



**IPCC Scoping Meeting for a Methodology Report(s) to refine
the 2006 IPCC Guidelines for National Greenhouse Gas Inventories,
29-31 August 2016,
Minsk, Belarus**

Expected Outcomes of the Scoping Meeting

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INTERGOVERNMENTAL PANEL ON climate change

Outline

- **Expected outcome of the Scoping Meeting:**
 - Recommendation on the format of the Methodology Report(s)
 - Draft terms of reference (TOR)
 - Draft table of contents (TOC)
 - Draft work plan
 - Draft instructions to authors
- These outputs will be the core of the proposal documents to the Panel for its consideration.

Recommendation on the Format of Methodology Report

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- This meeting is invited to consider this issue and recommend a desirable format of the new Methodology Report(s).
 - A single Methodology Report which covers multiple sectors/categories/issues
 - A set of multiple Methodology Reports, each of them addressing a particular category/issue

Draft Terms of Reference (TOR)

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- Draft TOR sets out the background/mandate, scope and approach for the production of a Methodology Report(s) for the refinement of the IPCC 2006GL
- An initial Draft TOR has been prepared by TSU
- This meeting is invited to consider the Draft TOR and revise if necessary

Terms of Reference- Background

- In response to the recommendation for refinement of the 2006GL from the 26th TFB (2014) and approval by the IPCC at its 40th Session, work on the technical assessment of the Inventory guidelines started in January 2015
- December 2015, at the 21st Conference of the Parties of the UNFCCC adopted the Paris Agreement (PA) which emphasizes the transparency framework for action and support
- PA requires Parties to regularly provide national GHG inventories prepared using good practice methodologies accepted by the IPCC and agreed by the COP.
- In that regard, the IPCC will assist the Paris process by ensuring its is supported by best science, hence a refinement of the 2006GL is necessary

Terms of Reference - Scope

- IPCC 43rd Session approved the TFI's proposal on Refinement of 2006 IPCC Guidelines, including production of a Methodology Report(s) (IPCC/XLIII-8)
- Coverage - Work to cover all the different IPCC inventory sectors but only those categories where the science is considered to be sufficiently developed or where new or additional guidance is required.
- The overall aim of the refinement of the 2006 IPCC Guidelines is to provide an updated and sound scientific basis for future international climate actions, particularly those under the Paris Agreement

Terms of Reference - Scope

- **Key elements of the Methodology Report(s) will:**
 - Provide supplementary methodologies for sources or sinks of GHGs, where gaps exist, where there are new technologies and production processes, or sources not well covered.
 - Provide updated default values of emission factors and other parameters based on latest science where significant differences to current ones are identified.
 - Provide additional or alternative up-to-date information and guidance, where possible as clarification/elaboration of existing 2006GL

Terms of Reference – Approach

- The result of this work will be an IPCC Methodology Report(s) “XXXX”, e.g., "2019 Refinement to the 2006 IPCC Guidelines".
- The authors will follow Annex 1 “Instructions to Experts and Authors”) to ensure a consistent and coherent approach across all the volumes or chapters and to promote common terms used.
- Literature will be considered up to a cut-off date at the start of the Government/Expert Review.
- Table 1 attached to (TOR) provides the time table and work plan for the production of the Methodology Report(s).

Draft Table of Contents

Draft Table of Contents

- Draft Table of Contents is one of the most important output of the scoping meeting
- For this Methodology Report(s), we need a slightly more detailed Table of Contents with appropriate annotations than usual MR
- Given that this not a full revision of the guidelines, we need to make it clear in the draft TOC which part of the 2006 Guidelines should be refined and in what way

Draft Table of Contents- Refinement Types

- It is suggested that refinement types are defined by the Scoping Meeting and consistently used in the draft Table of Contents (TOC) with a view to providing clear guidance to the authors of the new Methodology Report(s).
- Furthermore, it is considered that the type of refinement needs to be clearly indicated for each section/sub-section in the new Methodology Report(s) itself which will be produced by authors at a later stage, because it will serve as clear guidance for inventory compilers as to how the new Methodology Report(s) should be used.

Draft Table of Contents- Possible Refinement Options

- **Update**
 - This is to update existing guidance (table, section, or an entire chapter).
- **Elaboration**
 - This is to elaborate existing guidance.
- **New Guidance**
 - This is to add completely new guidance on issues for which there is essentially no guidance in the 2006 IPCC Guidelines.
- For further details on refinement options please refer to Possible Refinement Options Paper.

Draft Table of Contents- suggested example

- Draft Table of Contents depend on the selection of the format of the Methodology Report(s).
- A suggested example of the draft TOC was prepared by TSU based on the assumption that the format of MR will be a Single document
- This suggested example is intended to be a template of draft TOC for each chapter that need to be prepared by each BOG.
- An example of annotations that need to be included is shown in section 2.2 of the draft TOC prepared by TSU.

Draft Table of Contents- suggested example

2.2 General guidance

- Provide clarification of the concept of “anthropogenic emissions and removals”
(Note to Scoping Meeting participants: Issue which needs to be addressed in this section should be specified in this bullet.)

[Update or Elaboration of Section 1.1, Chapter 1 in Volume 1]

(Note to Scoping Meeting participants: Suggested refinement options need to be specified with reference to specific chapter, section and/or table, etc in the 2006 IPCC Guidelines.)

- Explain some circumstances in AFOLU Sector under which the “Managed Land Proxy” should be supplemented with techniques to distinguish between anthropogenic and natural or background emissions (e.g. by drawing on Guidance contained in the IPCC KP Supplement chapter 2.3.4 and 2.3.5 and the IPCC Wetlands Supplement)
- ...
- ...

(Note to Scoping Meeting participants: Detailed guidance to authors should be given in these bullets where necessary and as appropriate (and concise to the extent possible).)

These bullets and annotations need to be developed for each section by relevant BOG.

Draft Work Plan

Draft Work Plan for Methodology Report(s)

Date	Action	Comments
October 2016	IPCC-44	IPCC Plenary approves ToR, chapter outline, work plan and guidance to authors
November 2016	Call for Nomination of Authors and Review Editors	IPCC invites nominations from governments and international organizations
February 2017	TFB select Authors and Review Editors	Selection by TFB considering expertise and geographical coverage
June 2017	1 st Lead Author Meetings	LAM1a (non-AFOLU) and LAM1b (AFOLU). To develop zero order draft
August 2017	Science Meeting	
September 2017	2 nd Lead Author Meeting	To develop first order draft for review
December 2017– January 2018	Expert Review	8 weeks review by experts
March 2018	Science Meeting	
April 2018	3 rd Lead Author Meeting	To consider comments and produce second order draft for review
xxx 2018	Literature cut-off date	Only papers published before this date will be considered
July-August 2018	Government & Expert Review	8 weeks review by governments and experts
October 2018	4 th Lead Author Meeting	To consider comments and produce final draft
January 2019	Government Review	Distribute to governments for their consideration prior to approval (at least 4 weeks prior to the Panel)
May 2019	Adoption/acceptance by IPCC-49	Final draft submitted to IPCC Panel for adoption/acceptance
xxx 2019	Distribute Report	Distribute to governments and international organizations

Draft Instructions for Authors for Methodology Report(s)

Draft Instructions to Authors

- An initial Draft Instructions for Authors has been prepared by TSU
- This meeting is invited to consider the Draft Instructions for Authors and revise if necessary

Experts

- The term “experts” covers Co-Chairs, members of the TFI Bureau (TFB), TSU Staff, Coordinating Lead Authors (CLAs), Lead Authors (LAs), and Review Editors (REs) as well as Contributing Authors (CAs) and Expert Reviewers.

Confidentiality

- Authors meetings are closed meetings. Any discussions are confidential except for any published report of the meeting. This is to ensure that experts participating in the meetings can express themselves and discuss issues freely and openly.
- The IPCC considers the drafts of a new Methodology Report(s), prior to acceptance, to be pre-decisional, provided in confidence to reviewers, and not for public distribution, quotation or citation.

Conflict of Interest

- It is important that all experts involved in the IPCC activities avoid any conflict of interest or the direct and substantial appearance of a conflict of interest. It is recognised that many experts in Emission Inventories are employed by, or funded by, parties with some interest in the outcome (e.g. most inventory compilers are funded by national governments or industry). It is therefore important to be open and transparent about financial and other interests

Conflict of Interest

- The IPCC implements a Conflict of Interest (COI) Policy that applies to all individuals directly involved in the preparation of IPCC reports.
- CLA, LA and RE should follow IPCC COI Policy

Responsibilities of authors and experts

- Authors should be impartial.
- The role of authors is to assess ALL the available literature and to describe the best methodologies available.
- Authors should review all literature available up to a cut-off date to be decided by the TFB as part of the agreed work plan.

Literature

- The use of literature should be open and transparent.
 - Priority should be given to peer-reviewed scientific, technical and socio-economic literature if available
 - Personal communications of scientific results are not acceptable sources
 - All sources of significant information should be referenced. In general, newspapers and magazines are secondary information and not valid sources of scientific knowledge.
 - Blogs, social networking sites, and broadcast media are not acceptable sources of information for IPCC Reports.

Principles of the new Methodology Report(s)

- Guidelines should be understandable and easy to implement.
 - The guidance should follow a cookbook approach by providing clear step by step instructions. It should not try to be a textbook.
 - Lead authors must consider all recent scientific developments and national methods used by countries in their inventories.
 - the target audience is a diverse group who are primarily concerned with the elaboration of national inventories. The emphasis should be on ensuring clear communication of practical and understandable guidance.

General Approach

- The general structure, approach and definitions used in the 2006 GLs, such as tiered approach and decision trees will be used.
 - Annexes may be used where necessary to contain additional data to support the methodologies.
 - Appendices (information for future methodological development) are not ruled out in situations where scientific knowledge is insufficient to develop full methodologies. Appendices should be sub-titled by “Basis for future methodological development”

Reporting Tables and worksheets

- Refinement of worksheets and reporting tables may be required.
- Worksheets reflect the application of tier 1 methods only, due to the varied implementation of higher tier methods by countries.
- Lead authors should stress the importance of documentation and archiving particular types of information of relevance to each category

Emission factors and methods

- Authors should provide default emissions factors and draw from widest possible range of literature, i.e., IPCC EFDB, scientific articles, and country reports
- All default data should be evaluated for scientific and technical appropriateness and clearly referenced (see Appendix 1) of instructions to authors
- Authors should develop guidance to provide additional information on rationale, references and background information on parameters used for estimating default values (see annex 3A.3 for Wetland Supplement).

Emission factors and methods

- Single IPCC defaults might not be ideal for any one country but can be recommended provided regional factors are unavailable
- Important to provide more default emission factors that reflect unique conditions of developing countries
- Users of guidelines should be encouraged to develop and use country specific data, defaults are primarily used to provide users with a starting point from which they can develop their own national assumptions and data

Decision trees

- Consistent with the format and structure the 2006 IPCC Guidelines, the new Methodology Report(s) may contain a decision trees for some sub-categories to assist countries in selecting from the IPCC methods.
- These decision trees link the choice of IPCC methods to national circumstances via specific questions about data availability and status as a key source category
- Decision trees that use the ‘significance’ criterion must include the “25-30% rule” (i.e., a significant sub-category is one that makes up more than 25-30% of emissions/removals from a category).

IPCC- EFDB

- The EFDB is an important resource for this work, both as a source of emission factors for consideration by the LAs and as a repository of emission factors once agreed for use in the guidelines.

Definitions

- Authors should be aware of the terms used in IPCC Guidelines:
 - Tiers 1/2/3
 - Decision Tree
 - Key Category
 - Sector v Category
 - Default Information
 - Worksheet v Reporting Table
 - Good Practice
 - Completeness, Consistency, Comparability, Transparency, Accuracy

Usage

- “Shall” should not be used. Say that “It is Good Practice to do x” this implies x is part of the good practice procedures. Or say what needs to be done or what should be done.
- “Be encouraged to” indicates a step or activity that will lead to higher quality inventory, but is not required for ensuring consistency with the IPCC Guidelines.
- “Recommend” should not be used: use “Suggest”
- Use “Inventory agency” and “inventory compiler”

Units

- SI units shall be used throughout.
- Emissions will be in mass units and used consistently
- Similar activity data is used in different places - the same units need to be used
- Conversion factors have to be provided
- For non-SI input data conversions should be provided.
- For reporting, it is positive (+) for emissions, and negative (-) for removals (uptake).

Any Questions?