedures adopted and references to peer-reviewed literature.

3. Common reporting format tables

52. The CRF tables are designed to ensure that Annex I Parties report quantitative data in a standardized format and to facilitate comparison of inventory data and trends. Explanation of information of a qualitative character should mainly be provided in the NIR rather than in the CRF tables. Such explanatory information should be cross-referenced to the specific chapter of the NIR.

53. Annex I Parties shall submit annually to the COP, through the secretariat, the information required in the CRF tables, as contained in annex II to decision 15/CP.17. This information shall be electronically submitted on an annual basis in its entirety to the COP, through the secretariat, in accordance with the relevant decisions of the COP. Parties should submit their CRF tables, generated by the CRF Reporter software, via the UNFCCC submission portal, with a view to facilitating the processing of the inventory information by the secretariat.

54. The CRF is a standardized format for reporting estimates of GHG emissions and removals and other relevant information. The CRF allows for the improved handling of electronic submissions and facilitates the processing of inventory information and the preparation of useful technical analysis and synthesis documentation.

55. The CRF tables shall be reported in accordance with the tables included in annex II to decision 15/CP.17 and as specified in these reporting guidelines. In completing the CRF tables, Annex I Parties should:

(a) Provide a full set of CRF tables for the base year and all years from 1990 up to the most recent inventory year;

(b) Provide completeness tables for the latest inventory year only, if the information applies to all years of the time series. If the information in those tables differs for each reported year, then either the tables or information on the specific changes must be provided for each year in the CRF tables;

(c) Use the documentation boxes provided at the foot of the sectoral report and background data tables to provide cross references to detailed explanations in the NIR, or any other information, as specified in those boxes.

56. Annex I Parties should provide the information requested in the additional information boxes. Where the information called for is inappropriate because of the methodological tier used by the Annex I Party, the corresponding cells should be completed using the notation key "NA". In such cases, the Annex I Parties should cross-reference in the documentation box the relevant chapter in the NIR where equivalent information can be found.

57. Annex I Parties should use the notation keys, as specified in paragraph 37 above, in all the CRF tables to fill in the cells where no quantitative data are directly entered. Using the notation keys in this way facilitates the assessment of the completeness of an inventory.

H. Record-keeping

58. Annex I Parties should gather and archive all relevant inventory information for each year of the reported time series, including all disaggregated EFs and AD, and documentation on how those factors and data were generated, including expert judgement where appropriate, and how they have been aggregated for their reporting in the inventory. This information should allow for the reconstruction of the inventory by the expert review teams. Inventory information should be archived from the base year and should include corresponding data on the recalculations applied. The 'paper trail', which can include

spreadsheets or databases used to compile inventory data, should enable estimates of emissions and removals to be traced back to the original disaggregated EFs and AD. Also, relevant supporting documentation related to QA/QC implementation, uncertainty evaluation or key category analyses should be kept on file. This information should facilitate the process of clarifying inventory data in a timely manner when the secretariat prepares annual compilations of inventories or assesses methodological issues.

I. Systematic updating of the guidelines

59. The UNFCCC Annex I inventory reporting guidelines on annual GHG inventories shall be reviewed and revised, as appropriate, in accordance with decisions of the COP on this matter.

J. Language

60. The NIR shall be submitted in one of the official languages of the United Nations. Annex I Parties are encouraged to submit an English translation of the NIR to facilitate its use by the expert review teams.

Appendix

An outline and general structure of the national inventory report

EXECUTIVE SUMMARY

- ES.1. Background information on greenhouse gas (GHG) inventories and climate change (e.g. as it pertains to the national context)
- ES.2. Summary of national emission and removal-related trends
- ES.3. Overview of source and sink category emission estimates and trends
- ES.4. Other information (e.g. indirect GHGs)

Chapter 1: Introduction

- 1.1. Background information on GHG inventories and climate change (e.g. as it pertains to the national context, to provide information to the general public)
- 1.2. A description of the national inventory arrangements
 - 1.2.1. Institutional, legal and procedural arrangements
 - 1.2.2. Overview of inventory planning, preparation and management
 - 1.2.3. Quality assurance, quality control and verification plan

Indicate:

- *Quality assurance/quality control (QA/QC) procedures applied*
- *QA/QC plan*
- *Verification activities*
- *Treatment of confidentiality issues*

1.2.4. Changes in the national inventory arrangements since previous annual GHG inventory submission

- 1.3. Inventory preparation, and data collection, processing and storage
- 1.4. Brief general description of methodologies (including tiers used) and data sources used
- 1.5. Brief description of key categories

Provide a summary table with the key categories identified for the latest reporting year (by level and trend) on the basis of table 4.4 of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (hereinafter referred to as the 2006 IPCC Guidelines) and provide more detailed information in annex 1. Indicate whether the key category analysis differs from the one included in the common reporting format (CRF) table and, if so, give a short description of the differences.

- 1.6. General uncertainty evaluation, including data on the overall uncertainty for the inventory totals
- 1.7. General assessment of completeness

Provide, inter alia, information and explanations in relation to categories not estimated or included elsewhere, and information related to the geographical scope.

Chapter 2: Trends in greenhouse gas emissions

- 2.1. Description and interpretation of emission trends for aggregated GHG emissions
- 2.2. Description and interpretation of emission trends by sector

Explain, inter alia, significant changes compared with 1990 and the previous year.

Chapter 3: Energy (CRF sector 1)

- 3.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)
- 3.2. Fuel combustion (CRF 1.A), including detailed information on:
 - 3.2.1. Comparison of the sectoral approach with the reference approach
 - 3.2.2. International bunker fuels
 - 3.2.3. Feedstocks and non-energy use of fuels
 - 3.2.4. Category (CRF category number)
 - 3.2.4.1. Category description (e.g. characteristics of sources)
 - 3.2.4.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, information on carbon dioxide (CO₂) capture, any specific methodological issues (e.g. description of national methods and models))
 - 3.2.4.3. Uncertainties and time-series consistency
 - 3.2.4.4. Category-specific QA/QC and verification, if applicable
 - 3.2.4.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.2.4.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

3.3. Fugitive emissions from solid fuels and oil and natural gas (CRF 1.B)

3.3.1. Category (CRF category number)

3.3.1.1. Category description (e.g. characteristics of sources)

3.3.1.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

3.3.1.3. Uncertainties and time-series consistency

3.3.1.4. Category-specific QA/QC and verification, if applicable

3.3.1.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.3.1.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

3.4. CO₂ transport and storage (CRF 1.C)

3.4.1. Category (CRF category number)

3.4.1.1. Category description (e.g. characteristics of sources)

3.4.1.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

3.4.1.3. Uncertainties and time-series consistency

3.4.1.4. Category-specific QA/QC and verification, if applicable

3.4.1.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.4.1.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

Chapter 4: Industrial processes and product use (CRF sector 2)

4.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

4.2. Category (CRF category number)

4.2.1. Category description (e.g. characteristics of sources)

4.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, information on CO₂ capture, any specific methodological issues (e.g. description of national methods and models))

4.2.3. Uncertainties and time-series consistency

4.2.4. Category-specific QA/QC and verification, if applicable

4.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

4.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

Chapter 5: Agriculture (CRF sector 3)

5.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

5.2. Category (CRF category number)

5.2.1. Category description (e.g. characteristics of sources)

5.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission and removal estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

5.2.3. Uncertainties and time-series consistency

5.2.4. Category-specific QA/QC and verification, if applicable

5.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

5.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

Chapter 6: Land use, land-use change and forestry (CRF sector 4)

6.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category, and coverage of pools)

6.2. Land-use definitions and the classification systems used and their correspondence to the land use, land-use change and forestry categories (e.g. land use and land-use change matrix)

6.3. Information on approaches used for representing land areas and on land-use databases used for the inventory preparation

6.4. Category (CRF category number)

6.4.1. Description (e.g. characteristics of category)

6.4.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission and removal estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

6.4.3. Uncertainties and time-series consistency

6.4.4. Category-specific QA/QC and verification, if applicable

6.4.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

6.4.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including those in response to the review process

Chapter 7: Waste (CRF sector 5)

7.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

7.2. Category (CRF category number)

7.2.1. Category description (e.g. characteristics of sources)

7.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

7.2.3. Uncertainties and time-series consistency

7.2.4. Category-specific QA/QC and verification, if applicable

7.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process

7.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including those in response to the review process

Chapter 8: Other (CRF sector 6) (if applicable)

Chapter 9: Indirect CO₂ and nitrous oxide emissions

9.1. Description of sources of indirect emissions in GHG inventory

9.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

9.3. Uncertainties and time-series consistency

9.4. Category-specific QA/QC and verification, if applicable

9.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

9.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

Chapter 10: Recalculations and improvements

10.1. Explanations and justifications for recalculations, including in response to the review process

10.2. Implications for emission levels

10.3. Implications for emission trends, including time-series consistency

10.4. Planned improvements, including in response to the review process

Annexes to the national inventory report

Annex 1: Key categories

- Description of methodology used for identifying key categories, if different from the Intergovernmental Panel on Climate Change (IPCC) tier 1 approach
- Information on the level of disaggregation
- Tables 4.2 and 4.3 of the 2006 IPCC Guidelines, including and excluding land use, land-use change and forestry

Annex 2: Assessment of uncertainty

- Description of methodology used for identifying uncertainties
- Table 3.3 of the 2006 IPCC Guidelines

Annex 3: Detailed methodological descriptions for individual source or sink categories

A.3.X (sector or category name)

Annex 4: The national energy balance for the most recent inventory year

Annex 5: Any additional information, as applicable.

References

All references used in the national inventory report must be listed in the references list.

Annex II

[English only]

Common reporting format tables

Owing to the complexity of and the importance of colour coding in the common reporting format (CRF) tables, they are not included in this document but can be downloaded from the UNFCCC website, both as an Excel file and in pdf format, at http://unfccc.int/national_reports/annex_i_ghg_inventories/reporting_requirements/items/2759.php.

Annex III

[English only]

Global warming potential values^a

<i>Greenhouse gas</i>	<i>Chemical formula</i>	<i>Global warming potentials</i>
Carbon dioxide	CO ₂	1
Methane	CH ₄	25
Nitrous oxide	N ₂ O	298
Hydrofluorocarbons (HFCs)		
HFC-23	CHF ₃	14 800
HFC-32	CH ₂ F ₂	675
HFC-41	CH ₃ F	92
HFC-43-10mee	CF ₃ CHFCHFCF ₂ CF ₃	1 640
HFC-125	C ₂ HF ₅	3 500
HFC-134	C ₂ H ₂ F ₄ (CHF ₂ CHF ₂)	1 100
HFC-134a	C ₂ H ₂ F ₄ (CH ₂ FCF ₃)	1 430
HFC-143	C ₂ H ₃ F ₃ (CHF ₂ CH ₂ F)	353
HFC-143a	C ₂ H ₃ F ₃ (CF ₃ CH ₃)	4 470
HFC-152	CH ₂ FCH ₂ F	53
HFC-152a	C ₂ H ₄ F ₂ (CH ₃ CHF ₂)	38
HFC-161	CH ₃ CH ₂ F	12
HFC-227ea	C ₃ HF ₇	3 220
HFC-236cb	CH ₂ FCF ₂ CF ₃	1 340
HFC-236ea	CHF ₂ CHF ₂ CF ₃	1 370
HFC-236fa	C ₃ H ₂ F ₆	9 810
HFC-245ca	C ₃ H ₃ F ₅	693
HFC-245fa	CHF ₂ CH ₂ CF ₃	1 030
HFC-365mfc	CH ₃ CF ₂ CH ₂ CF ₃	794
Perfluorocarbons		
Perfluoromethane – PFC-14	CF ₄	7 390
Perfluoroethane – PFC-116	C ₂ F ₆	12 200
Perfluoropropane – PFC-218	C ₃ F ₈	8 830
Perfluorobutane – PFC-3-1-10	C ₄ F ₁₀	8 860
Perfluorocyclobutane – PFC-318	c-C ₄ F ₈	10 300
Perfluoropentane – PFC-4-1-12	C ₅ F ₁₂	9 160
Perfluorohexane – PFC-5-1-14	C ₆ F ₁₄	9 300
Perfluorodecalin – PFC-9-1-18	C ₁₀ F ₁₈	>7 500
Sulphur hexafluoride (SF₆)		
Sulphur hexafluoride	SF ₆	22 800
Nitrogen trifluoride (NF₃)		
Nitrogen trifluoride	NF ₃	17 200
Fluorinated ethers		
HFE-125	CHF ₂ OCF ₃	14 900
HFE-134	CHF ₂ OCHF ₂	6 320
HFE-143a	CH ₃ OCF ₃	756
HCFE-235da2	CHF ₂ OCHClCF ₃	350

<i>Greenhouse gas</i>	<i>Chemical formula</i>	<i>Global warming potentials</i>
HFE-245cb2	CH ₃ OCF ₂ CF ₃	708
HFE-245fa2	CHF ₂ OCH ₂ CF ₃	659
HFE-254cb2	CH ₃ OCF ₂ CHF ₂	359
HFE-347mcc3	CH ₃ OCF ₂ CF ₂ CF ₃	575
HFE-347pcf2	CHF ₂ CF ₂ OCH ₂ CF ₃	580
HFE-356pcc3	CH ₃ OCF ₂ CF ₂ CHF ₂	110
HFE-449sl (HFE-7100)	C ₄ F ₉ OCH ₃	297
HFE-569sf2 (HFE-7200)	C ₄ F ₉ OC ₂ H ₅	
HFE-43-10pccc124 (H-Galden 1040x)	CHF ₂ OCF ₂ OC ₂ F ₄ OCHF ₂	1 870
HFE-236ca12 (HG-10)	CHF ₂ OCF ₂ OCHF ₂	2 800
HFE-338pcc13 (HG-01)	CHF ₂ OCF ₂ CF ₂ OCHF ₂	1 500
	(CF ₃) ₂ CFOCH ₃	343
	CF ₃ CF ₂ CH ₂ OH	42
	(CF ₃) ₂ CHOH	195
HFE-227ea	CF ₃ CHFOCF ₃	1 540
HFE-236ea2	CHF ₂ OCHF ₂ CF ₃	989
HFE-236fa	CF ₃ CH ₂ OCF ₃	487
HFE-245fa1	CHF ₂ CH ₂ OCF ₃	286
HFE-263fb2	CF ₃ CH ₂ OCH ₃	11
HFE-329mcc2	CHF ₂ CF ₂ OCF ₂ CF ₃	919
HFE-338mcf2	CF ₃ CH ₂ OCF ₂ CF ₃	552
HFE-347mcf2	CHF ₂ CH ₂ OCF ₂ CF ₃	374
HFE-356mcc3	CH ₃ OCF ₂ CHF ₂ CF ₃	101
HFE-356pcf2	CHF ₂ CH ₂ OCF ₂ CHF ₂	265
HFE-356pcf3	CHF ₂ OCH ₂ CF ₂ CHF ₂	502
HFE-365mcf3	CF ₃ CF ₂ CH ₂ OCH ₃	11
HFE-374pc2	CHF ₂ CF ₂ OCH ₂ CH ₃	557
	– (CF ₂) ₄ CH (OH) –	73
	(CF ₃) ₂ CHOCHF ₂	380
	(CF ₃) ₂ CHOCH ₃	27
Perfluoropolyethers		
PFPME	CF ₃ OCF(CF ₃)CF ₂ OCF ₂ OCF ₃	10 300

^a As listed in the column entitled “Global warming potential for given time horizon” in table 2.14 of the errata to the contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change, based on the effects of greenhouse gases over a 100-year time horizon.

*10th plenary meeting
11 December 2011*

Decision 16/CP.17

Research dialogue on developments in research activities relevant to the needs of the Convention

The Conference of the Parties,

Recalling Article 2, Article 4, paragraph 1(g) and (h), and Article 5 of the Convention,

Also recalling decisions 9/CP.11 and 14/CP.4,

Having considered the conclusions of the Subsidiary Body for Scientific and Technological Advice on the research dialogue at its thirty-fourth¹ and thirty-fifth² sessions,

Recognizing the progress made in the implementation of decision 9/CP.11,

Also recognizing the success of the activities undertaken under the Subsidiary Body for Scientific and Technological Advice research dialogue on developments in research activities relevant to the needs of the Convention,

Further recognizing the continuing importance of the Intergovernmental Panel on Climate Change in conducting regular assessments of published scientific information on climate change, and in communicating these assessments to the Convention,

1. *Expresses its appreciation* to the regional and international research programmes and organizations active in climate change research, as well as to the Intergovernmental Panel on Climate Change, for their participation in the research dialogue and for their continued provision of information on developments in research activities relevant to the needs of the Convention;
2. *Decides* that the research dialogue should continue;
3. *Urges* Parties, in particular developing country Parties, and invites regional and international research programmes and organizations active in climate change research to utilize the research dialogue as a forum for:
 - (a) Discussing needs for climate change research and research-related capacity-building, particularly those of developing countries, to support the work of the Convention;
 - (b) Conveying research findings and lessons learned from activities undertaken by regional and international research programmes and organizations of relevance to the Convention.

*10th plenary meeting
9 December 2011*

¹ SBSTA/2011/2, paragraphs 42–56.

² SBSTA/2011/5, paragraphs 34–49.

Decision 17/CP.17

Administrative, financial and institutional matters

The Conference of the Parties,

Having considered the information in documents prepared by the secretariat on administrative, financial and institutional matters,¹

Recalling paragraphs 11 and 19 of the financial procedures for the Conference of the Parties adopted by decision 15/CP.1,

I. Budget performance for the biennium 2010–2011

1. *Takes note* of the information contained in the interim financial statements for the biennium 2010–2011 as at 31 December 2010, the report on budget performance for the period 1 January 2010 to 30 June 2011 and the status of contributions as at 15 November 2011 to the Trust Fund for the Core Budget of the UNFCCC, the Trust Fund for Supplementary Activities and the Trust Fund for Participation in the UNFCCC Process;
2. *Expresses appreciation* to Parties that made contributions to the core budget in a timely manner;
3. *Calls upon* Parties that have not made contributions to the core budget to do so without delay, bearing in mind that contributions are due on 1 January of each year in accordance with the financial procedures;
4. *Expresses appreciation* for the contributions received from Parties to the Trust Fund for Participation in the UNFCCC Process and to the Trust Fund for Supplementary Activities;
5. *Reiterates* its appreciation to the Government of Germany for its annual voluntary contribution to the core budget of EUR 766,938 and its special contribution of EUR 1,789,522 as Host Government of the secretariat;

II. Continuing review of the functions and operations of the secretariat

6. *Takes note* of the information relating to the functions and operations of the secretariat as contained in the report on budget performance for the period 1 January 2010 to 30 June 2011² and in the report on planned efficiency gains for the biennium 2012–2013;³
7. *Appreciates* the report on planned efficiency gains for the biennium 2012–2013 as a first step towards continuously and systematically enhancing efficiency across all secretariat programmes;
8. *Looks forward* to the report by the Executive Secretary on dynamic efficiency gains achieved by the end of 2012;

¹ FCCC/SBI/2011/16, FCCC/SBI/2011/INF.3 and FCCC/SBI/2011/INF.14.

² FCCC/SBI/2011/16.

³ FCCC/SBI/2011/INF.15.

9. *Agrees* that the Subsidiary Body for Implementation should consider matters under this sub-item at its thirty-sixth and thirty-eighth sessions, in keeping with its decision taken at its twenty-first session to continue to consider this matter annually.⁴

*10th plenary meeting
9 December 2011*

⁴ FCCC/SBI/2004/19, paragraph 105.

Decision 18/CP.17

Programme budget for the biennium 2012–2013

The Conference of the Parties,

Recalling paragraph 4 of the financial procedures for the Conference of the Parties to the United Nations Framework Convention on Climate Change,¹

Having considered the proposed programme budget for the biennium 2012–2013 submitted by the Executive Secretary,²

Fully aware that the economic downturn and recent (natural) disasters limit the ability of Parties to accommodate substantial budget increases,

Underlining the need for an efficient and effective implementation of the Cancun Agreements and the need for a rigorous zero growth in the budget for the other activities,

1. *Takes note* of the proposed programme budget for the biennium 2012–2013, amounting to EUR 51,361,355;³
2. *Acknowledges* the initiative taken by the United Nations Secretary-General to leverage efficiency gains with a view to achieving a reduction of at least 3 per cent of the 2012–2013 budget outline figure for the United Nations Secretariat;
3. *Underlines* the commitment of the Executive Secretary to undertake a similar effort as part of the budget for the biennium 2012–2013;
4. *Agrees* that the programme budget for 2012–2013 shall reflect an extraordinary 3 per cent efficiency dividend of EUR 1,322,652 on programme expenditures;
5. *Requests* the Executive Secretary to report on dynamic efficiency gains achieved by the end of 2012 and to monitor and report on efficiency gains made during the biennium 2012–2013;
6. *Approves* the programme budget for the biennium 2012–2013, amounting to EUR 48,511,181 for the purposes specified in table 1;
7. *Notes with appreciation* the annual contribution of EUR 766,938 of the Host Government, which offsets planned expenditures;
8. *Approves* a drawing of EUR 2,000,000 from unspent balances or contributions (carry-over) from previous financial periods to cover part of the budget for the biennium 2012–2013;
9. *Also approves* the staffing table (table 2) for the programme budget;
10. *Notes* that the programme budget contains elements relating to the Convention as well as to the Kyoto Protocol;
11. *Adopts* the indicative scale of contributions for 2012 and 2013 contained in the annex to this decision, covering 68 per cent of the indicative contributions specified in table 1;

¹ Decision 15/CP.1, annex I.

² FCCC/SBI/2011/2 and Add.1–3.

³ FCCC/SBI/2011/2, table 4.

12. *Invites* the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, at its seventh session, to endorse the elements of the recommended budget as it applies to the Kyoto Protocol;
13. *Also invites* the United Nations General Assembly to decide at its sixty-sixth session on the issue of meeting the conference services expenses from its regular budget;
14. *Approves* a contingency budget for conference services, amounting to EUR 10,852,400, to be added to the programme budget for the biennium 2012–2013 in the event that the United Nations General Assembly decides not to provide resources for these activities in the United Nations regular budget (table 3);
15. *Requests* the Executive Secretary to report to the Subsidiary Body for Implementation on the implementation of paragraph 14 above, as necessary;
16. *Authorizes* the Executive Secretary to make transfers between each of the main appropriation lines set out in table 1, up to an aggregate limit of 15 per cent of total estimated expenditure for those appropriation lines, provided that a further limitation of up to minus 25 per cent of each such appropriation line shall apply;
17. *Decides* to maintain the level of the working capital reserve at 8.3 per cent of the estimated expenditure;
18. *Invites* all Parties to the Convention to note that contributions to the core budget are due on 1 January of each year in accordance with paragraph 8(b) of the financial procedures and to pay promptly and in full, for each of the years 2012 and 2013, the contributions required to finance expenditures approved under paragraph 6 above and any contributions required to finance the expenditures arising from the decisions referred to in paragraph 14 above;
19. *Authorizes* the Executive Secretary to implement decisions taken by the Conference of the Parties at its seventeenth session for which provisions are not made under the approved budget, using voluntary contributions and resources available under the core budget;
20. *Urges* Parties to make voluntary contributions as necessary for the timely implementation of the decisions referred to in paragraph 19 above;
21. *Takes note* of the funding estimates for the Trust Fund for Participation in the UNFCCC Process specified by the Executive Secretary (table 4), and invites Parties to make contributions to this fund;
22. *Also takes note* of the funding estimates for the Trust Fund for Supplementary Activities specified by the Executive Secretary (EUR 33,020,024 for the biennium 2012–2013) (table 5), and invites Parties to make contributions to this fund;
23. *Requests* the Executive Secretary to report to the Conference of the Parties at its eighteenth session on income and budget performance, and to propose any adjustments that might be needed in the programme budget for the biennium 2012–2013.

Table 1
Proposed core budget for 2012–2013 by programme

	2012 (EUR)	2013 (EUR)	Total (EUR)
A. Programme appropriations			
Executive Direction and Management	2 185 987	2 185 987	4 371 974
Mitigation, Data and Analysis	5 144 506	5 048 758	10 193 264
Finance, Technology and Capacity-building	2 867 510	2 780 884	5 648 394
Adaptation	1 894 567	1 978 977	3 873 544
Sustainable Development Mechanisms	560 159	560 159	1 120 318
Legal Affairs	1 355 314	1 355 314	2 710 628
Conference Affairs Services	1 643 216	1 643 216	3 286 432
Communications and Knowledge Management Services	1 707 432	1 707 432	3 414 864
Information Technology Services	3 122 445	3 106 645	6 229 090
Administrative Services ^a	–	–	–
B. Secretariat-wide operating costs^b	1 691 236	1 548 666	3 239 902
Programme expenditures (A + B)	22 172 372	21 916 038	44 088 410
Less: Extraordinary efficiency dividend	665 171	657 481	1 322 652
C. Revised programme expenditures	21 507 201	21 258 557	42 765 758
D. Programme support costs (overheads) ^c	2 795 936	2 763 612	5 559 548
E. Adjustment to working capital reserve ^d	185 875	–	185 875
Total (C + D + E)	24 489 012	24 022 169	48 511 181
<i>Income</i>			
Contribution from the Host Government	766 938	766 938	1 533 876
Unspent balances or contributions from previous financial periods (carry-over)	1 000 000	1 000 000	2 000 000
Indicative contributions	22 722 074	22 255 231	44 977 305
Total income	24 489 012	24 022 169	48 511 181

^a Administrative Services (AS) is funded from programme support costs (overheads).

^b Secretariat-wide operating costs are managed by AS.

^c Standard 13 per cent applied for administrative support. See chapter XI of document FCCC/SBI/2011/2.

^d In accordance with the financial procedures (decision 15/CP.1), the core budget is required to maintain a working capital reserve of 8.3 per cent (one month of operating requirements). The total working capital reserve will be brought up to EUR 2,017,160 in 2012 and maintained at that level in 2013.

Table 2
Secretariat-wide staffing from the core budget

	2011	2012	2013
Professional category and above^a			
ASG	1	1	1
D-2	3	3	3
D-1	5	7	7
P-5	12	15	15
P-4	29	30	30
P-3	29	36	37
P-2	12	13	13
Subtotal Professional category and above	91	105	106
Subtotal General Service category	49.5	51.5	51.5
Total	140.5	156.5	157.5

^a Assistant Secretary-General (ASG), Director (D) and Professional (P).

Table 3
Resource requirements for the conference services contingency

	2012 (EUR)	2013 (EUR)	2012–2013 (EUR)
<i>Object of expenditure</i>			
Interpretation ^a	917 500	945 100	1 862 600
Documentation ^b			
Translation	2 664 900	2 744 800	5 409 700
Reproduction and distribution	771 000	794 200	1 565 200
Meetings services support ^c	186 300	191 900	378 200
Subtotal	4 539 700	4 676 000	9 215 700
Programme support costs	590 200	607 900	1 198 100
Working capital reserve	425 800	12 800	438 600
Total	5 555 700	5 296 700	10 852 400

Note: Assumptions used for calculating the conference services contingency budget include the following:

- The expected number of meetings with interpretation does not exceed 40 per session;
- The expected documentation volume is based on the calculations provided by the United Nations Office at Geneva;
- Meetings services support includes staff normally provided by United Nations Office at Geneva conference services for the in-session coordination and support of interpretation, translation and reproduction services;
- Overall, the figures used are conservative and have been applied on the assumption that there will be no major increase in requirements during the biennium.

^a Includes salaries, travel and daily subsistence allowance for interpreters.

^b Includes all costs related to the processing of pre-, in- and post-session documentation; translation costs include revision and typing of documents.

^c Includes salaries, travel and daily subsistence allowance for meetings services support staff and costs for shipment and telecommunications.

Table 4

Resource requirements for the Trust Fund for Participation in the UNFCCC Process in the biennium 2012–2013

<i>Number of delegates</i>	<i>Estimated cost (EUR)</i>
Support for one delegate from each eligible Party to participate in organized sessions	860 000
Support for one delegate from each eligible Party plus a second delegate from each least developed country and each small island developing State to participate in organized sessions	1 333 000
Support for two delegates from each eligible Party to participate in organized sessions	1 721 000

Table 5

Resource requirements for the Trust Fund for Supplementary Activities in the biennium 2012–2013

<i>Activities to be undertaken by the secretariat</i>	<i>EUR</i>
<i>Convention</i>	
Supporting enhanced action on mitigation by developing countries	357 600
Supporting communication by and the consideration of information from developing countries on the implementation of the Convention	1 132 240
Supporting the work programme for the development of modalities and guidelines for enhanced reporting by Annex I Parties in accordance with paragraph 46 of decision 1/CP.16	1 708 800
Supporting the implementation of the Technology Mechanism	2 750 820
Supporting the Standing Committee	945 320
Supporting the implementation of the Cancun Adaptation Framework	2 916 420
Supporting the least developed countries and the Least Developed Countries Expert Group	1 411 630
Supporting the implementation of the Nairobi work programme on impacts, vulnerability and adaptation to climate change	1 205 580
Supporting the implementation of provisions related to adaptation in the context of progress on the implementation of decision 1/CP.10	35 000
Supporting activities relating to climate change science, research and systematic observation	291 870
Supporting the periodic review of the adequacy of the long-term global goal referred to in paragraph 4 of decision 1/CP.16	454 240
Subtotal	13 209 520
<i>Kyoto Protocol</i>	
Maintaining the database system for the annual compilation and accounting of emission inventories and assigned amounts under the Kyoto Protocol	188 850
Conducting workshops on the process and the requirements of the accreditation of national implementing entities that can access resources from the Adaptation Fund directly	511 600
Supporting the operation of joint implementation	1 581 597
Supporting the Compliance Committee of the Kyoto Protocol	417 700
Subtotal	2 699 747
<i>Convention and Kyoto Protocol</i>	
Redesigning and developing the software for the reporting of greenhouse gas emissions by all Parties to the Convention	3 002 440
Facilitating the implementation of the work programme for the revision of the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories” and the use of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories	174 800
Providing training for expert review teams and organizing meetings of the lead reviewers	1 578 080
Supporting activities relating to the impact of the implementation of response measures	837 000

<i>Activities to be undertaken by the secretariat</i>	<i>EUR</i>
Supporting activities relating to land use, land-use change and forestry: reducing emissions from deforestation and forest degradation, enhancement of carbon sinks, and the role of sinks in future mitigation actions	1 474 880
Supporting the implementation of Article 6 of the Convention and Article 10(e) of the Kyoto Protocol: networking and exchange of information and good practices	184 113
Supporting capacity-building in developing countries and countries with economies in transition	283 240
Developing-country media-training programme	550 000
Strategic communications and media relations, including outreach to the business and investment sector	1 341 960
Enhancing online communication	1 091 040
Electronic library and knowledge management	2 049 440
Spanish portal on the UNFCCC website	255 000
French portal on the UNFCCC website	175 000
Russian portal on the UNFCCC website	95 000
Fellowship programme	220 000
Subtotal	13 311 993
Total estimated resource requirements	29 221 260
Programme support costs (13 per cent)	3 798 764
Grand total	33 020 024

Annex

Indicative scale of contributions from Parties to the Convention for the biennium 2012–2013^a

<i>Party</i>	<i>United Nations scale of assessments for 2012</i>	<i>UNFCCC adjusted scale of assessments for 2012</i>	<i>UNFCCC adjusted scale of assessments for 2013</i>
Afghanistan	0.004	0.004	0.004
Albania	0.010	0.010	0.010
Algeria	0.128	0.125	0.125
Andorra	0.007	0.007	0.007
Angola	0.010	0.010	0.010
Antigua and Barbuda	0.002	0.002	0.002
Argentina	0.287	0.280	0.280
Armenia	0.005	0.005	0.005
Australia	1.933	1.885	1.885
Austria	0.851	0.830	0.830
Azerbaijan	0.015	0.015	0.015
Bahamas	0.018	0.018	0.018
Bahrain	0.039	0.038	0.038
Bangladesh	0.010	0.010	0.010
Barbados	0.008	0.008	0.008
Belarus	0.042	0.041	0.041
Belgium	1.075	1.048	1.048
Belize	0.001	0.001	0.001
Benin	0.003	0.003	0.003
Bhutan	0.001	0.001	0.001
Bolivia (Plurinational State of)	0.007	0.007	0.007
Bosnia and Herzegovina	0.014	0.014	0.014
Botswana	0.018	0.018	0.018
Brazil	1.611	1.571	1.571
Brunei Darussalam	0.028	0.027	0.027
Bulgaria	0.038	0.037	0.037
Burkina Faso	0.003	0.003	0.003
Burundi	0.001	0.001	0.001
Cambodia	0.003	0.003	0.003
Cameroon	0.011	0.011	0.011
Canada	3.207	3.127	3.127
Cape Verde	0.001	0.001	0.001
Central African Republic	0.001	0.001	0.001
Chad	0.002	0.002	0.002
Chile	0.236	0.230	0.230
China	3.189	3.109	3.109
Colombia	0.144	0.140	0.140
Comoros	0.001	0.001	0.001
Congo	0.003	0.003	0.003
Cook Islands	0.001	0.001	0.001
Costa Rica	0.034	0.033	0.033
Côte d'Ivoire	0.010	0.010	0.010
Croatia	0.097	0.095	0.095

<i>Party</i>	<i>United Nations scale of assessments for 2012</i>	<i>UNFCCC adjusted scale of assessments for 2012</i>	<i>UNFCCC adjusted scale of assessments for 2013</i>
Cuba	0.071	0.069	0.069
Cyprus	0.046	0.045	0.045
Czech Republic	0.349	0.340	0.340
Democratic People's Republic of Korea	0.007	0.007	0.007
Democratic Republic of the Congo	0.003	0.003	0.003
Denmark	0.736	0.718	0.718
Djibouti	0.001	0.001	0.001
Dominica	0.001	0.001	0.001
Dominican Republic	0.042	0.041	0.041
Ecuador	0.040	0.039	0.039
Egypt	0.094	0.092	0.092
El Salvador	0.019	0.019	0.019
Equatorial Guinea	0.008	0.008	0.008
Eritrea	0.001	0.001	0.001
Estonia	0.040	0.039	0.039
Ethiopia	0.008	0.008	0.008
European Union	2.500	2.500	2.500
Fiji	0.004	0.004	0.004
Finland	0.566	0.552	0.552
France	6.123	5.970	5.970
Gabon	0.014	0.014	0.014
Gambia	0.001	0.001	0.001
Georgia	0.006	0.006	0.006
Germany	8.018	7.817	7.817
Ghana	0.006	0.006	0.006
Greece	0.691	0.674	0.674
Grenada	0.001	0.001	0.001
Guatemala	0.028	0.027	0.027
Guinea	0.002	0.002	0.002
Guinea-Bissau	0.001	0.001	0.001
Guyana	0.001	0.001	0.001
Haiti	0.003	0.003	0.003
Honduras	0.008	0.008	0.008
Hungary	0.291	0.284	0.284
Iceland	0.042	0.041	0.041
India	0.534	0.521	0.521
Indonesia	0.238	0.232	0.232
Iran (Islamic Republic of)	0.233	0.227	0.227
Iraq	0.020	0.019	0.019
Ireland	0.498	0.486	0.486
Israel	0.384	0.374	0.374
Italy	4.999	4.874	4.874
Jamaica	0.014	0.014	0.014
Japan	12.530	12.216	12.216
Jordan	0.014	0.014	0.014
Kazakhstan	0.076	0.074	0.074
Kenya	0.012	0.012	0.012
Kiribati	0.001	0.001	0.001
Kuwait	0.263	0.256	0.256

<i>Party</i>	<i>United Nations scale of assessments for 2012</i>	<i>UNFCCC adjusted scale of assessments for 2012</i>	<i>UNFCCC adjusted scale of assessments for 2013</i>
Kyrgyzstan	0.001	0.001	0.001
Lao People's Democratic Republic	0.001	0.001	0.001
Latvia	0.038	0.037	0.037
Lebanon	0.033	0.032	0.032
Lesotho	0.001	0.001	0.001
Liberia	0.001	0.001	0.001
Libya	0.129	0.126	0.126
Liechtenstein	0.009	0.009	0.009
Lithuania	0.065	0.063	0.063
Luxembourg	0.090	0.088	0.088
Madagascar	0.003	0.003	0.003
Malawi	0.001	0.001	0.001
Malaysia	0.253	0.247	0.247
Maldives	0.001	0.001	0.001
Mali	0.003	0.003	0.003
Malta	0.017	0.017	0.017
Marshall Islands	0.001	0.001	0.001
Mauritania	0.001	0.001	0.001
Mauritius	0.011	0.011	0.011
Mexico	2.356	2.297	2.297
Micronesia (Federated States of)	0.001	0.001	0.001
Monaco	0.003	0.003	0.003
Mongolia	0.002	0.002	0.002
Montenegro	0.004	0.004	0.004
Morocco	0.058	0.057	0.057
Mozambique	0.003	0.003	0.003
Myanmar	0.006	0.006	0.006
Namibia	0.008	0.008	0.008
Nauru	0.001	0.001	0.001
Nepal	0.006	0.006	0.006
Netherlands	1.855	1.809	1.809
New Zealand	0.273	0.266	0.266
Nicaragua	0.003	0.003	0.003
Niger	0.002	0.002	0.002
Nigeria	0.078	0.076	0.076
Niue	0.001	0.001	0.001
Norway	0.871	0.849	0.849
Oman	0.086	0.084	0.084
Pakistan	0.082	0.080	0.080
Palau	0.001	0.001	0.001
Panama	0.022	0.021	0.021
Papua New Guinea	0.002	0.002	0.002
Paraguay	0.007	0.007	0.007
Peru	0.090	0.088	0.088
Philippines	0.090	0.088	0.088
Poland	0.828	0.807	0.807
Portugal	0.511	0.498	0.498
Qatar	0.135	0.132	0.132
Republic of Korea	2.260	2.203	2.203

<i>Party</i>	<i>United Nations scale of assessments for 2012</i>	<i>UNFCCC adjusted scale of assessments for 2012</i>	<i>UNFCCC adjusted scale of assessments for 2013</i>
Republic of Moldova	0.002	0.002	0.002
Romania	0.177	0.173	0.173
Russian Federation	1.602	1.562	1.562
Rwanda	0.001	0.001	0.001
Saint Kitts and Nevis	0.001	0.001	0.001
Saint Lucia	0.001	0.001	0.001
Saint Vincent and the Grenadines	0.001	0.001	0.001
Samoa	0.001	0.001	0.001
San Marino	0.003	0.003	0.003
Sao Tome and Principe	0.001	0.001	0.001
Saudi Arabia	0.830	0.809	0.809
Senegal	0.006	0.006	0.006
Serbia	0.037	0.036	0.036
Seychelles	0.002	0.002	0.002
Sierra Leone	0.001	0.001	0.001
Singapore	0.335	0.327	0.327
Slovakia	0.142	0.138	0.138
Slovenia	0.103	0.100	0.100
Solomon Islands	0.001	0.001	0.001
Somalia	0.001	0.001	0.001
South Africa	0.385	0.375	0.375
Spain	3.177	3.097	3.097
Sri Lanka	0.019	0.019	0.019
Sudan	0.010	0.010	0.010
Suriname	0.003	0.003	0.003
Swaziland	0.003	0.003	0.003
Sweden	1.064	1.037	1.037
Switzerland	1.130	1.102	1.102
Syrian Arab Republic	0.025	0.024	0.024
Tajikistan	0.002	0.002	0.002
Thailand	0.209	0.204	0.204
The former Yugoslav Republic of Macedonia	0.007	0.007	0.007
Timor-Leste	0.001	0.001	0.001
Togo	0.001	0.001	0.001
Tonga	0.001	0.001	0.001
Trinidad and Tobago	0.044	0.043	0.043
Tunisia	0.030	0.029	0.029
Turkey	0.617	0.602	0.602
Turkmenistan	0.026	0.025	0.025
Tuvalu	0.001	0.001	0.001
Uganda	0.006	0.006	0.006
Ukraine	0.087	0.085	0.085
United Arab Emirates	0.391	0.381	0.381
United Kingdom of Great Britain and Northern Ireland	6.604	6.439	6.439
United Republic of Tanzania	0.008	0.008	0.008
United States of America	22.000	21.449	21.449
Uruguay	0.027	0.026	0.026
Uzbekistan	0.010	0.010	0.010

<i>Party</i>	<i>United Nations scale of assessments for 2012</i>	<i>UNFCCC adjusted scale of assessments for 2012</i>	<i>UNFCCC adjusted scale of assessments for 2013</i>
Vanuatu	0.001	0.001	0.001
Venezuela (Bolivarian Republic of)	0.314	0.306	0.306
Viet Nam	0.033	0.032	0.032
Yemen	0.010	0.010	0.010
Zambia	0.004	0.004	0.004
Zimbabwe	0.003	0.003	0.003
Total	102.502	100.000	100.000

^a Scale may be adjusted following a review by the United Nations General Assembly in December 2012.

*10th plenary meeting
9 December 2011*

Decision 19/CP.17

Dates and venues of future sessions

The Conference of the Parties,

Recalling Article 7, paragraph 4, of the Convention,

Recalling also decision 9/CP.14,

Recalling further United Nations General Assembly resolution 40/243 of 18 December 1985 on the pattern of conferences,

Recalling rule 22, paragraph 1, of the draft rules of procedure being applied regarding the rotation of the office of President among the five regional groups,

I. Dates and venues of the eighteenth, nineteenth and twentieth sessions of the Conference of the Parties and the eighth, ninth and tenth sessions of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

A. Date and venue of the eighteenth session of the Conference of the Parties and the eighth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

1. *Decides* to accept with appreciation the offer by the Government of Qatar to host the eighteenth session of the Conference of the Parties and the eighth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol in Doha, Qatar, from 26 November to 7 December 2012, subject to confirmation by the Bureau of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, that all logistical, technical and financial elements for hosting the sessions are available, in conformity with United Nations General Assembly resolution 40/243, and subject to the successful conclusion of a Host Country Agreement;

2. *Reiterates* its request to the Executive Secretary to continue consultations with the Government of Qatar and to negotiate a Host Country Agreement for convening the sessions that complies with the provisions of the United Nations administrative instruction ST/AI/342, with a view to concluding and signing the Host Country Agreement not later than the thirty-sixth sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation;

B. Date and venue of the nineteenth session of the Conference of the Parties and the ninth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

3. *Notes* that in keeping with the principle of rotation among regional groups, and in the light of recent consultations among the groups, the President of the nineteenth session of the Conference of the Parties and the ninth session of the Conference of the Parties

serving as the meeting of the Parties to the Kyoto Protocol would come from the Eastern European States;

4. *Invites* Parties to consult further on the host of the nineteenth session of the Conference of the Parties and the ninth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, with a view to concluding these consultations not later than the thirty-sixth session of the Subsidiary Body for Implementation;

5. *Requests* the Subsidiary Body for Implementation, at its thirty-sixth session, to consider the issue of the host of the nineteenth session of the Conference of the Parties and the ninth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, taking into account the offers and consultations referred to in paragraphs 3 and 4 above, and to recommend a draft decision on this matter to the Conference of the Parties for adoption at its eighteenth session;

C. Date and venue of the twentieth session of the Conference of the Parties and the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

6. *Notes* that in keeping with the principle of rotation among regional groups, and in the light of recent consultations among the groups, the President of the twentieth session of the Conference of the Parties and the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol would come from the Latin America and Caribbean States;

7. *Invites* Parties to come forward with offers to host the twentieth session of the Conference of the Parties and the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;

II. Calendar of meetings of the Convention bodies

8. *Decides* to adopt the following dates for the sessional periods in 2014, 2015 and 2016;¹

(a) Wednesday, 4 June to Sunday, 15 June and Wednesday, 3 December to Sunday, 14 December for the sessional periods in 2014;

(b) Wednesday, 3 June to Sunday, 14 June and Wednesday, 2 December, to Sunday, 13 December for the sessional periods in 2015;

(c) Wednesday, 18 May to Sunday, 29 May and Wednesday, 30 November to Sunday, 11 December for the sessional periods in 2016.

*10th plenary meeting
9 December 2011*

¹ As recommended by the Subsidiary Body for Implementation at its thirty-fourth session (FCCC/SBI/2011/7, para. 165).

Resolution 1/CP.17

Expression of gratitude to the Government of the Republic of South Africa, the province of KwaZulu-Natal and the people of the city of Durban

The Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol,

Having met in Durban from 28 November to 11 December 2011 at the invitation of the Government of the Republic of South Africa,

1. *Express their profound gratitude* to the Government of the Republic of South Africa for having made it possible for the seventeenth session of the Conference of the Parties and the seventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol to be held in Durban;
2. *Request* the Government of the Republic of South Africa to convey to the province of KwaZulu-Natal and the people of Durban the gratitude of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol for the hospitality and warmth extended to the participants.

*10th plenary meeting
11 December 2011*
