

2015/04/14

## Minutes

### Expert meeting to collect EFDB and Software users' feedback

Okinawa, Japan  
17 – 19 March 2015

1. This paper summarises the expert meeting to collect EFDB and Software users' feedback held in Okinawa, Japan on 17-19 March 2015 and its discussion.

#### Objective and organization of the meeting

2. The objective of this meeting was to help inventory compilers going beyond the Revised 1996 IPCC Guidelines, specifically to encourage the use of the 2006 IPCC Guidelines and IPCC Inventory Software. In addition, the meeting was expected to collect any feedback on Emission Factor Database (EFDB) and Inventory Software. 14 experts from 14 countries and one representative from the UNFCCC Secretariat participated. The list of participants is attached as Annex 1.
3. The organization of the meeting was as follows. On the first day, the overview of emission inventory and TFI activities, and guidance on good practice elements were presented. Each presentation was followed by Q&A and discussion. There were presentation and demonstration of IPCC tools at the end of the day. On the second day, the meeting was split into two groups, Group 1 on Energy, Industrial Processes and Product Use (IPPU) and Waste sectors and Group 2 on Agriculture, Forestry and Other Land Use (AFOLU) sector, for hands-on training using Inventory Software. 9 experts attended Group 1, and 5 experts joined in Group 2. Both groups reviewed the methods provided in the 2006 IPCC Guidelines and worked through examples using dummy data for Inventory Software. On the third day, there was a hands-on training session for simulation exercise to experience inventory compilation using Inventory Software. Following this session, there was another hands-on training on time series consistency to try out the splicing techniques. Finally the meeting discussed the issues and areas to explore what the TFI can do to help inventory compilers further. The agenda of the meeting is attached as Annex 2.

#### Summary of discussion

4. The meeting collected the participants' feedback on the meeting itself and discussed the areas for potential improvement of the EFDB and Inventory Software based on the experiences shared and issues identified.
5. Overall, the participants expressed a feeling of satisfaction. They agreed that the meeting was well organized and very efficient to learn important elements in the 2006 IPCC Guidelines, and also useful in gaining practical experiences via all the hands-on trainings. The feedback and suggestion on the meeting, EFDB and Inventory Software from the participants are listed below.
  - ✓ Preparation of data is also important and where inventory compilers feel difficulty. For example, statistical data cannot always be used as is and inventory compilers have to process the data into the form which fits to the inventory estimation. If the hands-on training include a little more elements on data collection (i.e. identification of data source, data gathering and data processing), it would be more practical.

- ✓ A list of all the data required to estimate the emissions for each category would be very useful as a supplementary material to the Inventory Software.
- ✓ The Inventory Software is helpful and user-friendly. Some additional function to the Inventory Software were suggested, such as functions to:
  - print out worksheets for each category;
  - export the whole time series of emissions/removals for all categories at most disaggregated level as an MS Excel file;
  - show the total emissions/removals in CO2 equivalents for each category in the summary tables;
  - show the estimates only for the years data entered in the worksheets for solid waste disposal category.
- ✓ Compatibility between the different versions of software is important, and needs to be ensured continuously.
- ✓ Some participants indicated their interest to submit their data to EFDB.

## Conclusion

6. The participants were actively involved in the hands-on training and discussion throughout the meeting. The meeting provided an opportunity to share the experiences in the use of 2006 IPCC Guidelines and relevant tools amongst the participants. The participants agreed it is desirable that TFI continue to hold this type of meeting to help inventory compilers and to disseminate the IPCC Guidelines and relevant tools.
7. The meeting collected various useful inputs on the meeting, EFDB and Inventory Software. The TFI will consider the feasibility and priority of and the suggestions to improve the software and supporting materials in the future.
8. Finally, the TFI extends its appreciation to the Government of Japan for the support to hold this meeting.



## Annex 1. List of Participants

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## Annex 2. Meeting Agenda

<b>Tuesday 17<sup>th</sup> March: Plenary 1</b>	
09:00	Registration
09:30	Welcome <ul style="list-style-type: none"> <li>• Co-Chairs</li> </ul> Introduction <ul style="list-style-type: none"> <li>• Explanation of the objective of this meeting</li> </ul>
10:00	<b>Overview</b> <ul style="list-style-type: none"> <li>• National GHG Inventories: Scope and general principles</li> <li>• Development of the 2006 IPCC Guidelines and relationship to earlier IPCC Guidelines</li> </ul>
10:30	<b>Guidance on good practice elements</b> <ul style="list-style-type: none"> <li>• Approaches to data collection</li> <li>• Uncertainty analysis</li> <li>• Methodological choice &amp; key category analysis</li> </ul>
13:00	LUNCH
14:30	<b>Guidance on good practice elements</b> <ul style="list-style-type: none"> <li>• Time series consistency</li> <li>• QA/QC and documentation</li> <li>• Discussion</li> </ul> <b>IPCC Tools</b> <ul style="list-style-type: none"> <li>• IPCC Tools: Emission Factor Database</li> <li>• IPCC Tools: Inventory Software</li> </ul>
17:30	END
18:00	Reception

<b>Wednesday, 18<sup>th</sup> March: Parallel Sectoral Sessions</b>		
	<b>Group 1 - Energy, IPPU and Waste</b>	<b>Group 2 – AFOLU</b>
	Both groups will: <ul style="list-style-type: none"> <li>• Review the methods used and work through examples</li> <li>• Provide hands-on training on the Software</li> <li>• Provide time for discussion</li> <li>• Q&amp;A</li> <li>• Consider potential issues for consideration by the TFI</li> <li>• Consider ideas for potential improvement and development of the Software</li> </ul>	
09:00	<b>Waste</b> <ul style="list-style-type: none"> <li>• Waste Data</li> <li>• Solid Waste Disposal and Treatment</li> <li>• Wastewater Treatment</li> </ul>	<b>AFOLU</b> <ul style="list-style-type: none"> <li>• Livestock</li> <li>• Land</li> <li>• Aggregate Sources and Non-CO<sub>2</sub> Emission Sources on Land</li> </ul>

	<p>Energy</p> <ul style="list-style-type: none"> <li>• Fuel Combustion</li> <li>• Reference Approach</li> <li>• Fugitive Emissions</li> </ul> <p>IPPU</p> <ul style="list-style-type: none"> <li>• Types of Sources</li> <li>• Cement Industry</li> <li>• Iron &amp; Steel Industry</li> <li>• F-gases</li> </ul>	
18:00	END	

<b>Thursday, 19<sup>th</sup> March: Plenary 2</b>	
09:00	<p><b>Hands-on training on the IPCC Inventory Software</b></p> <ul style="list-style-type: none"> <li>• Simulation exercise on inventory compilation</li> <li>• Key category analysis</li> <li>• Reporting tables</li> </ul> <p><b>Hands-on training on Time Series Consistency</b></p> <p><b>Hands-on training on the EFDB</b></p>
11:30	<p><b>Closing plenary</b></p> <ul style="list-style-type: none"> <li>• Discussion on experiences and issues raised – what can TFI do to help?</li> <li>• Identification of potential areas of improvement/development</li> </ul>
13:00	<b>Excursion</b>
18:00	FINISH