

2015/01/16

Minutes

Expert meeting to collect EFDB and Software users' feedback Hayama, Japan 14 – 16 October 2014

1. This paper summarises the expert meeting to collect EFDB and Software users' feedback held in Hayama, Japan on 14-16 October 2014 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 Inventory Software and Emission Factor Database (EFDB). 21 experts from 19 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. 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. 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 (this was moved to the third day from the first day due to time constraints). 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 IPCC tools, specifically on 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 and Inventory Software from the participants are summarized in the table below.

Topic	Feedback and suggestion
Meeting	<p>Wider opportunity to participate in the meeting</p> <ul style="list-style-type: none"> • Provide further training opportunities. • Generate on-line training pages in the TFI website (e.g. to make the training materials available on the website, to organize regional webinar). • Establish an on-line discussion forum where many experts can join in discussion and exchange of information/opinions.
	<p>Meeting materials</p> <ul style="list-style-type: none"> • Provide guidance on units (e.g. by putting a note such as “kilotonnes are equal to gigagrams.” in the dummy data set).
Inventory Software	<p>Improvement of current functions</p> <ul style="list-style-type: none"> • Correct an error detected in the worksheets on livestock. Currently, if a long name entered as name of subcategory under Livestock category, it will be shown wrongly. • Make the warning about password stronger and more explicit so that users will never forget their passwords. • Enhance automatic QC functions, e.g. consistency check (showing outliers), completeness check (listing the empty cells) and notation keys documentation check. • Review and improve the way of entering uncertainty data. For example, uncertainty ranges cannot be differentiated by technology type in the worksheet for PFC emissions from Aluminium Production. • Provide concise guidance (quoted from Guidelines) in 2006 IPCC Guidelines window in each worksheet. It will help inventory compilers correctly use each worksheet. • Improve the linkage between relevant worksheets/windows so that the same information/data can be automatically filled in (e.g. livestock manager and worksheet on manure management). It will help avoid mistakes and ensure consistency within an inventory.
	<p>Add new functions to:</p> <ul style="list-style-type: none"> • Make the data entry faster. • Import data from spreadsheet directly. • Show the IPCC reference tables so that all default data and equations can be viewed in the software. • Alert the user about errors in entering data with a brief explanation on what the correct way is. Some of the current error message are not very clear. • Show national total emissions in Gg-CO₂ unit. • Generate reporting tables and figures showing estimated emissions for the entire time series (i.e. emission trends). • Help implement recalculation more easily. • Help ensure correct data matching to avoid erroneous data transfer between inventory team members and coordinator. For example, when importing an XML

	<p>file, an automatic check of inventory year should be made to avoid unintentional overwrite.</p> <ul style="list-style-type: none"> • Help correct and appropriate use of notation keys.
	<p>User Manual and supporting materials</p> <ul style="list-style-type: none"> • Update the current User Manual. • Translate the User Manual into non-English languages • Provide documentation on how the software can be used for: <ul style="list-style-type: none"> - Biennial Update Reports (BURs), National Communications (NCs) under the UNFCCC; - Establishment/enhancement of institutional arrangement. • Provide guidance on the difference between GPGs and 2006 Guidelines, so that the GPG users can better use the software. For example, guidance about how to separate Agriculture and LULUCF and explanation about “BEF” and “BCEF” would be useful. • Generate and disseminate blank dummy sheets for all the categories (Excel files), together with advice on how to use them. This will facilitate training and can also serve as a list of activity data requirements.
	<p>Support</p> <ul style="list-style-type: none"> • Answer the questions from users as quickly as possible. Inventory compilers often need quick expert help. Response within a few days or even within a few hours would be desirable.

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 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 and the Inventory Software. The TFI will consider the feasibility and priority of 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 by hosting this meeting. It also attends its appreciation to the Institute for Global Environmental Strategies (IGES) for the support by providing the meeting facilities.

Annex 1. List of Participants

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Annex 2. **Meeting Agenda**

Tuesday 14th October: Plenary 1	
09:00	Registration
09:30	<p>Welcome</p> <ul style="list-style-type: none"> • Co-Chairs • Mr. Akio Takemoto, Ministry of Environment, Japan <p>Introduction</p> <ul style="list-style-type: none"> • Explanation of the objective of this meeting
10:00	<p>Overview</p> <ul style="list-style-type: none"> • National GHG Inventories: Scope and general principles • Development of the 2006 IPCC Guidelines and relationship to earlier IPCC Guidelines
11:30	<p>Guidance on good practice elements</p> <ul style="list-style-type: none"> • Approaches to data collection • Uncertainty analysis • Methodological choice & key category analysis
13:00	LUNCH
14:30	<p>Guidance on good practice elements</p> <ul style="list-style-type: none"> • Time series consistency <hands-on training> • QA/QC and documentation • IPCC Tools: Emission Factor Database (EFDB) • IPCC Tools: Inventory Software • Discussion
17:30	END
18:00	Reception

Wednesday, 15th October: Parallel Sectoral Sessions		
	Group 1 - Energy, IPPU and Waste	Group 2 – AFOLU
09:00	<p>Both groups will:</p> <ul style="list-style-type: none"> • Review the methods used and work through examples • Provide hands-on training on the Software • Provide time for discussion • Q&A • Consider potential issues for consideration by the TFI • Consider ideas for potential improvement and development of the Software 	
	<p>Energy</p> <ul style="list-style-type: none"> • Fuel Combustion • Reference Approach • Fugitive Emissions <p>IPPU</p> <ul style="list-style-type: none"> • Types of Sources 	<p>AFOLU</p> <ul style="list-style-type: none"> • Livestock • Land • Aggregate Sources and Non-CO₂ Emission Sources on Land

	<ul style="list-style-type: none"> • Cement Industry • Iron & Steel Industry • F-gases <p>Waste</p> <ul style="list-style-type: none"> • Waste Data • Solid Waste Disposal and Treatment • Wastewater Treatment 	
18:00	END	

Thursday, 16th October: Plenary 2		
09:00	Hands-on training on the IPCC Inventory Software <ul style="list-style-type: none"> • Simulation exercise on inventory compilation • Key category analysis • Reporting tables 	
13:00	LUNCH	
14:30	Closing plenary <ul style="list-style-type: none"> • Discussion on experiences and issues raised – what can TFI do to help? • Identification of potential areas of improvement/development 	
16:00	FINISH	