

IPCC Emission Factor Database (EFDB)

Terms of Reference (TOR) of the EFDB

Editorial Board

For the IPCC Task Force Bureau on National Greenhouse Gas Inventories

Background

1. The IPCC Emission Factor Database (EFDB) is developed under the work plan endorsed by the Task Force Bureau (TFB) of the IPCC Task Force on National Greenhouse Gas Inventories (TFI) and launched in 2002.
2. The overall objective of the EFDB is to be an always up-to-date companion for the IPCC Guidelines for national greenhouse gas (GHG) inventories.
 - (i) A primary objective is to be a repository or library of emission factors (EFs) measurements which could be analysed to support the transparency, traceability, accuracy and stability of IPCC default EFs.
 - (ii) A secondary objective is to be as a searchable database for users to obtain EFs for use in national inventories. The responsibility of using the information in the EFDB appropriately will always remain with the expert using it.
3. The EFDB will complement the information on EFs and other parameters given in the IPCC Guidelines.

Management of the EFDB

4. The TFB has a supervisory role as they are responsible for the activities of the IPCC's TFI. The quality assurance of the EFDB will be overseen by an Editorial Board.

Terms of Reference of the Editorial Board

Objectives

5. The objective of the Editorial Board is to ensure that the population of EFs and other parameters to be included in the EFDB fulfil the quality criteria described in the EFDB procedure and to advise the TSU on effective strategies to populate and update the contents of the database as well as the use the EFDB data.

Membership of the Editorial Board

6. The Editorial Board will consist of the following members:
7. Seven sectoral experts (of which two will be Co-Chairs of the Editorial Board)
8. The members of the Editorial Board will be selected by the TFB from the experts officially nominated by IPCC Focal Points of member Governments or Observer Organizations, members of IPCC Bureau and members of the TFB. In this selection, geographical and gender balances as well as balance of expertise should be ensured considering required expertise and a mix of experts with and without previous experience with IPCC TFI. The Editorial Board could also include experts from relevant organizations as observers.
9. The IPCC Bureau will be informed about the new composition of the Editorial Board.
10. The terms of Editorial Board members are for four years, or two years.

11. Two members of the Editorial Board serve as Co-Chairs until their terms end. The Editorial Board Co-Chairs are appointed by the TFI Co-Chairs.

Membership of the Management Group

12. The Management Group consists of the two Co-Chairs appointed by the TFI Co-chairs, the two TFI Co-Chairs and two members of the Technical Support Unit (TSU). When necessary, the Management Group will meet in margins of EFDB meetings to provide strategic direction, give advice and oversight of the TSU and Editorial Board, propose and make decisions on database developments, and publicise EFDB.

Role and Responsibility of the Editorial Board

13. To achieve the objectives mentioned in paragraph 1 above, the Editorial Board should assume the responsibility to evaluate whether the population of EFs or other parameters in the database are acceptable based on the quality controls described in the EFDB procedure¹
14. Greater prominence should be given to the identification and collection of data by the Editorial Board.
15. Other roles of the EFDB Editorial Board include:
- Oversee the data acceptance process
 - Identify and collect new data to be added
 - Review database content
 - Identify gaps/areas for improvement
 - Support data providers to improve/complete submitted information
 - Make data proposals
 - Publicise the EFDB
16. The Editorial Board meetings will be held in person or online on an ad-hoc basis (e.g., in conjunction with Data Meetings).
17. The EFDB shall be open to any relevant proposal on EFs or other related parameters as outlined in EFDB procedure.

Role of the TSU

18. The TSU has overall responsibility for facilitating the data evaluation process and ensuring that data is dealt with in a timely manner.

¹ All decisions shall be of the Editorial Board as a whole, not as individual Editorial Board members.

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19. The TSU has a central role in the day-to-day activities for the EFDB including data collection, checking if data meets general criteria, managing the database, providing support to users and the Editorial Board.
20. The responsibility for coordinating the data approval process and ensuring that the information exchange proceeds quickly is with the TSU.