



Climate Reporting Cycle: How to improve and institutionalize the BUR and NC processes in Viet Nam – Workshop Report

Dam Vac hotel, Vinh Yen city, Viet Nam

13-14th February 2019

On behalf of

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Information Matters

Transparency through Reporting

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List of Abbreviations

ADB	Asian Development Bank
BUR	Biennial Update Report
BTR	Biennial Transparency Report
GHG	Greenhouse Gas
GHGI	Greenhouse Gas Inventory
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
ICA	International Consultation and Analysis
IM	Information Matters
IPCC	Intergovernmental Panel on Climate Change
MRV	Measurement, Reporting and Verification
NDC	Nationally Determined Contribution
NC	National Communication
Q&A	Questions and Answers
QA/QC	Quality Assurance and Quality Control
TA	Technical Analysis (first step of the ICA process)

1. Introduction

This report provides an overview of the activities conducted within the fourth capacity building mission to Viet Nam in February 2019. The capacity building mission comprised a workshop held in the Dam Vac hotel, Vinh Yen city, Viet Nam on 13th and 14th February 2019. This was the final in-country capacity building activity for Viet Nam under phase 3 of the Information Matters (IM) project.

The objectives of the 2-day workshop were:

- To strengthen institutional and technical capacity on planning, preparation for and development of national climate reports (BUR and NC) based on international best practices and national experience;
- To support the preparation and development of the upcoming Third BUR of Viet Nam and future climate reports;
- To support the consolidation and gradual transformation into a regular and sustainable climate reporting system.

To achieve this, participants heard lectures, took part in discussions and carried out interactive exercises. A detailed agenda of the workshop's activities is presented in Appendix 1.

The fourth capacity building workshop was targeted at existing and new/potential members of the national climate reporting team working on BUR/NC development and GHG inventory of Viet Nam; junior technical staff of the agencies under MONRE and line ministries which are relevant to climate reporting; and national experts on GHG inventory and mitigation actions. The training was attended by around 20 participants. A list of participants is available in Appendix 2.

The training was organised by GIZ Viet Nam, and conducted by one expert from the GIZ IM team and two consultants from Ricardo Energy and Environment (Ricardo). The national counterpart, the Department of Climate Change (DCC) under the Ministry of Natural Resources and Environment (MONRE) of Viet Nam, was engaged prior to and throughout the training.

Figure 1: Group photo of participants and trainers



2. Background

The Information Matters project, implemented by *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) GmbH on behalf of the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) provides support to a number of selected partner countries to strengthen the in-country capacities for enhanced reporting under the United Nations Framework Convention on Climate Change (UNFCCC). The project has a special focus on the preparation of Biennial Update Reports (BURs) and the development and implementation of sustainable systems for measurement, reporting and verification (MRV). During a first project phase (2013-2016), support has been provided to Chile, the Dominican Republic, Ghana and the Philippines. For the second phase (2016-2017), Colombia, Georgia and Viet Nam joined the project, building upon the results, experiences and 'lessons learned' gained during the first phase.

From 2016 to 2019, GIZ through its Information Matters and NAMA projects have actively supported the preparation and development of the 2nd Biennial Update Report (BUR2) and the third National Communication (TNC). Trainings, capacity building workshops and consultations were conducted on BUR guidelines and template, on reporting of mitigation actions as well as on GHG inventory and emission projection in the Agriculture and Land use, Land Use Change and Forestry (LULUCF) sectors. Technical support has also been provided on the review and mapping of emission factors, on the chapter on support received and needs of the BUR2 as well as on the chapter on limitations, constraints and support needs of the TNC.

3. Mission activities

The following sections provide a description of the activities undertaken at the workshop. A detailed agenda is presented in Appendix 1.

3.1 Day 1 - Wednesday 13th Feb

The group travelled to Dam Vac hotel, Vinh Yen city for the workshop. The workshop was well attended by participants from a range of backgrounds and organisations (see attendance list in the Appendix 1), including representatives from DCC, IMHEN and the Centre for Ozone layer protection & low carbon economy of MONRE.

Having arrived at the workshop venue, the day began with an introduction to the workshop by Mr Tan (Director General of DCC of MONRE) and Mr Thang (Director General of IMHEN), GIZ and the consultancy team from Ricardo Energy and Environment and an overview of the Information Matters project. The objectives of the workshop were then explained, namely, to strengthen institutional and technical capacity of national experts in the development of national climate reports (BUR and NC) with a view to enhance the preparation of the upcoming Third BUR of Viet Nam and future climate reports, and to support the consolidation and gradual transformation of Viet Nam's current climate change reporting system into a regular and sustainable one.

Participants were asked to write down any thoughts, concerns and expectations of the workshop. These were displayed on the “board of expectations” and are summarised in Appendix 3.

Session 1 – Introduction to Climate Reporting Requirements under UNFCCC (Oscar Zarzo – GIZ)

The first formal presentation, given by Oscar Zarzo from GIZ, gave an overview of current reporting requirements (BURs, NCs, ICA), the reporting cycle for BURs and NCs, new reporting requirements under the enhanced transparency framework (from COP24), and an overview of the key changes between BURs and BTRs.

This informative presentation created some useful discussions between participants and trainers. Key questions and discussion points are outlined below:

- **Timing of BUR and NC reporting:** When an NC and BUR are due at the same time, it is up to the specific country how this is dealt with. Countries can either submit 2 reports (e.g. Chile), or combine in 1 report (e.g. Singapore, EU); this is the same in developing and developed countries. GIZ advise that developing countries report separately to ease the review process.
- **Disagreements during ICA process:** The ICA process is non-punitive and respectful; this means that if a party does not want to answer a specific question, they do not have to. There is also an approval process for the ICA report to ensure the party is happy with what is published.
- **Country experience on picking default emission factors:** Sector experts might know more information to guide which range of default to use. Also refer to experts from other countries through regular bilateral exchange.
- **Mechanism to support BTR like BUR (international support), and from where?** Support will still be available – unknown quantities and budgets. CBIT funded by GEF

will likely continue. It is suggested to write to GEF asking for support – this will continue and is not expected to change.

- **Building capacity for tracking NDC progress:** The main challenge for developing countries is the wide array of different goals in NDCs e.g. from absolute numbers - just need the GHG inventory to track progress, to intensity goals – understanding of the GHG inventory also needed, through BAU goals – like Vietnam – which are more difficult to monitor and many questions arise such as what are the assumptions, how to do projections, what are the indicators? Given that the NDC has to be updated in 2020 (increasing ambition and transparency), this is an opportunity to transfer Viet Nam's goal to “clearer numbers” or clearer indicators to find easier ways to track progress.
- **BUR Reviewers:** every country can nominate experts to be reviewers and Viet Nam is encouraged to do so.

Session 2 – Climate Reporting in Viet Nam (by Ms Nguyen Van Anh - DCC)

The second session, presented by Ms Nguyen Van Anh from the DCC of MONRE, gave an overview of climate reporting in Viet Nam. It was outlined that Viet Nam have reported 3 NCs and 2 BURs to date, and have gone through 2 rounds of the ICA process (only 1 facilitative sharing of views, to date). The 3rd NC was recently submitted on the 2nd Feb 2019. The development of BUR3 has started, and should be submitted in December 2020 covering the 2016 inventory. Ms Anh also covered the institutional arrangements for BURs/NCs, including the data collection process. The contents of NC3 were presented, as well as some challenges and opportunities.

Key questions and discussion points are outlined below:

- 1) **Submitting BUR3 3 years after 2017 (Dec 2020) is longer than the 2 year period for BURs** – DCC are still in talks with GEF on funding for BUR3; these talks are likely to continue until the end of 2019 which does not leave any time to complete the report within the 2 year window
- 2) **Moving to reporting year x-3 or x-2, should you report for 2017 so that it is in line with new BTR requirements?** Compiling the BTR will be challenging but Viet Nam are preparing a longer-term plan to develop BTR for 2024. A large financial investment (\$300k) has been made on updating maps & satellite technology for 2016 inventory, so it makes sense to report for 2016.
- 3) **Should we recalculate time series to 2006 GLs?** Viet Nam should aim to recalculate the time series but should bear in mind time and resource constraints. Many countries moved from 1996 to 2006 GL with no major problems reported.

A lunch break followed session 2.

Board of Expectations

After the lunch break, Ricardo trainer (Nicola Webb) talked through the board of expectations. A number of general questions on the ICA process, BURs and NCs had already been covered during the morning, and it was indicated that these would be covered further during the workshop. A question was asked about how to reduce the difference in emissions between using a top-down and bottom-up approach (i.e. difference between the sectoral and reference approaches). Nicola explained that, before worrying about reducing the difference (which is small in Viet Nam anyway), the reasons for these differences need to be understood so that the exact reasons for difference can be targeted.

Session 3 - Some limitations and constraints in BUR and NC development and recommendations for NC3 improvement (Mr Hieu)

The next session, presented by Mr Hieu (Vietnamese NC & BUR independent expert) covered limitations and constraints in BUR and NC development and recommendations for NC3 improvement. Constraints and limitations that were mentioned included:

- GHG inventory data issues such as the energy balance only being published every few years and not at suitable time.
- Coordination of data collection in ministries.
- Differences between top down and bottom up approaches.
- Recalculations of 2005 and 2010 inventories is difficult – problems with these calculations, documentation, data availability so hard to recalculate.
- Uncertainty is high and needs to be reduced.
- Capacity issues around climate change impact assessments and scenarios.
- Lack of data across sectors on adaptation.

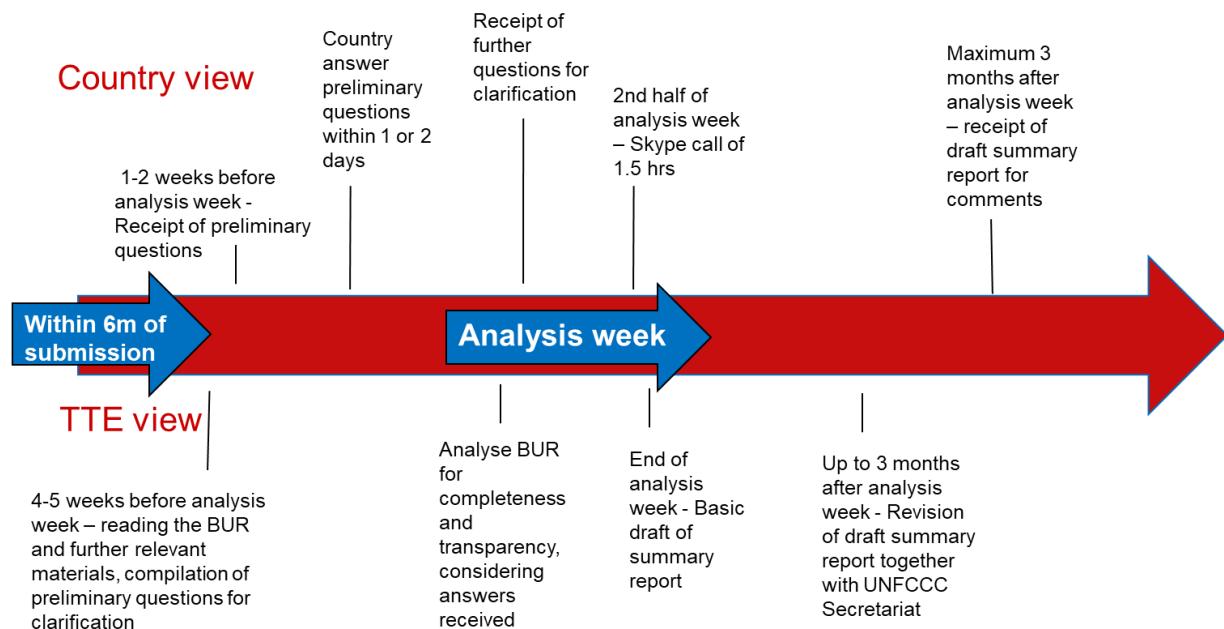
Discussion following the presentation centred around recommendations for BUR3: starting to produce a regular GHG inventory; amendments to Annexes of Decision 2359 to ensure all data required for a complete inventory are collected; moving to 2006 IPCC Guidelines; learning from other countries' experiences and strengthening the coordination of relevant agencies.

Following session 3, participants took part in a short quiz.

Session 4 - Lessons learned from the ICA processes for BUR1 and BUR2 (Eleanor Kilroy – Ricardo)

This session, presented by Eleanor Kilroy from Ricardo, covered the basics, steps and timeline of the ICA process (see Figure 2), before going into the recommendations from the technical analysis (TA) of BUR1, how these were improved/addressed in BUR2, and recommendations from the TA of BUR2 to take forward to BUR3.

Figure 2: Technical Analysis timeline



Each section of the BUR was discussed, as below:

- **National circumstances/Institutional arrangements** – Viet Nam was commended in BUR1 for their thorough report on national circumstances and institutional arrangements. It is recommended to ensure that future changes are covered. Key issues to address were improving sustainability and permanence of reporting processes and the issues in data collection.
- **GHG Inventory** – Issues highlighted during the TA of the BUR1 included emission estimates missing for international bunkers, F-gas emissions not reported, no time series of emissions, no uncertainty analysis, issues with some units. Improvements from BUR1 to BUR2 included estimation of HFC emissions (industry sector), Global Warming Potentials used presented transparently, use of country-specific emission factors presented more transparently, inclusion of an uncertainty assessment and non-CO₂ emissions presented in units of mass. Recommended improvements for BUR3 include reporting activity data, recalculating times series, applying and explaining notation keys correctly, including more detail of fuel types and more detail on LULUCF sinks/source and on waste treatment practices.
- **Mitigation actions** – Main issue in BUR1 was that the mitigation actions and accompanying information were not presented in a tabular format; this was addressed in BUR2 in all sectors, except for waste. Progress indicators were also not defined for most mitigation actions; however, in BUR2, this was addressed with most actions having indicators. For BUR3, it is recommended that Viet Nam aim to report the contributions of individual measures to achieving broader mitigation target.
- **Constraints and gaps** – In BUR1, a good level of information was provided but no specific mention of technology support received; this was addressed in BUR2. Going forward, it is suggested that Viet Nam ensure capacity building needs are more specifically documented.

Key questions and discussion points are outlined below:

- **How do we improve reporting of mitigation actions and their impacts?** Generally this issue refers to GHG emissions impacts, which can be difficult to allocate to specific sectors as policies and measures can impact multiple sectors/categories of the inventory. It can also be good to quantify other impacts (co-benefits), although this is not mandatory (air quality, job creation etc.). Continuous improvements in all aspects of climate reporting. Report what you are able to, keep trying to improve this where possible.
- **Consistency in reporting. When we apply a default factor to the inventory, but choose a factor from a default range, can that be consistent?** Recalculations should be made if applicable. If a different EF is used because there has been a change in circumstances, then this decision needs to be documented.
- **Reporting of progress (indicators) of mitigation actions. How do we go about doing this?** Make improvements that you are able to. Look at what the impact of mitigation might be, think about how that could be measured. It might not be possible to produce indicators for all mitigation actions, try to prioritise the most important ones first. If it is not easily possible to quantify emissions reductions, find another way to monitor progress of your measure. E.g. the number of wind turbines that have been planned/built, report that taxes on electric cars have been reduced, report number of electric vehicles on the road, etc. Report about actions that have been implemented in the waste sector (for example, flaring/collection landfill gas).
- **Are these indicators country specific or given in guidelines?** Indicators are country specific. The key issue is estimating emissions reductions of actions for which

there are guidelines for (such as the WRI PAS). Indicators should be defined by countries as they will know best what is appropriate for them, given that the choice of relevant indicators will vary greatly between countries.

Session 5 - BUR Capacity Building Exercise

In 3 groups, participants were asked to identify gaps/issues/improvements from previous BURs and identify actions to address these challenges in the next BUR. This was documented in a capacity building plan to understand the issue, who needs to be trained, when the training needs to happen, the support required and the outcome. The main challenges and capacity building needs identified were:

- Coordination of data collection through improving institutional arrangements and revising Decision 2359;
- Improve capacity on selecting and using country specific emission factors and IPCC defaults;
- Assessing social, environmental and economic impacts of mitigation measures; and,
- Improvements to QAQC system.

The day was wrapped up with some closing remarks on what had been learnt.

3.2 Day 2 - Thursday 14th Feb

Session 6 - Best practice in climate reporting (Nicola Webb – Ricardo)

This session, presented by Nicola Webb (Ricardo Energy & Environment), covered climate reporting best practice procedures including institutional memory; documentation and archiving and QA/QC. Some international best practice examples from the UK's National Atmospheric Emissions Inventory (NAEI) were presented and discussed. A brief summary of this session is given below:

- **The benefits of improving and retaining institutional memory** – Retaining institutional memory improves efficiency (time and money), and ensures that vital information and knowledge is not lost if key team members move on, departments change, responsibilities change, IT equipment breaks, etc. It also supports improvements to climate reporting by enhancing transparency in reporting.
- **Documentation and archiving:** The key to improving institutional memory is documentation and archiving - document everything possible. This includes documenting the following information:
 - data (what it is, where it comes from, how it was compiled, by whom);
 - guidance used in compilation;
 - important reports and documents used;
 - contact details of data providers, team members and other useful people (e.g. technical experts);
 - dates of data collection and calculations;
 - version control of documents.

Everything should also be archived suitably, using servers, and backed up. Important data can also be 'locked' so that it cannot be deleted or changed unless users have a certain password or user rights.

- **QA/QC:** The core inventory principles of Transparency, Accuracy, Consistency, Comparability and Completeness were presented and some examples given of checklists and documentation which can be used to ensure compilers adhere to these principles.

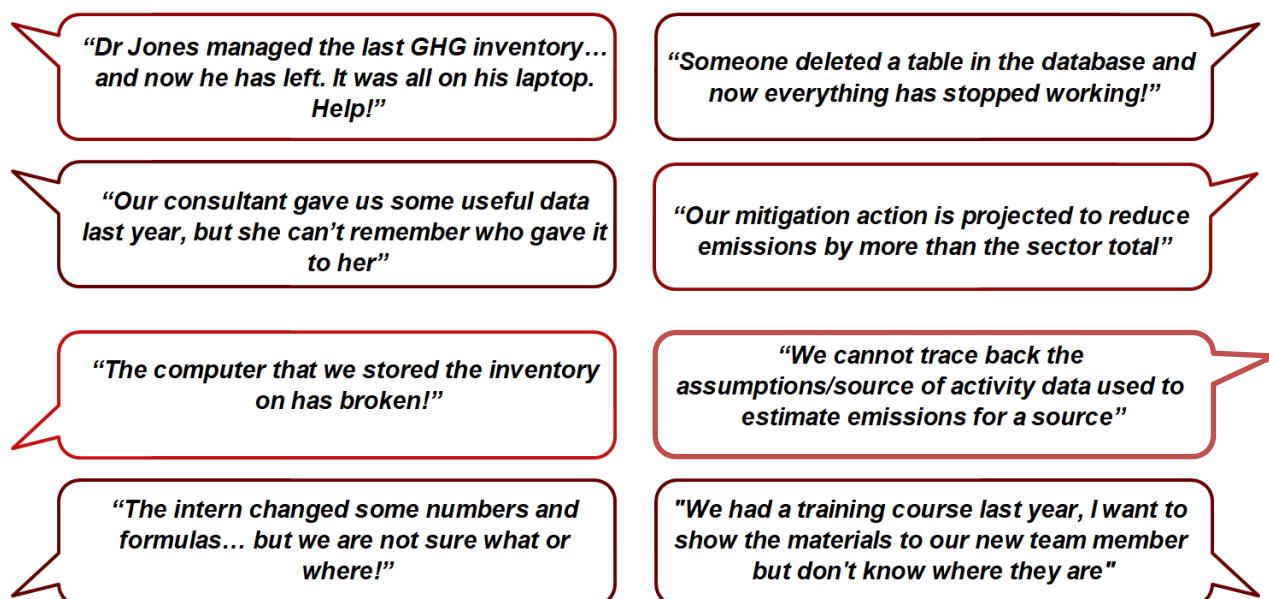
Key questions and discussion points are outlined below:

- **How big is the UK inventory team?** – It is made up of about 20 people, but not all work full time on the UK GHG inventory, as they are also responsible for other duties.
- **Are there legal data collection requirements for the UK inventory?** – There is a law for data collection, but it has never been triggered. There are about 200 data providers (including those for the air quality inventory) but most do not make any calculations of emissions for their sector (unless required to by other reporting requirements), they just provide activity data. Approximately 20% of the data providers provide 80% of the data needed. There are only about 3 data supply agreements between the inventory team and data providers, so the data collection system mainly relies on trust that data will be provided on time and to the right quality.

Session 7 - Best practice in climate reporting exercise

During this session, a number of common climate reporting issues were shown to the participants (Figure 3). They were then asked to discuss how these issues could be overcome and avoided.

Figure 3: Climate reporting issues



Participants discussed similar issues that are relevant to Viet Nam; these are presented below:

- Data for the energy sector are often collected from the Institute of Energy, the statistical yearbook and from large companies, but sometimes data is not detailed enough. To overcome this, the inventory team use expert judgement and refer to other sources of data to fill data gaps.
- A major problem faced by the inventory team in Viet Nam is dealing with inconsistencies between different data sets (e.g. difference between yearbook and

energy statistics). To overcome this, the team consults sectoral experts and checks trends in the time series are similar between differing data sets.

- The core inventory team and wider stakeholders often change in Viet Nam. To overcome this, participants suggested to have back-up staff (e.g. 3 people per 1 position) and ensure all information is documented.

Session 8 – Projections (Nicola Webb – Ricardo and Oscar Zarzo - GIZ)

This session, presented by Nicola Webb from Ricardo, covered the basic requirements and principles of emissions projections and scenarios. Some examples of how these are done and what they show were given from the UK and Germany. A brief summary of this session is given below:

- **Why are projections and scenarios important?** – they give a prediction of what will happen in the future and allow sufficient time to address any shortcomings – whereas GHG inventories alone will only tell us what has already happened, GHG emissions projections allow us to understand how the future is likely to look like and supports undertaking additional steps or actions to achieve the expected goals.
- **Note that although projections are not required in BUR reporting, they are required for BTRs** (*but there is flexibility for developing country Parties that need it in the light of their capacities, which are instead encouraged to report these projections*). These projections should be economy wide. Additional projections to quantify policies and measures individually can be also an important input, and may be conducted, where possible. During discussion it was recommended to prioritise which policies and measures could be quantified first and continue with the principle of “continuous improvement”. Start simple and improve over time. And document all assumptions.
- **A With Existing Measures (WEM) scenario should be reported in the BTR** – A WEM scenario refers to one with those measures which have already been implemented and adopted.
- **UK and German examples were presented** – both of these examples show that based on current emissions projections, these countries are likely not to meet their emission reductions targets. So additional measures will be required. Updating inventories and projections regularly means that progress can be better understood.

Key questions and discussion points are outlined below:

- **Which projection do you select if there are so many projection scenarios?** With so many differing variables and methods for compiling projections, it can be difficult to select which scenarios are the most appropriate for a country. It is therefore important to perform verification against other scenarios and against the historical inventory. Comparisons of projections against the historical GHG inventory, when there is an overlap between the latest inventory and the projections created before the latest inventory, will help reveal the accuracy of the projections. If the projections did not prove accurate, it is important to try to understand the reasons – this understanding will then improve the next set of projections.
- **Who did projections for Viet Nam's NDC? What were the tools, assumptions and suggestions for improving future projections?** (A participant involved in compiling waste sector projections answered this question) Waste projections are based on basic socio-economic indicators like population, GDP and solid waste projections from MONRE. The team looked at current measures and the values of those in the BAU,

and potential emission reductions from scenarios. Low, middle and high scenarios are developed.

- **How often are UK and Germany revisiting baseline scenarios?** Every 2 years
- **Are there any specific regulations or requirements to guide the identification of baseline emissions and estimation of projection scenarios?** No official guidance exists and countries perform their own projections based on countries own assumptions. There is no guidance from UNFCCC as what countries have committed to do is different in each case. Viet Nam might find these publications helpful:
https://ec.europa.eu/clima/sites/clima/files/strategies/progress/monitoring/docs/ghg_projection_guidelines_en.pdf
<https://www.eea.europa.eu/publications/emeep-eea-guidebook-2016/part-a-general-guidance-chapters/8-projections-2016/view>
- **When the baseline is updated, emission reduction obligation of each ministry/sector will change and this will affect the implementation; how should this be handled?** This is a complex situation. Different types of projections and targets have their benefits and disadvantages. Using the UK as an example, the various devolved administrations have different target types, each of which has pros and cons. Scotland has an absolute GHG reduction target (e.g. to reduce by 30 Mtonnes CO₂e); the ability to reach this target is strongly dependant on the national GHG inventory. Changes and recalculations to UK inventory as a result of improvement items such as improved data or methodologies can make this absolute target easier or harder to reach. Wales have a 3% target reduction each year, again, recalculations to the UK inventory can easily affect how well Wales do against their annual 3% emission reduction target. If baselines are updated regularly, it is important for policy makers to keep track of this and update targets accordingly.

A lunch break followed session 8.

Session 9 – NDC tracking (Eleanor Kilroy – Ricardo)

This presentation covered the link between climate reporting and tracking of Viet Nam's NDC. Firstly, Viet Nam's NDC target was presented; to reduce emissions by 8% by 2030 compared to the Business as Usual scenario (BAU). This NDC target will be increased up to 25% if international support is received. A brief summary of the Vietnamese Plan for the Implementation of the Paris Agreement was given. The role of climate reporting in terms of NDC tracking was then explained; this was mainly focused on the new BTR requirement to report specific information on tracking progress in implementing and achieving the NDC. Further, an introduction to Viet Nam's proposed NDC Portal was given, to outline the benefits, concept and process in coming up with the prototype. A demonstration of the NDC portal (which can be found here: <http://vietnam.nr11.dev2.ricardo-aea.com/index.html>), was given.

There was a discussion on the process undertaken to come up with the prototype and how existing sites (for example, the DCC GHG inventory website) were taken into consideration during the process.

Session 10 – Identifying priority next steps

The workshop's final session was an exercise to identify the priority next steps. Participants were again split into 3 groups; 1 group focusing on the GHG inventory, 1 group focusing on GHG emissions projections and the final group focusing on NDC progress tracking. Groups were asked to identify what steps need to be taken to improve reporting in their area. The following were identified by each group:

- **GHG inventory group** – This group identified 3 key areas to focus on:
 - *Legal basis for MRV System – upcoming decrees will provide provision for establishment of MRV system. Capacity building will be required for stakeholders.*
 - *Putting MRV system into practice – Developing guidance at national and ministry/sector levels to enhance and provide data for inventory and NDC tracking. Workshops and seminars required.*
 - *Capacity building – general support required in form of multilateral and bilateral exchange, international support and on the job training.*
- **Projections group** – Support is needed in identifying baselines and agreeing/tracking policies. In the medium term, regulations should be put in place to support with data collection for projections. In the short term, a task force for projections should be established under MONRE.
- **NDC tracking group** – This group looked at both mitigation and adaptation.
 - *Mitigation: MONRE to coordinate ministries to identify sectoral targets and sectoral level MRV systems, with legal roadmap as basis. Funding should be identified in legal document to ensure regular budget for mitigation activities*
 - *Adaptation: Consultation with ministries to come up with assessment criteria, methods and indicators.*

Workshop wrap-up

A short wrap-up of the workshop was given. The key messages were:

- Viet Nam are doing a good job in climate reporting, highlighted by good feedback in the ICA process and progress with the NDC portal prototype.
- Important next steps such as GHG inventory improvements have been identified.
- Important for Viet Nam to be very specific in what training is required.

Oscar Zarzo wrapped up on behalf of GIZ outlining that this was the last IM workshop.

Mr Tan also gave some remarks and indicated he would be discussing the workshop the following day with GHG inventory leaders with the ambition of improving reporting and creating a formalised system.

4. Recommendations and next steps

A number of key recommendations were identified throughout the course of the workshop. These are summarised below:

- Establish the **work plan for producing the BUR3** – A checklist of improvements and activities will help to ensure everything is completed on time. Understand and document improvements, timeline, roles and responsibilities.
- Identify a **working group of key stakeholders** who are crucial in taking forward and improving emissions projections and scenarios; this could be organised by Viet Nam's National Committee on Climate Change. This group should be responsible for undertaking an assessment of emission sources and mitigation policies and measures, and prioritising those to be given greatest attention to for projections; these may be where emissions are larger or are expected to change significantly in the future. This group should also aim to establish which sources can be projected using simple projected parameters, variables and assumptions and which require expert judgment, bespoke models or additional research. Ensure the group has an understanding of what measures should be included in a With Existing Measures scenario (a requirement of BTRs). Identify any additional capacity building requirements specific to projections.
- The following improvements to the **GHG inventory** were discussed:
 - Moving to the **2006 IPCC Guidelines** (requirement of BTR) – this is not necessarily a difficult or complex task (some further training may be required on the new categories – written guidance is already available for Viet Nam for the Energy sector) but an understanding of the effects these changes will have on emissions estimates is important so that any changes can be transparently reported.
 - Ensuring a **consistent timeseries** – BTR will require recalculations to ensure consistency in trends. This will also help with producing projections and understanding emissions trajectories.
 - Work with the Viet Nam General Statistics office to understand the differences in **energy balances**. If differences can be understood and documented, then this should be included in the NIR. If they cannot be understood, more investigation is recommended.
 - Improvements to **GHG inventory documentation** – more information on arrangements, roles, processes, archiving and approval processes are required for the BTR. It will also help with institutional memory and efficiency of working. This documentation can also include a formal **improvement programme** which can help to prioritise improvements and understand capacity building needs (and on the job training, not just workshops).
 - Make improvements to the **data collection templates** in Decision 2359 – metadata, QA/QC, units, supplementary information.
- Request Energy sector methodology and data guidance document report from the Asian Development Bank (ADB). This report was completed under an ADB project and gives detailed information on how Viet Nam can improve estimates of emissions in the Energy sector.

- Nominate members of the team to the **UNFCCC Roster of Experts**. Training can then be completed for reviewers of ICA/BUR/GHG Inventories. This can be useful for gaining a better understanding of the guidance and of approaches used by other countries.
- Keep a watching brief on developments of the NDC portal – important for reporting and documenting information associated with the tracking of NDC

Appendices

Appendix 1: Agendas of the mission workshops

Appendix 2: Participants list of the mission workshops

Appendix 3: Board of expectations summary

Appendix 1: Agenda of the mission workshops

Day 1: Wednesday 13 February 2019		Lead
07:00 – 08:45	Travel from Hanoi to venue	GIZ
08:45 – 09:00	Participants Registration	
09:00 – 09:50	Opening of the workshop: <ul style="list-style-type: none"> - Opening remarks by the Leader of DCC, MONRE and GIZ representative - Self-introduction by the participants and trainers - Introduction of the Workshop objectives and agenda (Ricardo) - Board of expectations 	DCC, GIZ and Ricardo All participants, presenters and trainers
09:50 – 10:20 (presentation) 10:20 – 11:10 (Q&A)	Session 1: Introduction to Climate Reporting requirements under the UNFCCC <ul style="list-style-type: none"> - Overview of current reporting requirements (NC, BUR, ICA) - New requirements under the enhanced transparency framework (from COP24) - Overview of reporting cycle for BUR and ICA - Brief overview on the key chapters of BURs and NCs. Comparison to new BTR (from COP24) - Q&A 	GIZ – Oscar Zarzo
11:10 – 11:30	Coffee break	
11:30 – 11:45 (presentation) 11:40 – 12:05 (Q&A)	Session 2: Climate Reporting in Viet Nam (led by DCC, MONRE) <ul style="list-style-type: none"> - Overview of BURs/NCs to date - Institutional arrangements and reporting processes in Viet Nam - Challenges and lessons learned Q&A and discussion	Ms Nguyen Van Anh (DCC)
12:05 – 13:45	Lunch break	
13:45 – 13:50	Review of board of expectations	Ricardo - Nicola Webb

13:50 – 14:30	Session 3: Lessons learned from the existing BUR2 and TNC processes: Analysis of existing reports and processes, limitations and constraints and recommendations for improvement (internal lessons) <ul style="list-style-type: none"> - Achievement and progress: How it was improved over time - Limitations, constraints and challenges: Lessons learned and possible solution from each step of the reporting process - Recommendations for improvement in BUR3 preparation 	Mr Hieu (BUR & NC expert)
14:30 – 14:45	Quiz	Ricardo - Eleanor Kilroy
14:45 – 15:40	Session 4: Lessons learned from the International consultation and Analysis (ICA) processes for the BUR1 and BUR2 <ul style="list-style-type: none"> - GIZ BUR process guidance tool: preparation for ICA processes - Technical analysis of Viet Nam' BURs: comments and address by the country - Expert input from Ricardo / GIZ IM on the findings of Technical Analyses (TA) of the BUR1 and BUR2, including gaps and improvements identified, and any further gaps/issues identified by Ricardo/GIZ 	Ricardo - Eleanor Kilroy
15:40 – 16:00	Coffee break	
16:00 – 17:00 (exercise) 17:00-17:20 (feedback)	Session 5 (Exercise 1): BUR lessons learnt exercise: 1) List the gaps/ issues/improvements from previous BUR, 2) Identify the priority items from list, and 3) Develop a capacity building plan to address those challenges. Feedback to plenary	All
17:20 – 17:25	Summary and wrap-up of the first day	
Day 2: Thursday 14 February 2019		Lead
08:30 – 08:45	Participants Registration	
08:45 – 09:25 (presentation) 09:25- 09:40 (Q&A)	Session 6: Best practice in climate reporting <ul style="list-style-type: none"> - Overview of core best practice procedures <ul style="list-style-type: none"> o Institutional memory o Documentation and archiving o QA/QC - International best practice examples (from the UK) Give examples of common reporting issues to be considered overnight (feed in to session 7)	Ricardo - Nicola Webb

09:40– 10:15 (exercise)	Session 7 (Exercise 2) : Best practice exercise (45 mins)	Trainers (Ricardo) and Facilitators of DCC and GIZ
10:15 – 10:30 (feedback)	<ul style="list-style-type: none"> • Problem solving examples – participants given a range of climate reporting issues to discuss and resolve <p>Feedback to plenary (15 mins)</p>	
10:30 – 10:50	Coffee break	-
10:50 - 11:30 (presentation) 11:30 – 12:15 (Q&A)	<p>Session 8: Baseline setting and GHG emission projections</p> <ul style="list-style-type: none"> - Overview of the main approaches for developing baseline, BAU and mitigation scenarios at the national level (i.e. for the entire economy). - The relevance of development of and reporting on GHG emission projections to achieving national emission reduction targets under the NDC - Examples from other countries <p>Q&A and discussion</p>	Ricardo - Nicola Webb with inputs from GIZ – Oscar Zarzo
12:15-13:30	Lunch	-
13:30 – 14:15	<p>Session 9: Climate reporting and NDC Progress tracking</p> <ul style="list-style-type: none"> - Role of climate reporting in NDC tracking and implementation of the Plan for Implementation of the Paris Agreement (PIPA) at national level - Digitalization of climate reporting and data collection: integration into the future NDC Portal and National MRV System - The role of climate reporting in Viet Nam's potential participation in Global Stock-Taking, what are the requirements, how this could be conducted at national level? <p>Q&A and discussion merged with coffee break</p>	Ricardo - Eleanor Kilroy
14:15 – 15:00	<p>Session 10 (Exercise 3): What next?</p> <ul style="list-style-type: none"> - Group discussion/exercise to identify and prioritise key next steps to improve the BUR3 and the future BTRs, make climate reporting process more sustainable, and improve link with NDC tracking and PIPA implementation <ul style="list-style-type: none"> ○ What needs to happen? ○ Who needs to do it? ○ When do they need to do it? 	Trainers (Ricardo) and Facilitators of DCC and GIZ

15:00-15:15	Summary and Closing of the Workshop	Ricardo, GIZ and DCC
15:30	Depart from workshop venue back to Ha Noi	

Appendix 2: Participants list of the mission workshops

LIST OF PARTICIPANTS

TECHNICAL WORKSHOP

CAPACITY BUILDING SUPPORT FOR DEVELOPMENT OF THE BIENNIAL UPDATE REPORT (BUR) AND NATIONAL COMMUNICATION (NC) OF VIETNAM

13-14 February 2019

Dam Vac Guest House, Vinh phuc province

No.	Title	Full name	Title/Organization	Participation	
				13 Feb.	14 Feb.
1	Mr.	Phạm Văn Tấn	Deputy Head of Department of Climate Change, MONRE	x	x
2	Prof.	Trần Thực	National Committee of Advisors on Climate Change (VPCC)	x	x
3	Dr.	Nguyễn Văn Thắng	Director of Institute of Meteorology and Climate Change (IMHEN), MONRE	x	x
4	Dr.	Huỳnh Thị Lan Hương	Deputy Director of IMHEN, MONRE	x	x
5	Mr.	Nguyễn Khắc Hiếu	Climate reporting expert, Former Deputy Director of IMHEN	x	
6	Dr.	Lương Quang Huy	Head of GHG Emission Mitigation and Ozone Protection Division, DCC	x	x
7	Mr.	Nguyễn Đình Dũng	Officer of International Cooperation Division, DCC	x	x
8	Ms.	Nguyễn Văn Anh	Officer of GHG Emission Mitigation and Ozone Protection Division, DCC	x	x
9	Ms.	Trần Thị Bích Ngọc	Officer of GHG Emission Mitigation and Ozone Protection Division, DCC	x	x
10	Mr.	Hà Quang Anh	Deputy Director in charge, Centre for Ozone Protection and Low Carbon Economy (CCOZONE), DCC	x	x
11	Mr.	Quách Tất Quang	GHG Inventory Expert, former Director of CCOZONE	x	x
12	Mr.	Lý Việt Hùng	Officer of CCOZONE, DCC	x	x
13	Ms.	Trần Thu Huyền	Officer of CCOZONE, DCC	x	x
14	Ms.	Nguyễn Thị Bích Ngọc	Officer of CCOZONE, DCC	x	x
15	Ms.	Đào Bạch Vân	Office of National Committee on Climate Change	x	x
16	Mr.	Vương Xuân Hòa	GHG Inventory Expert, IP and waste management sectors	x	x

17	Mr.	Hoàng Tùng	GHG Inventory Expert, Energy sector	x	x
18	Ms.	Nguyễn Thị Liễu	Head of Mitigation Division, Center for Climate Change Study, IMHEN	x	x
19	Mr.	Trần Đăng Hùng	IMHEN	x	x
20	Ms.	Khanh Ly	Resource and Environment News	x	
21	Mr.	Nguyễn Mộng Cường	GHG Inventory Expert, Agriculture sector	x	x
22	Mr.	Nguyễn Quốc Anh	VNEEC	x	x
23	Ms.	Phạm Minh Hằng	VNEEC	x	x
24	Ms.	Nguyễn Hồng Loan	Coordinator, VNEEC	x	x
25	Mr.	Oscar Zarzo	GIZ	x	x
26	Mr.	Trần Mai Kiên	GIZ	x	x
27	Mr.	Đặng Quốc Việt	Former PO of C4-GIZ	x	x
28	Ms.	Ellie Kilroy	Ricardo, UK	x	x
29	Ms.	Nicola Webb	Ricardo, UK	x	x
30	Mr.	Võ Việt Cường	SilvaCarbon in Viet Nam, USFS	x	x
31	Ms.	Bùi Nguyệt Anh	Interpreter	x	x
32	Ms.	Phạm Lan Phương	Interpreter	x	x
33	Ms.	Lương Kim Anh	GIZ	x	x
34	Ms.	Phạm Ngọc Anh	IMHEN	x	

Appendix 3: Board of expectations summary

The following provides a summary of participant expectations, as captured through the Board of Expectations:

1. How to solve challenges, limitations and gaps in the previous NC/BURs to improve the upcoming NC/BURs.
2. How to solve the differences in the “top-down” and “bottom-up” approaches in the GHG inventory calculation? -> Need to understand the difference between QA/QC, and AOB guidance.
3. Understand the process of building and reporting BUR & NC.
4. Main challenges in the process of building BUR & NC.
5. There could be many different sources of data which lead to different calculation results. Which criteria/ ground should be used to harmonize data and select the final data for reporting?
6. Standard process/ good practices for reporting and building reports.
7. Challenges and difficulties of VN in building the reports and some suggestions for improving/enhancing the report building process of Viet Nam.
8. Understand lessons learnt in the process of building BUR.
9. There are many requirements in building BURs and NC. However, lack of information is one of the challenges for developing countries. Any flexibility here?
10. Expectation: BUR procedure, best practice on limitation, gaps in the development of BUR and NC, technical skills including baseline, emission calculation; what is ICA? Procedure to address difficulties in BUR development.
11. Good points from previous BURs? Lessons learnt for preparing better the next BUR; solution to improve information and data for the reports?
12. Experiences in implementing ICA; identify the baselines and estimate GHG emission in the future; monitor the progress of NDC implementation.
13. BUR and NC reporting framework according to international standards; data collection and calculating methodology to gain required information for BUR & NC; some differences between BUR & NC of other countries and those of Viet Nam.
14. Accountability in the reports.
15. Learning from the experience of other countries in building NCs and BURs.
16. Supporting from GIZ/other international organization for capacity building for calculating GHG inventory using IPCC 2006 guidelines.
17. How to maintain a system or an organization which has the capacity to sustainably work on BURs and NCs.
18. National and Sectoral EFs.
19. Learn good practice on climate reports and understand the ICA process of BUR1 and BUR2.

20. Identify the weaknesses/limitations in building BUR1 and BUR2 and measures to improve/ solve them in BUR3.
21. Guidelines for developing BUR.
22. Know exactly steps of BUR and NC that can improve my knowledge. Understand the tools used for BUR and NC beside GHG inventory.
23. Pros and cons of previous BURs and how to improve the upcoming BUR.
24. Comprehensively understand the knowledge required for building BUR3 for VN/ Useful info related to the transition to a new approach which helps VN to carry out the inventory on a regular basis. Enhance the capacity/ expertise of technical staff who work on GHG inventory.
25. Technical support and experience sharing for building BUR & NC.
26. Methodology and data collection for NCs and BURs. Improve system approach in building NCs and BURs.
27. Requirements of COP24 Decision on Transparency and how to meet the requirements.
28. Legal regulations for selecting EFs for each sector.
29. Document and track the process.
30. Improve regulations for the inventory.
31. Provide forms/ tools, guidance to data providers.
32. Formalize data providing mechanism.
33. Lack of data (not available consolidation).
34. Database not yet established systematically.
35. Poor document and track the inventory process.
36. Process model/ good practices to conduct reports; VN's difficulties in building reports and recommendations to improve the process of writing reports.
37. Update NC/ BUR progress in VN; identify TA needs of Viet Nam to improve the quality of GHG inventory; get to know VN's future NC/BUR schedule, plan or timing.
38. Learn practical knowledge of other countries to build NCs and BURs; GIZ's and international organizations' support to build capacity for GHG inventory following IPCC 2006.



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