

28th Meeting of the Bureau of the Task Force on National Greenhouse Gas Inventories
1-2 September 2016,
Minsk, Belarus

Summary of the meeting

The 28th Meeting of the Bureau of the Task Force on National Greenhouse Gas Inventories (TFB) was held on 1-2 September 2016, in Minsk, Belarus back-to-back with a scoping meeting for a Methodology Report(s) to refine the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (29-31 August 2016). The meetings were hosted by the Government of Belarus and organised by the Technical Support Unit (TSU) of the Task Force on National Greenhouse Gas Inventories (TFI).

The TFB considered and discussed the progress of, plan and budget for the activities of IPCC TFI including work on a Methodology Report(s) to refine the *2006 IPCC Guidelines for National Greenhouse Gas Inventories (2006 IPCC Guidelines)*, IPCC Emission Factor Database (EFDB), IPCC Inventory Software and cooperation with other organizations.

One of the main objectives of the 28th meeting of TFB was to consider the outcome of the scoping meeting including draft terms of reference (TOR), draft table of contents (TOC) and draft work plan for the Methodology Report(s). The outcome of the scoping meeting was agreed by TFB and submitted to the IPCC for consideration at its 44th Session to be held on 17-20 October 2016, in Bangkok, Thailand. The TFB, based on the outcome of the scoping meeting, decided to propose to the IPCC that

- The format should be one single Methodology Report comprising an Overview Chapter and five volumes following the format of the *2006 IPCC Guidelines for National Greenhouse Gas Inventories (2006 IPCC Guidelines)*
- The title of the Methodology Report should be "*2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories*".

The TFB also reconfirmed that the refinement work will not revise the *2006 IPCC Guidelines*, but will provide an update, supplement and/or elaboration of the *2006 IPCC Guidelines* where gaps or out-of-date science have been identified. The outcome of this refinement work will not replace the *2006 IPCC Guidelines*, but will be used in conjunction with the *2006 IPCC Guidelines*.

The TFB highlighted that other issues which were identified in the technical assessment and recommended as to be addressed by other means such as Frequently Asked Questions at TFI website and EFDB should be addressed as early as possible in parallel with production of the Methodology Report.

It was also noted that the issues recommended for the EFDB should be prioritized in collection and inclusion of data into the EFDB. There was also discussion on further improvement of usability of the IPCC Inventory Software (e.g. having in languages other than English and open source code) and the TFB requested TSU to explore the possibilities.

The TFB welcomed the activities implemented under Memorandum of Understanding (MoU) between the UNFCCC Secretariat and the IPCC Secretariat (signed in January 2016). One of the core activities of the MoU is training workshops on the *2006 IPCC Guidelines*. Three regional workshops had been planned by the UNFCCC Secretariat to be organized in cooperation with TSU in 2016, two of which had taken place (in Africa region and in Latin America and Caribbean region) and one was going to take place (in Asia-Pacific and Eastern European region) in the week subsequent to this meeting of TFB.

The meeting was closed by TFI Co-chairs thanking all participants, and the Government of Belarus for hosting the IPCC TFI meetings and excellent arrangements.

Agenda

	<p>Opening of the meeting</p> <ul style="list-style-type: none"> • Welcome remarks by a representative of Government of Belarus • Introduction of new Head of TSU 	
1	Adoption of agenda	TFB28/Doc.1
2	Minutes of TFB27	TFB28/Doc.2
3	<p>Methodology Report(s) to refine the 2006 IPCC Guidelines for National Greenhouse Gas Inventories</p> <ul style="list-style-type: none"> • Draft Terms of Reference • Draft Table of Contents • Draft Work Plan 	Outputs of the Scoping Meeting + oral report
4	<p>Technical Assessment of IPCC Inventory Guidelines</p> <ul style="list-style-type: none"> • Plan for other work to refine the 2006 IPCC Guidelines (EFDB, FAQ, etc.) 	TFB28/Doc.3
5	<p>Emission Factor Database (EFDB)</p> <ul style="list-style-type: none"> • Progress in collection of new data • Report/proposal on changes made in the EFDB website and the data entry form • Results of selection of new members of the Editorial Board for 2016 and 2017 • Plan for 14th Editorial Board meeting (EB14) and data meetings to be held in December 2016 • Plan for further work 	TFB28/Doc.4
6	<p>IPCC Inventory Software</p> <ul style="list-style-type: none"> • Progress in the work to improve and enhance the usefulness of the Software • Report on Expert Meetings on the Software and EFDB in Kobe (January 2016) and other efforts for promotion of Software • Plan for Expert Meeting on the Software and EFDB in 2017 	TFB28/Doc.5
7	<p>Cooperation with UNFCCC Secretariat</p> <ul style="list-style-type: none"> • Memorandum of Understanding between IPCC Secretariat for TFI TSU and UNFCCC Secretariat • Report on UNFCCC Regional Workshops to promote use of 2006 IPCC Guidelines by non-Annex I Parties 	TFB28/Doc.6
8	<p>Work Plan and Budget</p> <ul style="list-style-type: none"> • Work plan and budget (2017-2020) for consideration by IPCC at its 44th Session • Schedule and possible venues of lead author meetings and expert meetings 	TFB28/Doc.7
10	<p>Errors and corrigenda</p> <ul style="list-style-type: none"> • Status on issuance of corrigenda for the errors identified in the IPCC Guidelines • Pending error claims 	TFB28/Doc.8
11	<p>Any other business</p> <ul style="list-style-type: none"> • Plan for a side event during COP22 • Date and place of the next meeting 	