

**29th Meeting of the Bureau of the Task Force on National Greenhouse Gas Inventories
29 September 2017,
Victoria Falls, Zimbabwe**

Summary of the meeting

The 29th Meeting of the Bureau of the Task Force on National Greenhouse Gas Inventories (TFB) was held on 29th September 2017, in Victoria Falls, Zimbabwe, back-to-back with the Second Lead Author Meeting (LAM2) for the Elaboration of the *2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (2019 Refinement)* held on 25-28 September 2017. The meetings were hosted by the Government of Zimbabwe and organised by the Technical Support Unit (TSU) of the Task Force on National Greenhouse Gas Inventories (TFI).

The agenda of the 29th meeting of TFB was as presented below.

One of the main objectives of the 29th meeting of TFB was to consider milestones towards preparation of *2019 Refinement* first-order draft (FOD) and issues raised at LAM2.

In particular, TFB pointed out that the default EFs should not be updated if significant discrepancy is not observed with the *2006 IPCC Guidelines* as stipulated in the TOR. However, there may be exceptional cases where even such updates are considered necessary, e.g. in cases where new technologies are introduced. In such cases, Lead Authors should be encouraged to do their best in developing new default EFs in consultation with the Steering Group (SG). It was also noted that there is a need to have a transparent approach in documentation of data sources, and to document how the default EFs have been derived. In addition, TFB agreed that there is a need for clarity and a common understanding of how the information on EF data and data sources will be archived by TSU.

Regarding the work on the short-lived climate forcers (SLCF), TSU highlighted the decision taken at the 46th Session of the IPCC in Montreal, Canada in September 2017, and informed TFB that an expert meeting would be held on 28-31 May 2018 in Geneva to discuss issues on estimation of emissions as well as of climatic effects (direct and indirect effects on radiative forcing, including implications on clouds). It was agreed that TFI should lead the process of organizing the expert meeting although it would be held jointly by TFI and Working Group I.

TFB was invited to consider whether it would be necessary to revise the work plan and budget for 2018-2020. In response, no specific suggestion was made by TFB. TFI Co-Chairs announced that countries are encouraged to donate to the IPCC Trust Fund.

Regarding the Emission Factor Database (EFDB), TSU reported that the terms for 16 out of 36 Editorial Board members would expire at the end of 2017 and for other 5 members the terms would expire at the end of 2018. Therefore, nominations of experts by governments and observer organizations for 21 positions falling vacant at the end of 2017 and 2018 would be requested within this year.

TSU informed TFB that the development of Tier 2 worksheets for land-use category in the IPCC Inventory Software will start subject to confirmation of availability of necessary funds, and that the development of Tier 2 worksheets for 3A and 3C categories was currently under way. TFB requested TSU to consider implementation of *2019 Refinement* into the IPCC Inventory Software upon its completion.

Regarding the cooperation with UNFCCC Secretariat, TFB was informed that TSU this year participated in one regional workshop for Africa conducted by the UNFCCC Secretariat while it did not participate in the other one for Latin America and Caribbean region.

TFB took note of the report made by TSU on the errors and corrigenda for TFI Methodology Reports, and requested TSU to continue making efforts to address the identified errors.

AGENDA

	Opening of the meeting ➤ Welcome remarks by a representative of Government of Zimbabwe	
1	Adoption of agenda	TFB29/Doc.1
2	Minutes of TFB28	TFB29/Doc.2
3	2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories ➤ Plan for finalization of the First-Order Draft (FOD) ➤ Plan for the FOD Expert Review ➤ Any other issues raised at LAM2 for consideration by TFB	TFB29/Doc.3
4	Emission Factor Database (EFDB) ➤ Progress in collection of new data (Report on 14 th Editorial Board meeting and 13 th &14 th data meeting) ➤ Plan for selection of new members of the Editorial Board for 2018 and 2019 ➤ Plan for 15 th Editorial Board meeting (EB15) and 15 th data meeting (DM15) to be held in December 2017 ➤ Plan for further work	TFB29/Doc.4
5	IPCC Inventory Software ➤ Progress in the work to improve and enhance the usefulness of the Software ➤ Report on Expert Meetings on the Software and EFDB in Kita-Kyushu (March 2017) and other efforts for promotion of Software ➤ Plan for Expert Meeting on the Software and EFDB in 2018	TFB29/Doc.5
6	Work on Short-Lived Climate Forcers (SLCFs) ➤ Report on the discussion and conclusions at the 46 th Session of the IPCC ➤ Consideration of future work	TFB29/Doc.6
7	Cooperation with UNFCCC Secretariat ➤ Report on UNFCCC Regional Workshops to promote use of 2006 IPCC Guidelines by non-Annex I Parties	TFB29/Doc.7
8	Work Plan and Budget ➤ Report on the work plan and budget (2018-2020) approved by IPCC at its 46 th Session ➤ Consideration of any changes that need to be proposed to the next IPCC Plenary Session ➤ Schedule and possible venues of lead author meetings and expert meetings	TFB29/Doc.8
9	Errors and corrigenda ➤ Status on issuance of corrigenda for the errors identified in the IPCC Guidelines ➤ Pending error claims	TFB29/Doc.9
10	Any other business ➤ Plan for a side event during COP23 ➤ Date and place of the next meeting	