

Information Matters

Capacity Building for Ambitious Reporting and Facilitation of International Mutual Learning through Peer-to-Peer Exchange



Summary report of the first phase of the project

July 2016

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of the Federal Republic of Germany

Information Matters

Transparency through Reporting

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Abbreviations

AFOLU	Agriculture, forestry and other land use
BMUB	German Ministry of Environment, Nature Conservation, Building and Nuclear Safety
BURs	Biennial update reports
CB	Capacity Building
CCC	Climate Change Commission
CNCCMDL	National Council for Climate Change and the Clean Development Mechanism
COP	Conference of the Parties
DCC	Chilean Department of Climate Change
EPA	Ghanaian Environmental Protection Agency
GHG	Greenhouse gas
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
IKI	International Climate Initiative
ICA	International consultation and analysis
IM	Information Matters
IPCC	Intergovernmental Panel on Climate Change
M&E	Monitoring and Evaluation
MDAs	Ministries Departments and Agencies
MoU	Memorandum of Understanding
MESTI	Ghanaian Ministry of Environment, Science, Technology and Innovation
MRV	Measurement, reporting and verification
NAEI	UK National Atmospheric Emissions Inventory
NAMAs	Nationally Appropriate Mitigation Actions
NCs	National Communications
NGOs	Non-governmental organizations
NICCDIES	National Integrated Climate Change Database & Information Exchange System
QA	Quality assurance
QC	Quality control
UBA	German Environment Agency
UNFCCC	United Nations Framework Convention on Climate Change

Executive Summary

Introduction

The aim of the GIZ Information Matters (IM) project is to build capacity in sustainable climate change-related reporting in selected partner countries, which for the first phase of IM were: Chile, Dominican Republic, Ghana and the Philippines. The project has provided tailored capacity building (CB) in each country based on the needs identified and agreed with the partner organisations of each country. In particular, activities aimed to strengthen capacities to enable ambitious and sustainable climate reporting by bridging information and data gaps, and improving processes and procedures according to requirements under the United Nations Framework Convention on Climate Change (UNFCCC), and thus, helping to achieve robust and enhanced reporting in their national communications (NCs) and biennial update reports (BURs). Where countries are interested in understanding,

for example, the mitigation approach and level of ambition of other countries, or donors search for this information for decision-making, BURs and NCs are important sources of information they would turn to. Reporting transparently and ambitiously is therefore both in the interest of countries themselves and the international community to support achieving global reduction of greenhouse gases (GHG) in the long-term.

The first phase of the IM project ran from May 2013 to June 2016, with the majority of the work being delivered September 2013 to April 2016. The CB was delivered with a combination of in country workshops and training sessions, remote technical support, regional workshops and a peer-to-peer exchange workshop involving all four countries in Germany in September 2015.

Results of the Information Matters project

The main results of the IM project consist of in-country achievements on the one hand, and the development of knowledge products on the other hand. The latter captures the knowledge gained and lessons learned during the implementation of the project, allowing their global dissemination in aggregated form. The following global knowledge products were developed and are available for both IM partner and other countries on the IM project website¹:

- Stock Taking Tool
- BUR template
- Guidance to prepare for the ICA process
- BUR Process Guidance Tool

The main achievements of the in-country activities under IM relate to the building of sustainable measurement, reporting and verification (MRV) structures in the partner countries. Partner countries were able to lay the foundations for robust systems, allowing not only to meet reporting requirements under the UNFCCC, but also providing a basis for current and future mitigation activities and strategies.

¹ See: <http://mitigationpartnership.net/information-matters>

The following represent the countries' progress under the IM project:

Chile:

- Submitted its 1st BUR as one of the first non-Annex I countries
- Improved MRV systems for NAMAs are under development
- Secured political “buy in” for MRV of climate finance
- Improved GHG Inventory
- Prepared for and participated in the full cycle of the first international consultation and analysis (ICA) process

Dominican Republic:

- GHG inventory developed by national experts for the first time
- Laid foundations for the 3rd NC
- Synergies between NCs and BUR identified and applied
- 1st report on financial support compiled
- Created awareness for developing an overarching MRV system and supported its implementation at the institutional level.

Ghana:

- Submitted its 1st BUR
- Successful integration of MRV elements into existing monitoring and evaluation (M&E) structures
- Better planning of mitigation actions
- Improved GHG inventory
- Prepared for and participated in the full cycle of the first ICA

Philippines:

- Laid foundations for the 1st BUR
- The CCC institutionalised the domestic GHG inventory system through the Executive Order 174
- Elements of climate relevant data management applied into development of the National Integrated Climate Change Database & Information Exchange System (NICCDIES)
- Compilation of an MRV primer to secure the gained knowledge of the project workshops through institutional memory
- Conducting workshops on baselines to support the CCC and the line ministries for the preparation of the domestic mitigation policy and the domestic (I)NDC preparation.

Lessons learned

The most important lessons learnt were:

Country-level

- Some developing countries have been able to successfully compile BURs and implement/enhance MRV systems, even when resources are limited. Reasons for a delayed submission of BURs varied, ranging from the availability of resources or technical support, delays in obtaining GEF financial support for BUR preparation, to other considerations.
- M&E systems for climate change often existed already. It is possible to extend their roles to cover MRV functions relatively easily. Building MRV systems on existing institutions provides a stronger “buy-in” from stakeholders.
- Many of the existing national institutions were able to take on new roles and responsibilities related to MRV systems and the preparation of a BUR. This reduced additional burdens, and improved efficiency.
- A close connection of the BUR coordination team to senior government levels will increase the likelihood of securing resources for the BUR and collaboration with Ministries Departments and Agencies (MDAs).
- Ensure the BUR processes are institutionalised, so that countries retain the necessary expertise.
- Documenting the potential for improvement during the BUR compilation allows countries to create a detailed BUR improvement plan once their BUR has been submitted.

- Many countries had concerns about the ICA process. After learning more about the process from countries that had participated in the process, such concerns were significantly reduced and the benefits of the ICA process were understood. Countries with concerns on the ICA process have been more cautious in producing their first BUR, in order to first learn from the process in other countries.
- The ICA process has helped countries to improve their BURs and strengthened national institutional structures.
- Lack of high political ownership and support for the process, as well as not having a clear picture on roles and responsibilities among different governmental bodies are among the most important hurdles to achieve timely completion of the first BUR by countries.
- There is a lot of guidance, and there are many tools and examples that can help countries develop a BUR. The IM project has provided a series of topical, clear and effective knowledge products to help countries in this regard.
- Project impacts have been maximised where the project activities have been embedded within other bilateral GIZ ongoing climate change projects ensuring sustainability of the work conducted.
- The peer to peer exchange among countries carried out under the project has been a key factor of success, in particular as it helped enhancing the understanding of the process, sharing lessons learned and supporting each other in overcoming challenges.
- Synergies could successfully be achieved through close communication and cooperation with other MRV-related initiatives by different donors (e.g. UNDP LECB programme, UNDP National Communication Support Programme, GEF-UNEP Initial BUR programme, other GIZ bilateral projects) which were carried out in parallel.

Project level

- Clearly explaining the benefits of regular reporting to the UNFCCC, such as a BUR, can considerably reduce potential concerns of stakeholders.

Main achievements

The IM project has built and strengthened capacity in all IM countries. It has had an impact beyond the immediate aim of enabling countries to produce more consistent and transparent BURs/NCs, and communicating ambitious actions, in particular by enhancing the basis for robust and sustainable reporting, as follows:

- **Elements of MRV system institutionalised** e.g. building institutional memory and replicability, QA/QC of GHG inventories by embedding them within relevant government institutions as opposed to repeatedly hiring external consultants for the same task.
- **Steps taken towards ambitious reporting** e.g. by planning timelines for GHG inventory compilation, setting-up/improving QA/QC systems and uncertainty estimations, developing integrated systems for the MRV of mitigation actions as well as definitions and processes for the MRV of support.
- **Institutional set-ups enhanced** e.g. institutional architecture of MRV systems with clear roles and responsibilities of each organisation with regulatory frameworks/decrees giving institutions the legal mandate they need to gather and process data needed to produce BURs/NCs.
- **Engagement from line ministries and across all relevant sectors built** e.g. MDAs from all relevant sectors understand their role in the MRV system and how important it is to share data and information. Trust and relationships are built up between the MDAs allowing information to flow.

- **Procedures and handbooks created** e.g. developed by MDAs to ensure processes and procedures for producing BURs/NCs can be repeated and are institutionalised.
- **Awareness on the importance of MRV has been created among line ministries**, e.g. Energy Ministries have realised the importance of GHG inventories and BURs to keep track of the effect of their policies and measures.
- **Political buy-in increased** e.g. high level political support allowing the relevant MDAs to participate in the ICA process.
- At the same time, it will be important to further **build up on what has been achieved during IM** in each of the four countries, all of which are at different levels of progress, to ensure continuity of the process and maintaining the capacities already built.

1. Introduction to the Information Matters project

1.1 Background

Countries, regions and municipalities worldwide are undertaking efforts to limit greenhouse gas (GHG) emissions. In order for these activities to be internationally comparable, attributable and verifiable, common international measurement, reporting and verification (MRV) approaches are required. MRV assists in tracking progress related to the reduction of GHGs emissions to keep within the '2 degree target' – the long-term global goal of holding the increase in the global average temperature to well below 2°C.

Parties to the United Nations Convention on Climate Change (UNFCCC) should submit national reports on the implementation of the Convention (e.g. national communications) to the Conference of the Parties (COP). The required contents and frequency for the submission of such national reports are different for Annex I and non-Annex I Parties. The reporting for developing countries (non-Annex I Parties) has been enhanced in that by December 2014 these Parties were required to report on their GHG emissions and mitigation actions in the form of their 1st Biennial Update Reports (BUR), followed by a BUR every two years, either as a

summary of parts of their national communications (NCs) in a year in which NC is submitted or as a stand-alone update report. Furthermore, the BURs submitted are subject to an International Consultation and Analysis (ICA) process.

The primary objective of the project “Information Matters: CB for Ambitious Reporting and Facilitation of International Mutual Learning through Peer-to-Peer Exchange” is to strengthen capacities of the project’s partner countries in reporting on their GHG emissions in the form of inventories and related information as well as on mitigation in the BURs. In addition, it also contributes to climate change mitigation: By increasing the capacities of the countries in reporting on GHGs, including through strengthening their technical and institutional capacities and improving legal and financial frameworks, partner countries will be able to plan and implement their mitigation strategies and policies more effectively and efficiently. At the same time, increasing transparency in reporting will also help to build trust in international climate negotiations.

1.2 Objectives and scope

The IM project delivered by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and with the technical support of the British consultancy firm Ricardo Energy & Environment as subcontractor was commissioned by the German Ministry of Environment, Nature Conservation, Building and Nuclear Safety (BMUB) as part of the International Climate Initiative (IKI). The aim of the project was to build capacity in sustainable climate change-related reporting in four partner countries: Chile,

Dominican Republic, Ghana and the Philippines. Support was provided by undertaking CB missions to these four countries, delivered with the help of local/national authorities, in order to strengthen the in country capacities, specifically on MRV of GHG emissions, mitigation actions and climate support. The objective of CB activities was to enable ambitious reporting by bridging information and data gaps, and improving processes and procedures according to requirements under the UNFCCC, and thus, helping to

achieve robust and enhanced reporting in the countries' NCs and BURs.

As a first step when implementing the project, a stock-taking and analysis of the partner countries' situation was carried out to identify the specific needs of each of the four countries as well as capacities and arrangements already in place. Topics such as, GHG inventories, MRV for mitigation actions, MRV for support received and required, climate relevant data management systems, data QA and QC among others, were identified as key areas for the CB workshops, trainings and breakout sessions. The results of the gap analysis were validated for each country during a project kick-off workshop, during which also a tailored CB plan was agreed. The IM project worked to complement other related support projects in the partner countries, without overlapping with those projects.

The CB workshops/trainings built up technical capacities for the preparation of GHG inventories and BURs, promoted the exchange of knowledge, and encouraged discussion and peer-to-peer exchanges on actual in country related issues. Materials were developed for each CB mission according to the individual needs of each partner country. After each workshop, the topic for the next one was identified together with the in country authority and GIZ staff. Up to four CB workshops were initially planned and delivered in each country from January 2014 to June 2015. An additional fifth CB workshop was delivered in Ghana, Dominican Republic and

Philippines between August 2015 and February 2016.

In addition to the CB workshops, which were held in the form of trainings, remote technical backstopping support was also an important component of the IM project, offering help to the local entities on key issues in between/after the in country workshops. Such support was provided in close coordination with GIZ staff. Remote technical backstopping was also used to develop a number of useful country-specific knowledge products (tools, guidance documents and papers) to assist countries with the development of their BURs and to embed best practice in processes and procedures for data collection, analysis and reporting.

Continuous improvement throughout the project was sought through regular feedback processes. For example, whenever a training session was delivered, feedback was sought from the participants to identify potential for improvement and best practice. This feedback was collected in the form of a questionnaire and focused on how they felt the CB workshop was carried out, and what were their impressions of the trainers and topics of interest.

This IM final report provides an overview on activities carried out under the project and the results in each country, key findings related to best practices and lessons learned and conclusions from phase 1 of the project. This will also guide the future implementation of IM phase 2.

2. Methods used to deliver Information Matters

2.1 Methods

The IM project was delivered through a number of activities, including: an initial stock-take with an analysis of strengths and weaknesses of the partner countries' existing MRV architecture, validation workshops, country CB plans, tailored training workshops, remote technical backstopping, knowledge products, regional workshops and **peer-to-peer exchange**. The main CB activities were delivered in each of the four countries mainly via in country workshops and trainings. The technical content covered by the CB was determined through a **stock-take**, which was carried out at the beginning of the project to detect the specific needs of the four partner countries. The results of the stock-take were **validated in a workshop** with national stakeholders for each country and a **tailored CB plan** was agreed. The IM project worked carefully to complement other related projects carried out by GIZ or other donors in the partner countries, rather than to overlap with them.

Figure 2 sets out the process for delivering CB in each of the IM countries.



Figure 1: IM Peer-to-Peer Exchange Workshop in Dessau, Germany, 7-9 September 2016

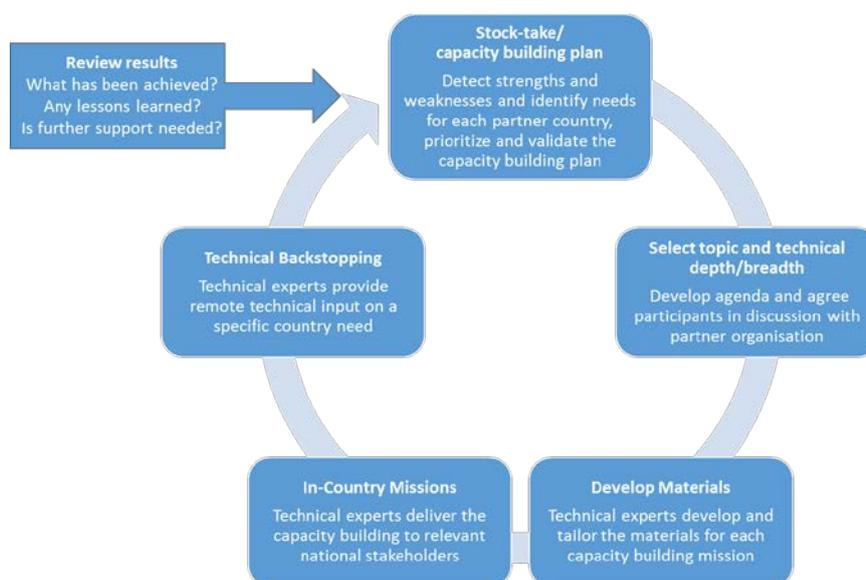


Figure 2: Information Matters CB process

CB workshops and technical backstopping

support were tailored for each country to meet the requirements of their agreed plans. The topics addressed included MRV architecture, MRV of GHG emissions, MRV of mitigation actions, MRV of support, emissions baselines, climate relevant data management, data QA and QC.

The IM project encouraged countries and individuals to build trust, networks and contacts among countries and on a national level between line ministries and key stakeholders, through which to share their knowledge, experiences and lessons learnt.

Country experiences were used during training missions to allow countries with less developed MRV systems to learn from the experiences of peer countries. For example, GHG inventory training was provided in the Dominican Republic by an inventory expert from Chile, and a presentation on Chile's BUR preparation process was delivered to the Philippines via video-conference.

The project experiences were also used to generate guidance that is relevant for all developing countries seeking to set up MRV systems for BUR/NC reporting. **Knowledge products** were developed to share knowledge between and beyond the four IM countries. The type of information shared through knowledge products included guidance documents, templates, interactive tools, lessons learned and best practice studies. To increase the scope of these tools, a number of them were translated into French and Spanish. Publically available (on the IM website²) guidance and knowledge products include:

- Stock-taking tool, allowing identification of needs and priority actions for national MRV systems (translated into Spanish and French).
- BUR template, providing content related guidance according to the UNFCCC BUR

guidelines³ (translated into Spanish and French).

- Guidance for preparing for the ICA process, including an overview of necessary efforts and capacities.
- Good Practice Study on GHG-Inventories for the Waste Sector in Non-Annex I Countries
- BUR process guidance tool, which assists countries navigating through the process of developing a BUR, including setting up an MRV system, and participating in the ICA process
- A summary report of the peer-to-peer workshop, containing key findings and lessons learnt from implementation of the project
- Workshop documentation for each of the CB missions in the four partner countries.

Other Knowledge products were developed for specific use by the individual IM partner countries, in particular:

- Overview of needed efforts and capacities for participating in the ICA process (tailored for each country).
- Institutional arrangements papers: Summaries of the existing institutional set-up in each country, relevant for setting up an MRV system and producing BURs and how these might be developed further.
- Primers on MRV, Baselines Scenario Setting, Climate Relevant Management, and Biennial Update Reporting to support institutional memory regarding institutional arrangement and the national IT system (compiled by the GIZ Philippines team based on the delivered trainings in the Philippines).

A few knowledge products were also produced to provide information for consideration by the BMUB, such as with regard to the application of

² See: <http://mitigationpartnership.net/information-matters>

³ UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention; decision 2/CP.17, annex III (FCCC/CP/2011/9/Add.1)

the UNFCCC BUR guidelines and technical support available for the ICA process.

A peer-to-peer workshop (7-9 September 2015, Dessau, Germany) was the culmination of the first phase of the IM project. It brought together representatives of the four IM partner countries Chile, Dominican Republic, Ghana and the Philippines as well as GIZ, the German Environment Agency (UBA) and BMUB, and was delivered with the technical support of the consultancy Ricardo Energy & Environment. The aim of this workshop was to foster the exchange of experiences and lessons learned for sustainable MRV and reporting systems between the IM partner countries.

The three day programme was structured as follows:

- Day 1: MRV and institutional arrangements.

2.2 Approach

To ensure continuity in the delivery of CB missions and technical backstopping for each country, the IM team assigned a **country coordinator** from GIZ headquarters in Germany, a **country based lead** from GIZ in country staff and a **country technical lead** from Ricardo Energy & Environment. This also ensured the build-up of trust and good relations with the key stakeholders within each country and the IM team.

The overall approach taken by the IM project combined the following important factors:

- **Avoiding overlap** with other climate relevant projects active in the countries and maximising synergies with them – this resulted in maximising benefits to the countries from the IM input. For example, in Chile and the Dominican Republic the project closely cooperated with other UNDP and GIZ projects, aligning roadmaps, agreeing on respective topics for support and even hosting workshops together.
- **Taking a holistic approach** to MRV ensuring key stakeholders in each country understood the bigger picture, what MRV ar-

- Day 2: Biennial Update Report and National Communications.
- Day 3: International Consultation and Analysis.

In addition, the IM team raised awareness for the IM project and shared experiences and lessons learned via **regional workshops**. The IM team organised an Asia regional workshop on GHG and non GHG indicators (held in the Philippines in November 2014). It further presented the BUR template during an African regional workshop organised by the International Partnership on Mitigation and MRV (held in Germany in June 2014 for operational reasons). Furthermore, the IM team presented Chile's approach to MRV for NAMAs and mitigation policies and measures, including the support through IM, during the LEDS-LAC workshop in October 2014 in Santiago de Chile.

chitecture was appropriate for their country and the roles and responsibilities of institutions within the MRV system – this resulted in stakeholders having a common understanding of MRV for their country and where they fitted in, encouraging institutions to work together and share information.

- **Tailoring CB and technical backstopping** for individual countries, using country specific examples where possible and aiming the technical content at the right level – this resulted in training being highly relevant to the country participants and enabled them to use and embed the knowledge immediately.
- **Delivering the project with a combination** of GIZ HQ leadership and in country staff to facilitate consultations with key stakeholders and manage local logistics, with the technical depth and breadth from Ricardo Energy & Environment experts that also have country relevant experience. This ensured all key **stakeholders were engaged in the design of the CB plan** and engaged in relevant CB missions and trust was built between stakeholders and the IM team.

3. Country results and lessons learned

This section summarises the CB activities delivered to each country, the feedback received from participants and the lessons learned by the IM team in delivering CB in each of the countries.

It also outlines what has changed as a result of IM in each country and the lessons learned by in country stakeholders receiving CB and implementing the knowledge gained along implementation of the project.

Table 1 gives an overview of the topics covered in CB missions and technical backstopping sup-

port for each country in IM. It was important to deliver training on MRV architecture early on, as this ensured a common understanding of MRV among national stakeholders and enabled relevant MDAs to understand their role and responsibilities within the MRV system. Other training modules were delivered later on in the country plans, the timing of which was selected to best support relevant activities in country.

Table 1: CB and backstopping topics delivered to countries within Information Matters

	<i>Chile</i>	<i>Dominican Republic</i>	<i>Ghana</i>	<i>Philippines</i>
<i>Training on BUR Guidelines</i>	✓	✓✓	✓✓	✓✓
<i>Support for 1st BUR preparation</i>	✓✓	✓	✓✓	✓
<i>MRV Architecture</i>	✓	✓	✓	✓
<i>MRV of emissions (GHG inventory)</i>	✓✓	✓✓	✓	✓
<i>MRV of mitigation (e.g. NAMAs)</i>	✓✓	✓✓	✓	✓
<i>MRV of Support</i>	✓✓	✓	✓	✓
<i>Emissions Baselines</i>			✓	✓✓
<i>Data Management</i>			✓✓	✓✓
<i>Data QA/QC</i>	✓	✓	✓✓	✓✓
<i>IPCC GHG Inventory Software</i>		✓	✓	
<i>Preparation for the ICA process</i>	✓		✓	

Key: ✓ Issues covered, ✓✓ Issues covered in a high level of detail, * Conducted in cooperation with another GIZ Climate Change Project, ** Mitigation Actions Plans and Scenarios – project (<http://www.mapsprogramme.org/>)

3.1 Chile

Capacity building delivered

The equivalent of four CB missions were delivered in Chile in three missions, the second was – according to the request of the partner organisation - extended in length combining two missions in one. The stock-take indicated that considerable structures, processes and capacities related to MRV already existed in the country, particularly with regards to GHG inventories and MRV of mitigation actions, providing an excellent basis to build upon. For this reason, each of the CB missions combined workshops and meetings on a number of MRV issues, including BUR preparation. Participants differed depending on the topics addressed, but generally included governmental institutions, academia and private institutions, where appropriate. Table 2 provides an overview on country missions in Chile.

Backstopping support (8 days support by international experts, informal exchange with German GHG inventory experts, and continuous support by local GIZ advisor) was provided between the missions, addressing:

- Review of the GHG inventory
- Review of the BUR



Figure 3: Kick-Off-Workshop in Santiago, Chile, 15 January 2014

- Development of a short paper compiling MRV of support approaches by other countries
- Videoconference (incl. short paper on existing approaches) to discuss MRV approaches for a NAMA in the agricultural sector
- Estimating uncertainties of the national GHG Inventory
- Research and recommendations on options for definitions relevant to MRV of support received
- Review of a white paper on the potential institutional structures for MRV of support
- Peer exchange with South Africa via videoconference for discussing a national system for MRV of support

Table 2: Overview of in country missions in Chile

Mission	Topics	Format of delivery	Dates	Location	Number of Participants
First	NAMA baselines, non-GHG impacts of NAMAs, Cross-cutting issues related to the GHG inventory, BUR requirements	Workshops with discussions, and breakout sessions	26 – 28 May, 2014	Santiago de Chile	44
Second (extended mission)	Data collection and documentation for the GHG inventory, data collection and reporting for NAMAs, MRV of support, review of the BUR compilation process	Workshops with discussions and breakout sessions	13 – 17, October 2014	Santiago de Chile	61
Third	WRI Mitigation Goal Standard, WRI Policy and Action Standard, Uncertainty for GHG inventories, Institutional structures for MRV of support, preparation for ICA process	Workshops with discussions, and breakout sessions	19-23. April 2015	Santiago de Chile	40

Feedback from participants

GIZ gathered feedback from participants after each CB activity. Overall the majority of participants indicated that they were either “highly satisfied” or “very satisfied” (evaluated with 4,4 points out of 5 on average for all three capacity building missions). Some notable comments from the participants indicated the following:

- The general impression among the participants about the CB workshops was positive, especially in terms of practical outcomes produced that can immediately be used by the Climate Change Office from the Ministry of Environment to improve their international reporting on climate change and MRV processes in the various relevant areas of GHG inventories, mitigation actions and support.
- Participants praised the knowledge and capacity of trainers to answer detailed ques-

tions directly related to the subjects covered

Participants Voices

“It was an excellent breakout session about MRV of NAMAs. Especially when the agriculture sector presented the project to implement a NAMA.”

“Although the time was short, I felt that the collaborative activities and the result were very useful.”

in the training and their ability to field questions and hold discussions on the wider context of MRV and international reporting.

- Members from the Climate Change Office mentioned that the uncertainty workshop was excellent and very clear, and as a result, the GHG inventory team should not have any further problems when estimating the uncertainty in the inventory.

Lessons learned by the IM team

- Participants of the first in country mission indicated that less content should be presented during trainings, which was successfully implemented during following in country activities.
- The combination of short presentations (25 mins max) and longer practical break-out sessions using local examples / experiences worked very well, kept the participants interested and provided a starting point for MRV related tasks participants had to carry out in between missions, e.g. related to the GHG inventory or BUR.
- Based on their higher level of understanding, Chilean experts were able to express their specific training needs very clearly, which allowed targeted planning of contents for the CB workshops.
- Workshops were designed to include a variety of sessions, from CB sessions on specific technical topics with a larger audience, to discussions with smaller groups. This worked well and was appreciated by the various audiences.

What has changed as a result of IM

Before IM, five NAMAs were registered at the UNFCCC Registry and MRV was recognised as an important input for NAMAs but there was no general framework in place. Coordination between NAMAs were challenging as each NAMA coordinating agency was responsible for the design of its own MRV system without exchange with other NAMA coordinators. The GHG inventory was the most developed aspect

of their MRV system before the IM project started, as they started working on this in 2010. Chile had submitted two NCs, in 2000 and 2011, respectively. The BUR was planned to be developed in 2014 but its delivery to the UNFCCC in 2014 to meet the reporting deadline was unclear at that moment. Chile had well prepared local national experts, but there were few of them, the time they could allocate to the BUR was limited,

in addition to limited financial resources. Activities and personnel were mainly funded by international sources, and climate change was not a key issue or part of Chile's national development strategy.

During the IM kick-off mission Chile identified that management issues on the GHG inventory required improvement. They also identified the set-up of a QA/QC system and a better estimation of uncertainty as gaps in the system as well as the need for "formalization and standardization". It was also identified that CB missions should cover the topics of BUR preparation and simulation of the ICA process and in the further development of MRV systems of emissions, MRV of NAMAs and MRV of support. Alongside these CB workshops, backstopping support was also received for the design of MRV for agricultural NAMAs, critical review of national GHG inventories, support on the drafting and critical review of BUR chapters, and facilitation of initial contact with South Africa on MRV of support. Very important was also the support provided by the national GIZ advisor, who provided valuable expertise for the development of the 2010 GHG inventory and Chile's 1st BUR.

Lessons learned on BUR compilation

Chile was the first Latin American country to submit their BUR during COP20 and 4th country to meet the deadline established by the COP. Chile faced several challenges while compiling its 1st BUR. The lack of capacity in BUR preparation was addressed through the support from the IM project and the exchange with other non-Annex I Parties, especially with Singapore. The lack of human resources at the Chilean Department of Climate Change (DCC) was addressed by developing studies by external contractors for gap-filling and by prioritising the BUR prepara-

The greatest success was the preparation of Chile's BUR, which was submitted in December 2014. Chile followed the UNFCCC guidelines, gathering relevant data and information with public entities. Approval by the Council of Ministries for Sustainability and Climate Change of Chile was granted and the BUR was presented by the President Bachelet during COP20 in Lima, Peru, to the UNFCCC in December 2014. Through the IM project, Chile has a clearer understanding of concepts on MRV, and a better knowledge of the design and implementation of MRV systems for mitigation actions. Regarding the GHG inventory process, for the first time they applied systematic QA/QC procedures and improved the uncertainty estimates. Regarding the NC and BUR, Chile has a better understanding of the content and demonstrated leadership in the ICA process, becoming one of the first non-Annex I countries to undergo this process. Chile has updated its GHG inventory, the MRV procedures for Chilean NAMAs, and the MRV procedures for financial support and the country is currently working in the development of its 3rd NC and 2nd BUR by December 2016.

tion over other tasks of the DCC. Chile highlighted some lessons learned from the process. First, the BUR has raised awareness on climate change. Second, the planning and preparation of the 2nd BUR due in 2016 will involve more professionals and time, as well as more capacity development. As next steps, Chile has started the update process of its GHG inventory, and will form a working group on accountability that will work on definitions of the key aspects of MRV systems under the Paris Agreement.

3.2 Dominican Republic

Capacity building delivered

Five CB workshops were held in the Dominican Republic. The stock-take revealed a strong need for support with regards to GHG inventories and NAMA MRV. Some activities had taken

place already with regards to MRV of support through the set-up of a national climate change fund, but expertise on MRV of support was generally low. Based on input received after the

Kick-off workshop, the project team suggested focussing on a limited number of issues as well as integrating the consultant days foreseen for backstopping into the country missions, to allow for more time in country. It was agreed that the CB should focus on the setup of a national MRV system as well as on building capacities for the GHG inventory. Furthermore, synergies with the work on the 3rd NC, whose preparation is being coordinated by an UNDP-led project, which started 5 months after the kick-off mission, were sought through common workshops and aligned timelines. Table 3 provides an overview on country missions.



Figure 4: 2nd CB workshop in Santo Domingo, Dominican Republic, September 2014

Table 3: Overview of in country missions in the Dominican Republic

Mission	Topics	Format of delivery	Dates	Location	Number of Participants
First	Introduction to MRV, institutional structures for MRV	Workshop with discussions and breakout sessions	1 – 2 April, 2014	Juan Dolio	36
Second	Core elements of a GHG inventory and sector specific sessions	Workshop with discussions and breakout sessions	8 – 12 September, 2014	Jarabacoa and Santo Domingo	35
Third	QA/QC of GHG inventories and IPCC Software	Workshop with discussions and breakout sessions	25 – 27 November, 2014	Santo Domingo	28
Fourth	Advanced training on GHG inventories and IPCC Software, introduction to BUR and ICA guidelines	Workshop with discussions and breakout sessions; peer exchange with Chile	10-12 March, 2015	Santo Domingo	28
Fifth	1 st part: Institutionalisation of the GHG inventories, BUR compilation and the ICA process. 2 nd part: Key concepts for MRV of NAMAs (in co-operation with other GIZ Climate Change project)	Workshop with discussions and breakout sessions	17-19. August 2015	Santo Domingo	25
			20-21 August 2015	Juan Dolio	36

Feedback from participants

The overall comments received for the CB missions in general have been very positive (4,7 points out of 5 on average for all five capacity

building missions). The main points taken from participants' feedback forms include the following views:

Participants Voices

“Great workshop setup”

“Great presentations from the speakers”

“This technical training on the use of the IPCC software has been the best I have received. It will make a difference in the way I work from now on”

- Participants appreciated it greatly when ma-

Lessons learned by the IM team

- Delivering workshops and materials in Spanish was a must to ensure better knowledge transfer and was greatly appreciated by participants.
- An initial low level of expertise meant that the Dominican Republic was less able to express their specific needs and expectations. This was addressed through detailed discussions (held face to face) to ensure appropriate management of expectations.

What has changed as a result of IM

Before the start of the project, the National Council for Climate Change and the Clean Development Mechanism (CNCCMDL) was formed with the objective of designing and executing public policies for mitigation of GHG emissions and adaptation to climate change. The Dominican Republic has been addressing climate change with various policies such as the presidential decree 601-08, the climate compatible development plan and the 2030 national development strategy.

Before IM, no institutional arrangements existed. The Dominican Republic relied on international support, which helped produce the 1st and 2nd NCs, both prepared by international consultants and with poor quality. There was no national MRV framework and there was a lack of technical capacities in terms of GHG inventory, MRV and BUR.

During the IM project, five CB missions were delivered to help establish a national GHG inventory, focusing on technical training on GHG

materials were delivered in Spanish and wanted more time to be given to breakout sessions where hands-on exercises allowed topics to be explored and discussed in more detail.

- The majority of the participants gave very positive comments on the quality of the material, the knowledge and experience of the trainers and the delivery of the sessions.

- Despite best efforts of the project team, continuity in the workshop participants could not always be ensured during the first workshops, due to unclear roles and responsibilities among key agencies, but from the 3rd workshop onwards continuity considerably increased due to improved role system and increased ownership among key stakeholders.

inventories, QA/QC, and development and improvement of a national GHG inventory system. Furthermore, the institutionalization of the MRV system and the preparation of the BUR were also addressed under these missions. Institutional arrangements have been taking place thanks to voluntary agreements among the CNCCMDL and line ministries inviting stakeholders from different ministries to be part of the national MRV framework to support the MRV of emissions, MRV of NAMAs and MRV of support. The 3rd NC and the 2010 national GHG inventory were developed with reduced international support and capacities within the relevant institutions have been built as a result of the training under the IM in close cooperation with UNDP’s third NC support project.

In the Dominican Republic work the work on the first BUR will start in mid-2016, since limited resources have been allocated to the completion of the country’s Third National Communication which has been prioritised before moving on to

the BUR. There are still some challenges to overcome such as a formal legal mandate to officially state the roles and responsibilities and enforce the commitment of the different institutions to comply with their role, and the institu-

Lessons learned on institutional arrangements for MRV

When establishing institutional arrangements, challenges such as the lack of national capacities, lack of available and sequential data and weak collaboration amongst institutions were encountered. The establishment of a future legal decree will establish a national MRV system where the collaboration of institutions will be a key element of the system. The decree will also include a designation of a representative institution responsible of the MRV system. The legal mandate that creates the MRV system will be set up in close cooperation between the National Council for Climate Change and Clean Development Mechanism and the Ministry of Environment, in order to meet the international reporting commitments related to climate change. Establishing a legal decree is a process that requires time and to ensure participation of relevant stakeholders in the system until the decree is approved, voluntary agreements or Memoranda of Understanding among institutions are an efficient way to ensure continuity of the process. As such, institutional arrangements will be a key element of the process to prepare their 1st BUR.

The need for a decree for the MRV system has been identified based on the results of IM CB

tionalization of the MRV system structure, which will produce NCs and BURs. There is also potential for improving procedures for data collection and the quality of the data itself.

missions. Currently the formulation of the decree is in progress receiving input from varied expert groups and benefitting from exchange of experiences with other IM countries, such as Chile. Based on the completion of these technical inputs for the decree, the issuing will be the responsibility of the National Council for Climate Change via the Presidency.

The hindrances for the finalisation of the decree are mostly rooted in lack of awareness and insufficient resources of the responsible institutions. Thusly, institutional arrangements are still at an early stage since it is the first time for the Dominican Republic to need respective structures for climate change issues. Notwithstanding, the foundations have been laid to grasp the necessity for cooperation and progress in this matter.

Particularly, the work with IM, UNDP 3NC as well as the GIZ ZACK project has fostered a clearer understanding of high-level politicians for the need of a functioning MRV system. As a result, required resources and further support are more likely to be addressed towards institutional setup for climate change matters.

3.3 Ghana

Capacity building delivered

Five CB missions were held in Ghana. The themes and detailed content of the workshops was agreed in advance with Ghana's Environmental Protection Agency (EPA) and the local GIZ office staff after the Kick-off mission, held in October 2013. Some topics were changed during the Ghana's BUR compilation progress and the IM project addressed the demands in a flexible and timely manner. Therefore the workshops as well as the backstopping activities were



Figure 5: 2nd CB Workshop in Koforidua, Ghana, 17-18 September 2014

focused on specific topics and in synergies with

the UNDP LECB project. Additionally, civil society organisation attended all conducted workshops in Ghana and improved the discussions with the view on the benefits of environmental reporting for national policies and civil society.

Table 4 provides an overview of country missions.

Table 4: Overview of in country missions in Ghana

Mission	Topics	Format of delivery	Dates	Location	Number of Participants
First	MRV domestic architecture	Workshop with discussions and breakout sessions	15 – 17 July, 2014	Capital View Hotel, Koforidua, Ghana	40
Second	Climate relevant data management	Workshop with discussions and breakout sessions	17 – 18, September, 2014	Capital View Hotel, Koforidua, Ghana.	29
Third	QA/QC of GHG inventories	Workshop with discussions and breakout sessions	12 – 13, November, 2014	Tills Hotel, Gomoa Fetteh, Ghana	32
Fourth	Baselines scenarios setting	Workshop with discussions and breakout sessions	3 – 4 March, 2015	Forest Hotel, Dodowa, Ghana	30
Fifth	BUR and ICA	Workshop with discussions and breakout sessions, simulation of the technical analysis and facilitative sharing of views	10-12 November, 2015	Capital View Hotel, Koforidua, Ghana.	25

Backstopping activities for Ghana focused on providing an early review of the GHG inventory energy sector data (energy balance) to provide guidance and feedback on where this could be improved, prior to the formal submission to UNFCCC. To comply with international security standards with national data, Ricardo Energy & Environment signed a confidentiality agreement with EPA to allow access to the data. In addition to this, backstopping support has been provided to Ghana related to its on-line climate relevant data portal. The project could also arrange the previous review of the first BUR by German technical experts to identify areas for improvements. The effort was highly appreciated by the

counterparts and the IM project is mentioned in the acknowledgement of Ghana's 1st BUR.

Next to the direct support for Ghana's first BUR, the project provided a peer exchange with the UK IT experts on domestic data management systems, especially lessons learned on the UK National Atmospheric Emissions Inventory (NAEI) database and website. This involved both the UK and Ghana presenting their systems followed by a discussion session to answer questions from Ghana. This exchange and the cooperation with UNDP LECB programme supported EPA in the improvement of their data archiving system: The Climate Change Data Hub (<http://climatedatahubgh.com/>).

Feedback from participants

Comments received during the CB missions from the participants were positive (4,3 points

given by trainers were delivered in a clear, concise and effective way.

Participants Voices

“It has highlighted areas in my work practice that I need to cover to improve the inventory”

“I will make sure that my institution incorporates details of the national MRV in its data collection to enhance compatibility with the national system”

“Excellent workshop. It has been really educative”

“Overall, it was a great workshop. I look forward to further dialogue on the process in the near future”

out of 5 on average for all five capacity building missions). After the planning of more interactive sessions in each CB mission, the participants were more positive. They appreciated the missions and expressed that the breakout sessions were very helpful and that the presentations

Participants from the workshops highlighted that the topics delivered were aligned to their day to day work to fulfill international commitments on MRV of mitigation actions and the national GHG inventory.

Lessons learned by the IM team

- The breakout sessions with Ghana specific national data were the most useful technical training and more interesting and memorable for the participants.
- Workshops outside of Accra ensured full-time concentration of the participants.
- Setting up a confidentiality agreement between the consulting company and EPA for the reviews allowed inventory experts access to the Ghana GHG inventory energy sector data, so that a technical review could be carried out. This was very helpful to the EPA as it provided them with feedback and guidance on how to improve the energy sector inventory prior to the formal UNFCCC review. This was an indication that Ghana is truly striving for ambitious reporting.
- Often issues highlighted during the workshop make good areas for technical backstopping support to reinforce what has had been learnt and to help embed this in practices and procedures in the recipient country. The project flexibility was highly appreciated by counterparts to immediately react on issues raised during the workshops and could be covered with backstopping provision.
- It became apparent that further developed examples from Annex I countries were more helpful to Ghana to achieve their goal with a high-quality GHG inventory. The presentation of the German GHG Inventory and the work of the German Environment Agency by project members during the workshops was highly appreciated by the participants. The discussions were on a very high technical level.
- A good balance between presentations, interactive sessions and additional time for longer discussion have to be considered in the workshops. The participants used the trainings also to improve their working relationships with the other agencies and needed time for considerations and consultations to improve the workshop outcome and the next steps.

What has changed as a result of IM

The EPA as technical organisation of the Ministry for the Environment, Science, Technology and Innovation (MESTI) of Ghana is the leading institution for the 3rd NC, GHG inventory and the 1st BUR. The UNFCCC Focal Point office is located at the EPA. Before the IM project, Ghana had established an M&E system that was later used as a basis for their national MRV framework. The existing working groups for the national GHG Inventories were semi-institutionalised. The need to establish and institutionalize working groups in each of the sectors was a lesson learned from the 2nd NC. During the IM project life time, based on Memorandum of Understanding (MoU) institutional arrangements were made between several line ministries with EPA for data provision, GHG inventory working groups were formed, an online data system was introduced, and Ghana adopted the IPCC 2006 Guidelines as the methodological basis for its GHG inventory, and defined a two year inventory cycle. For example, the Ghanaian

Statistical Service as one of the main data providers is involved in the data compilation and participates in the working groups. Ghana has established a working team with clearer roles and with enhanced technical knowledge.

. Further, several enhancements have been done for the compilation of NCs and BUR. The conducted trainings could improve the data quality; broaden the understanding of reporting guidelines and the common understanding of the benefits for regular reporting on domestic and global level. Ghana's 3rd NC and 1st BUR were submitted in June, 2015. In close consultation with EPA, areas for improvement were identified such as enhancing the national data system for continuous data collection for the agriculture, forestry and other land use (AFOLU) sector, carrying out a comprehensive study of fugitive emissions and developing and improving the non-energy sector mitigation assessment aligned with the low carbon development strategy..

Lessons learned on BUR compilation

Ghana submitted its 1st BUR on 21 July 2015 as the third African country. The GHG inventory and the report is already on a high level. Areas for improvement are more the institutionalisation of the domestic reporting system with robust mandates and clear roles, public awareness raising for climate change in Ghana's population and ensure the high-political buy-in which was gain through the parallel (I)NDC development process.

The first step to compile the BUR in Ghana was to establish the institutional structure which was supported by the Ministry of Environment, Science, Technology and Innovation (MESTI), the EPA, sectoral teams on the GHG inventory, mitigation and MRV, and a cross-cutting team. Many challenges were encountered such as data handling and keeping existing capacity. Additionally the continuous update of activity data and the involvement of the private sector into the working groups on a regular basis needed more effort and the work will be continued for the next BUR compilation cycle by the EPA.

The EPA identified also new activity data sources for a more comprehensive and high quality GHG inventory, for example the import and use of fluorinated gases (F-gases). The next BUR is planned for the 2016-2018 period. The team will start with a stock-taking analysis exercise and establishment of four teams (GHG, mitigation, support and "other information"). The comments and feedback received from the ICA process will be addressed and implemented. Ghana will need to review the current Memorandum of Understanding (MoU) among the EPA and other institutions, deploy the online database, implement the updated QA/QC plan, update existing data and collect new data sets. CB will be an essential part of the process to improve further the quality of their reports as well as the robust institutionalisation of the domestic MRV system with M&E components. The EPA implemented also a survey to track climate finance and sent it out to universities, non-governmental organizations (NGOs) and

other government agencies for a comprehensive

reporting on climate finance support.

3.4 Philippines

Capacity building delivered

Five CB workshops were held in the Philippines. The theme and detailed content of the workshops were developed jointly by the Philippine Climate Change Commission (CCC), and the local GIZ office staff, based on the results of the kick-off mission, gap analysis, and stakeholder consultations.

Missions 1 and 2 on MRV Domestic Architecture and Baselines Scenario Setting were held back to back to sustain the flow of these interlinked topics. Mission 3 on Climate-relevant Data Management used a live question and answer session with Ricardo Energy & Environment UK based IT and data management experts to provide a venue for the participants to gain further information on developing a data management system. Mission 4 provided more in depth inputs on producing sectoral and national climate change mitigation baselines. Mission 5 on Biennial Update Reporting employed a per-chapter approach

where each reporting requirement of the BUR was discussed in full and provided with practical exercises.

The CB missions were all extremely well attended. This indicates that there was great interest in the training being offered, and that the training has reached a large number of people.

Backstopping support was provided between the missions. This focussed on supporting the specification of the National Integrated Climate Change Database & Information Exchange System (NICCDIES). This involved reviewing the Terms of Reference for the NICCDIES and the initial implementation plans from the IT Company hired to design and deliver NICCDIES.

Table 5 provides an overview of in country missions.



Figure 6: 3rd CB Workshop in Manila, Philippines, 11-13 August 2014

Table 5: Overview of in country missions in the Philippines

Mission (CB)	Topics	Format of delivery	Dates	Location	Number of Participants
First	MRV domestic Architecture	Workshop with discussions and breakout sessions	24 – 25 April, 2014	Richmonde Hotel, Ortigas, Pasig City	56
Second	Baselines scenario setting	Workshop with discussions and breakout sessions	28 – 30 April, 2014	Richmonde Hotel, Ortigas, Pasig City	54
Third	Climate relevant data management	Workshop with discussions and breakout sessions and Skype Conference	11 – 13 August, 2014	Crowne Plaza Hotel, Ortigas, Pasig City	59
Fourth	Producing sectoral and national climate change mitigation baselines	Workshop with discussions and breakout sessions	3 – 5 February, 2014	Marco Polo Hotel, Ortigas, Pasig City	63
Fifth	BUR 101: Training on BUR and ICA guidelines for preparation process of the 1 st BUR	Workshop with discussions and breakout sessions and Skype Conference	22 – 24 February, 2016	Linden Suites, Ortigas	64

Feedback from participants

After each mission, evaluation forms were distributed to participants so they could rate performance and delivery for every CB activity. Feedback was very positive (4,7 points out of 5 on average for all five capacity building missions), evidenced by the results of the evaluation summarized as follows:

- The participants were very satisfied on the general aspects of the training.
- The participants valued interactive sessions and rated highly the opportunity to learn new concepts and share information.
- Breakout sessions were effective in providing context and application.
- Participants valued the expertise of the trainers, noting presentations were clear, concise and effective.

The delegates in each workshop actively engaged with the breakout sessions, asked insightful questions, and provided detailed feedback. The box “Participants Voices” presents a selection of comments taken from the feedback forms, and from discussions with the participants during and after the workshops.

Participants’ Voices

“It is doable!” (*comment related to MRV*)

“This (workshop) has fast-tracked the (Philippines) National Integrated Climate Change Database & Information Exchange System (NIC-CDIES)” (*from the Climate Change Commission*)

“Thanks so much for sharing your knowledge and experience with us. I will strive to be a data detective. No, I will be a data detective.”

“Got something [from the workshop] that we cannot just get from books” (*comment by one of the energy team delegates*)”

Lessons learned by the IM team

Strategy

- The CCC makes it a point to conduct a forward planning session at the end of the workshops in order to take into account the takeaways from the workshop and plan how to use the knowledge, skills, and tools from the workshop. This is a good strategy for coordinating with stakeholders and streamlining of efforts and initiatives from the agencies as they can already plan together given new inputs from the workshops.
- Gaining the trust of the participants is key for successful knowledge transfer. This was done by ensuring continuity with the technical country lead participating in all training missions.
- Based on the high level of understanding and specific questions by the audience, it is important to come well prepared with additional material to respond to such questions and to plan for sufficient time for Q&A sessions. This allows also longer and more detailed presentations to be delivered and also allows the CB to have great impact, quickly.

Steering

- Having a central body (CCC) in charge of facilitating and coordinating with agencies, and other donor projects is important for a successful implementation and secures synergies of the different activities delivered by donor organizations. This enables effective delivery of project activities as the

outputs of the project served as inputs to national initiatives on mitigation.

- Support and participation of the sectoral lead and support agencies contribute to successful project implementation. As experts in their own sectors, they can identify the needs and requirements which need support. The CCC provides much space for these agencies to offer their inputs and account for these in decision-making for the project.

Processes

- The “board of expectations and concerns” was very effective at capturing the expectations and concerns of the delegates at the start of the workshops, and was a good tool for tracking that the workshop had covered all the expectations and answered all the concerns.

Learning

- The workshop documenters for the missions were excellent as they covered the topics well enough, and allowed the ideas created to be accurately recorded. This enabled the Philippines to put together an ‘MRV primer’ to assist in training further staff in the future.
- Participants looked forward to the end of workshop quiz that was conducted every end of the mission to assess how much they have learned. Awarding prizes for the best answers in the quiz made it more popular, and helped reinforce key messages from the training.

What has changed as a result of IM

Enabled by the National Framework Strategy on Climate Change (NFSCC) and the National Climate Change Action Plan 2011-2028 (NCCAP), the Philippine Climate Change

Commission (CCC) already undertook initial steps towards mitigation and MRV.

However, prior to IM, there were still gaps in terms of institutional frameworks, technical infrastructure and systems, and capabilities.

Institutional structures as well as policies for GHG Inventory, MRV, and tracking climate finance were not yet in place. Furthermore, tools, systems, and processes to QA/QC and manage data were also still lacking, including capacities to conduct these.

Given these gaps, the roadmap of the CB missions in the country was developed by the CCC in consultation with the sectoral lead agencies. The prioritised training topics in the Philippines included: domestic MRV architecture, baselines training, and climate relevant data management. Backstopping support for MRV was also identified as a need.

Each CB mission was structured to allow lectures, hands-on exercises, exams and quizzes to be used as learning tools. Each CB mission was followed by forward planning sessions led by the CCC to discuss with the stakeholders what they learnt and how this new knowledge could be used to support their international reporting requirements and mainstream into actual work plans and programs for the government.

In addition to the CB missions, backstopping support was also provided to help establish the country's national MRV framework and to enhance the IT system of the National Integrated Climate Change Database and Information Exchange System (NICCDIES). The support for the NICCDIES was provided in cooperation with the UNDP LECB programme with clear roles and work sharing to support the CCC in their national goals for a tailored and

comprehensive system for climate change data management.

The IM project also held the Asian peer-to-peer regional workshop in the Philippines on GHG and non-GHG indicators in Manila, 4-5 November 2014. Through this workshop, the participants learned how GHG emissions can be monitored as part of one MRV system. Another topic of the workshop was how to monitor non-GHG effects in a cost-effective way. This workshop contributed in the understanding of how sustainable development and monitoring GHG emissions are interlinked and may support national development policies.

One of the many achievements of the IM project was the support provided to the institutionalization of the GHG inventory process in the run up to its issuance through Executive Order No. 174 issued in 2014. Prior to this issuance, the CCC had formulated the National GHG Inventory Plan which then was yet to be formalized after further discussions with stakeholders and sectoral lead agencies. The activities of the IM project supported national efforts and strategies for mitigation as the activities carried out were not seen as independent from other activities supported by the government or donors, as each activity was an input to another activity/workshop/etc. The IM project worked in close cooperation with the GIZ Support the CCC project, had a common advisor who could share information of the different project activities, found synergies and could provide solutions from one single source to the political counterparts. .

Lessons learned on institutional arrangements for MRV

The enabling environment for MRV in the Philippines is gradually being strengthened by a number of climate policies issues as well as national processes being developed to support MRV at different levels and scopes.

In terms of MRV for GHG Inventory, [Executive Order No. 174](#) was issued in 2014 with the objective to institutionalize the

Philippine GHG inventory management and reporting system. The system was developed by the CCC who acts as the overall coordinator of the system and is supported by different governmental institutions such as the sectoral lead agencies, namely, Department of Energy, Department of Environment and Natural Resources (Forest Management Bureau, Environmental Management Bureau),

Department of Agriculture, and support agencies such as the Philippine Statistics Authority. An external reviewer is a key element of the QA/QC process.

Prior to the issuance of this Executive Order, the NICCDIES which shall be the national MRV system of the country was already being developed by the CCC, where the IM project has provided support. The NICCDIES will be a reference for long-term development planning and comply with the Philippine international climate change reporting commitments such as the NC and BUR. To date, the CCC is looking into integrating MRV of support/means of implementation into the NICCDIES.

Regarding the institutional arrangements for the MRV of support, in August 2014, the Department of Budget and Management

(DBM), Department of Interior and Local Government (DILG), and CCC issued [Joint Memorandum Circular \(JMC\) 2014-01](#) and [amended it in June 2015](#) to encourage local government units to track their climate change expenditures in their respective annual investment programs. Climate change is integrated in the budget call issued by the Local Chief Executive (LCE) and in Technical Budget Hearings. In 31 local government units the CCC attends the budget hearings as a pilot phase with possibilities for up-scaling. The CCC also provides guidance and verifies the tagging of the budget for climate change, which is at the moment 5% of the national budget. This system will enable the tagging of budget being used for adaptation and mitigation using standardized typologies.

4. Other key findings

This section of the report summarises the lessons learned and success factors of the IM project based on experiences during its implementation.

4.1 Lessons learned and success factors

Several knowledge products have been developed under the IM project to provide guidance and tools for countries wanting to produce a BUR and prepare for the ICA process. To help guide countries on how and when to use available knowledge products and materials to best effect, an overarching guidance document has been produced in the form of an interactive tool

(BUR Process Guidance Tool). This tool aims to assist countries preparing for the process of compiling a BUR, including the necessary steps to setting up an MRV system and preparing for the ICA process. It has been developed based on the experience gained and country-feedback received during the IM project.



Figure 7: The 6 main steps and the tools that support each step

The tool defines 6 steps for the BUR and related process. For each step, it refers to relevant guidance materials and documents, provides information on the relevance of the step for the BUR process and the main actions to be implemented as part of each step. Furthermore it informs the user about important issues to be considered

before implementing the step and helps estimate the time required to complete each step based on national circumstances. Figure 7 shows the 6 main steps envisioned to create a BUR and a related MRV system; the green boxes list the main tools, templates and guidance that can be used to support that process.

A summary of best practice and lessons learnt presented in the Process Analysis Guidance tool are below:

Good Practice points

Step 1: Appointment of BUR coordination team

- Make best use of existing, institutional arrangements and entities like MDAs. Avoid creating new institutions if possible.
- Ensure the body with overall responsibility for the BUR coordination team has the mandate for the role.

Step 2: Tacking stock

- Engage all relevant stakeholders early in the stock-taking process to ensure no information is missed.
- Carefully consider which MRV elements you need urgently for a BUR and which you need in the longer term.

Step 3: BUR/MRV preparation and planning

- Involve stakeholders in the design of the MRV system to ensure buy in and smooth implementation.
- Take time to plan the MRV system carefully – tailor the system to your country’s specific circumstances.
- Create a quality plan, and document in detail the quality checks to be done.

Step 4: BUR compilation and MRV set up

- Identify and use existing data.
- Make sure you have a simple and effective mechanism to track the progress and effectiveness of the MRV setup and the BUR.
- Keep backups of documents and electronic files.

Step 5: ICA preparation

- Be well prepared.
- Use the ICA process as a way of helping you to create a better BUR.
- The technical analysis is a technical process step. The facilitative sharing of views mainly serves the sharing of information, but may have a more political element. Select representatives accordingly.

Step 6: Making improvements over time

- Ensure you have a clear prioritised improvement plan. Record all actions, even small ones.
- Improvements can relate to all areas of the BUR process and the MRV system, including the QA/QC plans.
- Do not try to implement all the improvements at once. Take a phased approach.
- Examine improvements that other countries are making. Consider if these are relevant to your country.

Lessons learned from the IM project

Step 1: Appointment of BUR coordination team

- It is doable: Many countries have managed to successfully prepare a BUR and have implemented MRV systems even when resources were limited.
- A close connection of the BUR coordination team to senior government levels will increase the likelihood of securing resources for the BUR as well as collaboration with others and institutions.

Step 2: Taking stock

- Using and building upon existing institutions can help the MRV system and BUR preparation process; many of the existing national institutions were able to take on new roles and responsibilities related to MRV systems and the preparation of a BUR.
- M&E systems for climate change often exist already which can be adapted and their roles extended to cover MRV functions.

Step 3: BUR/MRV preparation and planning

- High-political buy-in is helpful and necessary
- Many countries already collect a lot of relevant activity data, but this is often not shared between stakeholders.
- Try to engage stakeholders to encourage the sharing of information and data.
- Ensure the BUR processes, including potentials for improvements, are institutionalised.

Step 4: BUR compilation and MRV set up

- Possible concerns by stakeholders may be reduced by clearly explaining the benefits of a BUR at the national level.

Step 5: ICA preparation

- The ICA process has helped countries to improve their BURs and strengthened their national institutional structures.
- Exchange among countries that participated in the ICA process has helped reducing concerns significantly and understanding the benefits of such process.

Step 6: Making improvements over time

- Documenting potentials for improvement during the BUR compilation allows creating a detailed BUR improvement plan once a BUR has been submitted.

Quality is one of the overarching principles – the tool encourages having quality “embedded” in all steps when creating the BUR and throughout

the process of establishing an MRV system. Ownership at the national level of the whole

process is also critical to ensure that the BUR process can move forward.

The IM countries also provided feedback on their lessons learned with regards to the BUR preparation process. Key lessons learned include:

- To read carefully and have a good understanding of the UNFCCC BUR Guidelines.
- To plan the work ahead including the setting of deadlines, bearing in mind that reporting cycles need to happen every two years.
- A clear definition of everybody's role inside the preparation process. Roles should be clearly defined in the job description of the government officials relevant to the BUR preparation.
- To establish a core compilation and coordination team with technical capacity.
- To secure that coordinators have both technical and personal skills.
- A clear understanding of the scope of the data collection. Define what is needed from which institution in which format to avoid big challenges in data collection.
- To establish clear responsibilities for other relevant ministries and agencies responsible for reporting on GHG emissions, mitigation actions or support needed and received.
- To set up formal arrangements and friendly relations with all relevant institutions and organisations, including the private sector.
- In a first phase to compile all information; in a second phase to write the report.
- The use of templates, such as the GIZ BUR template prepared under IM. However, the template only helps with the BUR compilation, not with the data collection itself or setting up the underlying MRV system.

- To allow for a substantial period of time for the development and validation by relevant stakeholders of a working plan and for CB.
- To ensure sustainability of the system by establishing formal institutional arrangements, with a clear coordinating agency, and by archiving and documenting data and processes.

Generic lessons learned from Chile on the technical analysis step of the ICA Process (as the only country having undergone the technical analysis of the ICA in time to be able to share its lessons learned as part of the peer-to-peer workshop in September 2015) included the following:

- ICA is a process helping the country to improve the BUR and NCs and to identify needs for support.
- ICA process provides an opportunity to highlight needs to national authorities and to prioritize resources.
- Prepare yourself in advance (both technically and mentally).
- Try to secure the participation of the ICA team during the review week.
- Having a couple of GHG inventory reviewer experts in the national team is a plus in the overall context.
- Define clearly: roles, responsibilities and deadlines.
- Provide short and uncomplicated answers to the questions by the team of technical experts (TTE).
- Use this opportunity to ask questions of your own e.g. on how to increase transparency or improve the BUR next time.

4.2 Overarching lessons learned regarding the implementation of Information Matters

- Synergies could successfully be achieved through close communication with other MRV-related initiatives by different donors (e.g. UNDP LECB programme, UNDP National Communication Support Programme, GEF-UNEP Initial BUR programme), which were carried out in parallel. As an ex-

ample, the capacity-building plan of Information Matters in the Dominican Republic was aligned with UNDP-Third National Communication support project. Thus, duplicities were avoided and synergies maximised, for example by co-organising capacity-

building workshops, reciprocal review of technical documents, etc.

- The IM team found it more efficient to plan and deliver CB activities in countries where there was one institution (council, ministry, department or agency) with overall responsibility for coordinating climate change activities.
- Continuity in the workshop participants for each country throughout the missions, allowed workshop contents to build upon each other. It also allowed trainers to gain a detailed understanding of the roles and tasks of each of the participants, enabling them to make presentations and break-out sessions even more relevant to the respective audience.
- Backstopping support between missions complements very well the training delivered during CB workshops and supports building capacities sustainably. This continuity in the support received is generally appreciated by the countries. The sustainability of the CB could have been deepened further by different types of CB mission, e.g. involvement of experts as short-term consultants who work longer with the technical experts in the countries and assisting the learning into their day to day work. At the moment, this was not demanded by the countries but could be a possibility for other projects.
- Knowledge products have been extremely useful to help countries in their development of MRV systems and preparations for the BUR/NC, as shown by their use during implementation of the IM and feedback received from other countries that have used, for example, the BUR template.
- Communication between the IM international experts and the country lead institution and allowing dialogue is key for discussing issues in the preparation and build up to missions.
- Having a GIZ local staff member which is experienced, locally well connected and having the relevant MRV expertise proved very

valuable in assisting the preparation for missions. The IM project was delivered more efficiently when the GIZ local staff had good stakeholder contacts and in-depth knowledge and skills related to mitigation reporting. It also proved more efficient where the GIZ local staff remained in post for the duration of the project to ensure continuity.

- CB workshops had a far greater reach than initially envisaged. The project budgets anticipated up to 16 participants per CB workshop. However, in many cases the trainings attracted a much larger number of participants, ranging from 28 to 65, which to some extent was also due to the large stakeholder engagement. Due to the increased number of participants, the level of knowledge varies and the detail and technical topics addressed during a workshop had to be carefully balanced.
- The project has used innovative ways of maximizing the effectiveness and efficiency of the training, such as Skype question and answer sessions with UK based experts, peer exchanges among experts from project countries, end of workshop quizzes, and innovative learning approaches (e.g. creating Twitter hash tag ideas).
- The approach taken to working with the countries during the CB sessions needed to be tailored to each country. For example, while in some countries quite complex and fast moving breakout sessions worked well, in others more time for careful discussions or technical support in the use of IT-tools (such as the IPCC software) worked best.
- Accurate workshop documentation and the quick generation of the workshop summaries that highlight the key messages and learning points are very important.
- The “board of expectations and concerns” was a popular approach used to capture the expectations and concerns of the participants at the start of the workshop. Delegates wrote their questions/expectations on

cards and pinned them to a 'Zipp' board. It was a good tool for tracking that the workshop had covered all the expectations and answered all the concerns.

- The role of each GIZ in country advisor keeping a “watching brief” on the developments in country legislation, projects, the mechanism of government etc. that have happened since the inception visit is very important. This is particularly important when creating some of the knowledge products with the most up-to-date information. The watching brief task needs to be an “on-going” task throughout the project, with time allocated for regular review points to update country technical leads.
- The peer-to-peer workshop near the end of the IM project was very successful in sharing experiences and lessons learned between IM countries. Participants valued this greatly and indicated that they would have valued an opportunity to meet each other sooner in the project to build up stronger bonds and to share experiences and support each other throughout the project. For the second phase of the project, the peer to peer workshop will be scheduled at an earlier stage.

5. Conclusions

5.1 Main achievements of the project

The main achievements from the IM project are summarised in Figure 8. It shows what was achieved in each IM country and the knowledge and lessons learned summarised into knowledge products that are available to IM countries and beyond through the International Partnership on Mitigation and MRV website.

In addition to the results in country and the knowledge products developed, the IM project has built strong relationships and trust between

the IM team and key stakeholders in IM countries. It has also built capacities and confidence in IM countries to implement MRV systems and develop BURs/NCs that are more consistent and transparent. This increased knowledge and capacity has enabled IM countries to plan and implement their mitigation strategies and policies more effectively and efficiently. At the same time, increasing transparency in reporting will also help to build trust in international climate negotiation.

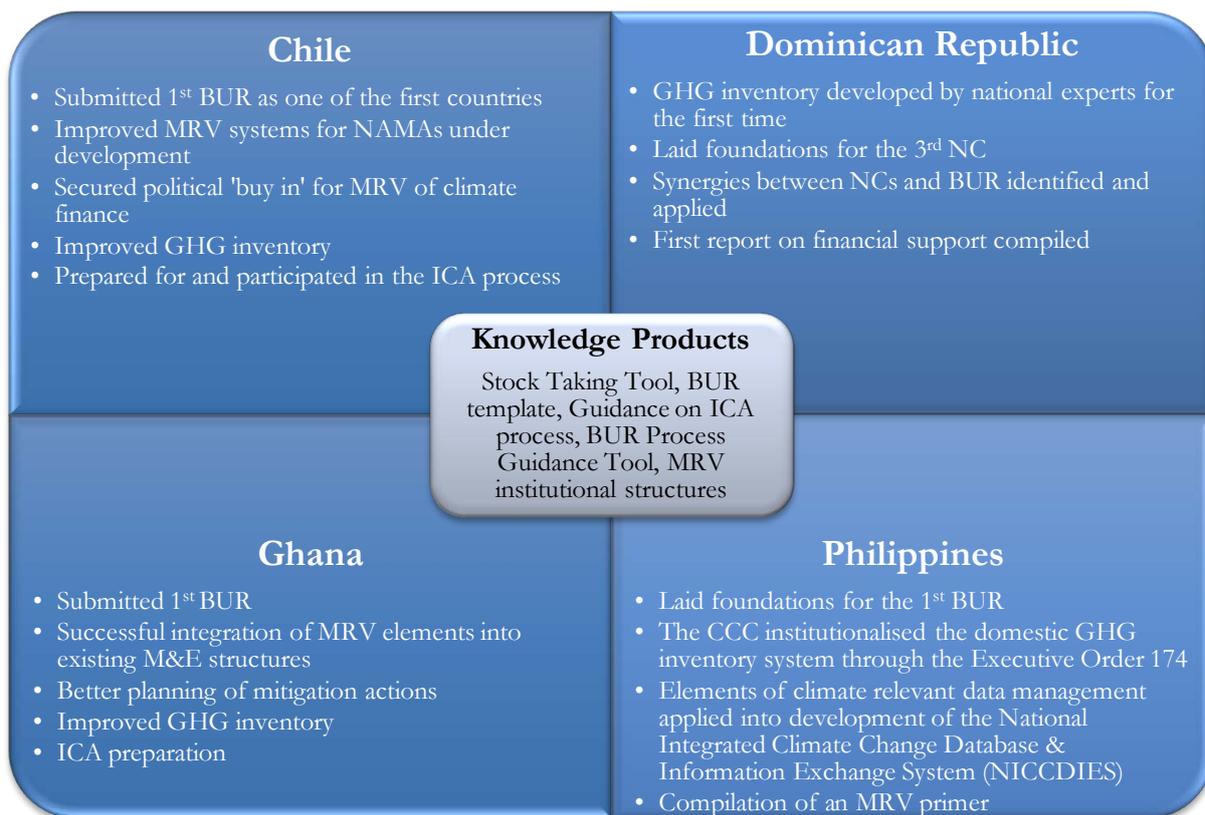


Figure 8: Main Achievements of IM

5.2 Key success factors of IM

The success of CB missions, as demonstrated by the country capacity building activities evaluation results shown in section 3, depends on:

- The stock-take, prioritization and validation of country plans with key stakeholders at the start of the project.

- Flexibility to allow plans to evolve, as knowledge developed in country and situations changed.
- Understanding exactly the training needs of the countries.
- Embedding the theoretical training with hands on exercises to put the theory into practice immediately.
- Understanding what level of detail to deliver the training and who would attend the training, thus tailoring the training to the sectors and institutions roles and responsibilities.
- Trainers with in-depth detailed knowledge of the technical areas that are being presented, with experience of delivering CB missions in different country contexts.
- Trainers that are flexible and can accommodate ad-hoc demands.
- Following up the CB missions with remote technical backstopping to assist with issues that were identified during the training.
- Valuing the input that local institutions can bring to the table and their knowledge and experience.

5.3 Results of IM

The IM project has built and strengthened capacity in all IM countries. It has had impacts beyond the immediate aim of enabling countries to produce more consistent and transparent BURs/NCs, and communicating ambitious actions by enhancing the basis for robust and sustainable reporting, in particular on the following topics:

- **Elements of MRV system institutionalised** e.g. building institutional memory and replicability, QA/QC of GHG inventories by embedding them within relevant government institutions as opposed to hiring external consultants for the same task.
- **Steps taken towards ambitious reporting** e.g. by planning timelines for GHG inventory compilation, setting-up/improving QA/QC systems and uncertainty estimations, developing integrated systems for the MRV of mitigation actions as well as definitions and processes for the MRV of support.
- **Institutional set-up enhanced** e.g. institutional architecture of MRV systems with clear roles and responsibilities of each or-
- Aiming to build on the existing practices, processes, knowledge and tools in the country, rather than enforcing something completely new and different.
- Ensuring follow-up after the workshops through the creation of work plans at the end of the workshops.
- Documentation of the key findings and lessons learnt of each CB mission to ensure continuity and follow-up.

The knowledge products complimented the CB by providing tools, guidance and analysis to support the development of MRV systems, prepare BURs and participate in the ICA process. In addition, the peer-to-peer workshop allowed countries to exchange lessons learned and build a community of practice for MRV. Regional workshops organised by IM or attended by IM team members also helped to raise awareness in Africa, Asia and Latin America regarding the IM project, MRV, BUR/NC preparations and the ICA process.

ganisation with regulatory frameworks/decrees giving institutions the legal mandate they need to gather and process data needed to produce BURs/NCs.

- **Engagement from line ministries and across all relevant sectors built** e.g. MDAs from all relevant sectors understand their role in the MRV system and how important it is to share data and information. Trust and relationships are build up between the MDAs allowing information to flow.
- **Procedures and handbooks created** e.g. developed by MDAs to ensure processes and procedures for producing BURs/NCs can be repeated and are institutionalised.
- **Awareness on the importance of MRV has been created among line ministries**, e.g. Energy Ministries have realised the importance of GHG inventories and BURs to keep track of the effect of their policies and measures
- **Political buy-in increased** e.g. high level political support allowing the relevant MDAs to participate in the ICA process.

- At the same time, it will be important to further **build up on what has been achieved during IM** in each of the four countries, all of which are at different levels of progress, to ensure continuity of the process and maintaining the capacities already built.

The BUR and to some extent the NC are currently the main agreed international reporting routes for mitigation activities. Where countries are interested in understanding the mitigation approach and level of ambition of others, or donors search for this information for decision-making, these are important sources of information they would turn to. Reporting transpar-

5.4 Next steps

The second phase of IM will provide CB for a further four countries (Vietnam, Georgia, Colombia and Egypt), provide ad-hoc support to a few other countries and continue to provide focused but limited support to Chile, the Dominican Republic, Ghana and the Philippines. While the details of this continued focused support will be identified at the beginning of the second phase in consultation with the respective partner countries, areas where the IM project could add most value may include the following:

Chile – Peer exchange with German experts on GHG inventory system in order to improve Chile's system, implementation of MRV of NAMAs in the context of the country's NAMA MRV framework and as an answer to the challenges faced by carrying out MRV of NAMAs in practice, improving aspects of MRV of support.

ently and ambitiously is therefore both in the interest of countries themselves and the international community to support achieving global mitigation targets on the long-term. This however requires that underlying structures and institutional set-ups are in place that can ensure the reporting on a continuous and sustained basis. Experience from Annex I countries shows that such processes can take certain amount of time, up to several years, until they are fully operational and high quality reporting is ensured, irrespective of changing circumstances in the countries or other factors affecting the collection of data and information and the reporting. Despite the results and achievements obtained during IM, in some of the IM countries further work will be necessary to overcome still existing barriers.

Dominican Republic – Development of 1st BUR (e.g. advanced guidance on BUR development, particularly on MRV of support and MRV of NAMAs, and peer review of draft BUR).

Ghana – Development of 2nd BUR (e.g. with a focus on MRV of NAMAs and MRV of support; integration of lessons learnt and improvements for 2nd BUR) and; technical expert review of the Ghana online data portal and guidance on website security best practice.

Philippines – Development of 1st BUR (e.g. guidance on BUR development and peer review of draft BUR); MRV of NAMAs and; technical expert review and guidance at relevant stages in the development of the NICCDIES as it is designed and implemented.



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