

# Information Matters

## Transparency through Reporting

Information Matters: Capacity Building for Enhanced Reporting and Facilitation of International Mutual Learning through Peer-to-Peer Exchange

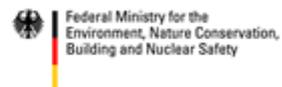


## Report on Ghana's First BUR/ICA Technical Workshop on Lessons Learned and Improvements Capital View Hotel, Koforidua, Ghana, 10–12 November 2015



**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

On behalf of:



of the Federal Republic of Germany

This project is part of the International Climate Initiative (ICI). The Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB) supports the initiative based on a decision by the German Parliament (Bundestag).

Published by:

German Society for International Cooperation (GIZ) GmbH

**Information Matters**  
Transparency through Reporting

Information Matters Project:

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

Registered offices

Bonn and Eschborn, Germany

T +49 228 44 60-0 (Bonn)

T +49 61 96 79-0 (Eschborn)

Friedrich-Ebert-Allee 40

53113 Bonn, Germany

T +49 228 44 60-0

F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1-5

65760 Eschborn, Germany

T +49 61 96 79-0

F +49 61 96 79-11 15

E [info@giz.de](mailto:info@giz.de)

I [www.giz.de](http://www.giz.de)

Authors and Responsible:

EPA

Sallie Lacy

Photo credits:

GIZ

Copyright

GIZ

Accra, November 2015

# Content

1. Background Information .....	1
1.1 Introduction .....	1
1.2 Objectives .....	1
1.3 Methodology/Scope of workshop.....	1
1.4 Participants .....	2
2. Panel Discussion/Breakout and Plenary Sessions .....	3
2.1 Panel Discussion .....	3
2.2 Break-Out Sessions and Plenary.....	4
2.1.1 Break-Out Session 1 – BUR Compilation.....	5
2.1.2 Break-Out Session 2 – Mitigation Action Reporting in Ghana and in other country contexts .....	6
2.1.3 Break-Out Session 3 – Mitigation Actions in Ghana.....	7
2.3 Demonstration of Mock International Consultation and Analysis (ICA) session.....	7
3. Summary of Workshop Presentations .....	9
3.1 Ghana’s BUR – Overview by Daniel Tutu Benefor.....	9
3.2 Working with the BUR Guidelines and Templates by Ms. Kirsten Orschulok .....	9
3.3 Reporting Mitigation Actions and their Effects – Kennedy Amankwa, EPA.....	10
3.4 Other Country Experiences by Oscar Zarzo Fuertes, IM.....	10
3.5 Spotlight on Ghana’s Mitigation Actions by Kwame Agyei, Forestry Commission National Forest Plantation Program and Daniel Benefor, EPA .....	11
3.6 Spotlights on QA/QC by Joseph Baffoe.....	11
3.7 Overview about the ICA by Kirsten Orschulok, GIZ.....	12
3.8 Chile’s Experience with the ICA by Oscar Zarzo Fuertes, IM.....	13
3.9 Presentation of Macedonia’s Summary Report by Sallie Lacy, Consultant.....	14
3.10 Ghana’s ICA Process and Structure by Daniel Tutu Benefor .....	14
3.11 Insights from South Africa and Tunisia (courtesy of Jongi Witi, DEA South Africa and Samir Amous, APEX Tunisia) .....	14
4. The Mock ICA.....	17
4.1 A Technical Analysis of Ghana’s BUR: A Simulation.....	17
4.2 Examples of Capacity Building Measures that the groups recommended to enhance reporting .....	17
4.3 Examples of Questions that the groups would ask of the TTE .....	17
4.4 Facilitative Sharing of Views .....	17
5. Way Forward, next Steps and Conclusion.....	19
5.1 Way Forward .....	19
5.2 Conclusion .....	19
5.3 Summary of Outcomes of the training / Areas of BUR and ICA improvement.....	20
Annex	
Annex 1: Workshop Evaluation.....	2

# 1. Background Information

## 1.1 Introduction

Ghana is among some few developing countries in Africa that has submitted its first Biennial Update Report (BUR) to the United Nations Framework Convention on Climate Change (UNFCCC) in June 2015 consistently with decision 1/CP 16. The BUR is an updated summary of the National Communication (NATCOM) of which Ghana has submitted its third report in 2015.

As part of the Measurement, Reporting and Verification (MRV) process, Ghana's BUR will be subjected to International Consultative Analysis (ICA) in November 2015. The technical analysis component of the ICA with Ghana has been scheduled for the week of November 16th. In order to help the core team tasked with compiling the BUR to prepare for the technical analysis, as well as to look toward its second BUR, Ghana's Environmental Protection Agency (EPA) and the Information Matters (IM) Project organized a 2 1/2 day training workshop from 10-12 November 2015 at Capital View Hotel in Koforidua, Ghana, to bring reporting experts together to discuss the process of BUR reporting and expectations for the ICA.

## 1.2 Objectives

The main objective of the workshop was to provide a space for reporting experts across sectors to meet and talk about BUR and ICA and specifically to:

- Discuss the lessons learned and hurdles for BUR preparation with a view to improving the process, guidelines and template for the second BUR;
- Identify challenges related to mitigation action reporting processes in Ghana's first BUR;
- Consider lessons learned on mitigation action reporting from other country contexts to make recommendations for a mitigation action template;
- Assess three (3) reported mitigation actions for understanding, completion, accuracy, relevance and make recommendations;
- Scrutinize existing QA/QC plan, how the plan can be applied to BUR as a whole to ensure

quality across chapters of the report;

- Simulate and prepare for ICA session with a focus on possible concerns to be raised/ addressed.

The goals of the training workshop were to sensitize and create awareness as well as to build capacities among key institutions that are involved in the BUR preparation process and other stakeholders. Furthermore, it was to provide a forum to discuss Ghana's BUR and ICA process. Finally, the workshop should also stimulate an exchange of views in order to enrich the preparation of Ghana's ICA.

## 1.3 Methodology/Scope of workshop

The workshop adopted various approaches such as PowerPoint presentations, group based discussions, panel discussions and mock sessions guided by the information provided on Ghana's BUR and ICA preparation process, mitigation action reporting of Ghana and other countries, and application of QA/QC plan to the BUR by various presenters from GIZ, EPA, Energy Commission and Forestry Commission.

In addition, different types of icebreakers were introduced during the workshop to ensure active participation from the attendees. Of particular importance was the icebreaker on the football team of which the idea behind the icebreaker was to assess the level of understanding of participants at the beginning of the workshop and on the whole. The workshop targeted at creating awareness among stakeholders on BUR/ICA preparation process.

**Summary of the Workshop:** The workshop agenda centered on two main themes: 1) issues related to the preparation of the first BUR, and 2) issues related to preparation for ICA. The first half of the workshop focused on ensuring that participants understood the process of producing the first BUR with the aim of identifying some of the challenges associated with the new reporting mechanism. Participants discussed how the compilation process worked and its associated challenges. The second half of the workshop focused on preparing participants for the ICA. Inputs included experiences from other country contexts and group

exercises sought to simulate the technical analysis and the facilitative sharing of views (FSV).

#### **1.4 Participants**

A total of twenty (20) participants from different public and private institutions, civil society and

academia attended the workshop. The participants were made up of experts from different sectors such as Forestry Commission, EPA, Energy Commission, Ministry of Food and Agriculture, Statistical Service, KNUST and Earth Service (NGO), some of whom had participated in the BUR preparation process and are members of Ghana's BUR committee.

## 2. Panel Discussion/Breakout and Plenary Sessions

### 2.1 Panel Discussion

A moderated panel discussion was organized with three (3) reporting experts from Ghana on the BUR preparation. The reporting experts were from the EPA and the Energy Commission in the persons of Daniel Tutu Benefor, Joseph Baffoe and Ken Amankwa participated as panelists during the 45-minute question-and-answer session, which focused on how the BUR compilation worked in practice and the challenges that Ghana faced in producing its first BUR. Sallie Lacy (facilitator) moderated the discussion, which included time for questions from the audience. The experts were taken through a number of questions of which they responded accordingly after the panel discussions. Below are some of the questions raised and the responses given by the panelists.

**Question by Moderator: Was reporting on the mitigation process any different from NATCOM?**

**Response 1** – Reporting on the mitigation process was different from NATCOM because the process was new to stakeholders. Hence, it was difficult to get the required data. The important thing is to get the relevant institutions on board.

**Response 2** – The reporting process was a bit difficult in the sense that data available was not meant for that purpose. In short, the non-existence of data made reporting quite challenging.

**Question by Moderator: Did you feel that the reporting system went smoothly?**

**Response 1** – The reporting system was not that smooth due to three (3) reasons:

- (1) It is a new process that is not known to people;
- (2) Lack of commitment from team members;
- (3) Lack of good data for reporting.

As the way forward there is the need for the following:

- (1) The need for people to be aware of the process and get committed;
- (2) The need to mobilize credible data from different sources to enrich the process.

**Question by Moderator: Is it useful to have a template as a guide?**

**Response 1** – Templates are good to give direction and serve as a guide, but templates also have their negative sides. For instance some templates are too bulky and not user friendly and might not serve the required purpose.

**Question by Moderator: How would getting institutions involved in the BUR process enhance sustainability?**

**Response 1** – EPA provides a coordinating role. Once individuals/institutions are trained to be focal persons the issue of sustainability can be assured.

**Response 2** – To ensure sustainability the following issues would have to be looked at:

- (1) Implementation of MOUs will have to be looked at;
- (2) Facilitate mainstreaming processes/activities;
- (3) New systems have teething problems. Lessons must be learned to handle challenges.

**Response 3** – Documentation is very essential when it comes to issues relating to sustainability.

**Question by Moderator: Is financing the BUR an adequate solution?**

**Response 1** – Ghana is not accessing the full funding, but part funding is being sourced from Global Environment Facility (GEF). Ghana has, however, been encouraged to access full funding because output of the report is relevant to users. EPA has decided to expand the scope of parameters reported on by including industries into the process. It will depend on the involved institutions, if they seeing

reporting as a core mandate and allocate funding for the next reports.

**Question by Moderator: How can the BUR reporting system be improved?**

**Response 1** – Implementation of MOUs should be a permanent task for all institutions as well as the commitment for the cooperation to enhance the domestic MRV system for reporting.

**Response 2** – Institutions must be made to understand the importance of BUR and the need to make staff available for such assignments. Staff sees issues of climate change as part time and are not assessed on such assignments, hence, they are not committed.

**General Questions / Comments**

If Ghana wants to acquire quality data on GHGs emissions, then there is the need for the use of satellite imagery/data.

Most institutions have Climate Change Desks and therefore the need to strengthen these desks/focal persons.

Institutions should see climate change issues as part of their core mandate so that these issues can be incorporated/mainstreamed in their plans.

It is the responsibility of EPA to ensure that Climate Change Desks are functional since the Agency is responsible for the generation of reports on climate change.

It is only when the output from the BUR process is relevant to users that they can appreciate it.

BUR should not be seen as a separate report from other environmental reports.

**Key Messages:**

**New Reporting Requirements:** It was not fully clear from the guidelines how best to report on, e.g. Mitigation Actions and Their Effects, or Support Received and Support Needed. The EPA had to fashion its own templates based on resources available and national circumstances.

**Getting people on board:** The panel cited the ineffectiveness of Memorandums of Understanding (MOUs) for ensuring timely reporting from stakeholder institutions. The fact that reporting is not a core activity for many of those who are providing needed information to the BUR means that there is little incentive to provide the required data for the report.

**Data:** Problems related to access and quality of data was a recurring topic throughout the workshop.

**Recommendations from the Panelists to improve the BUR process:**

There is a need of high-level buy-in to get reporting institutionalized and to move “beyond MOUs”, which have not been effective at ensuring timely, complete reporting. EPA should spearhead the high-level discussions.

To EPA: Make the process for the second BUR more visible in sectors.

Use climate change committees and desks within ministries more effectively.

Use the outcomes of the ICA Process to feed back into second BUR

Implement the MOUs in a timely manner. Since reporting is not a core activity of the other institutions that the EPA has MOUs with, need to get the bosses of these institutions to allocate staff and time. One suggestion related to this point is that officers responsible for reporting should be assessed on their work to provide incentives.

Strive for more convergence with other environmental reporting to use existing systems and achieve greater efficiency.

**2.2 Break-Out Sessions and Plenary**

To ensure effective participation and understanding of issues there were break-out sessions where participants were put into two (2) groups to deliberate on topics tabled for discussions. In all, the workshop had four (4) break-out sessions of which topics for discussions centered on the BUR/ICA process. Each

group had a couple of questions to deliberate on and make the necessary inputs required, of which group presentations were made for feedback. Below is a summary of the break-out sessions and contributions made by the groups.

### 2.1.1 Break-Out Session 1 - BUR Compilation

Participants were made to consider the BUR compilation process as well as the template(s) Ghana used for its first BUR - which were based on the CGE template, as well as on its own template – and made suggestions on how the BUR compilation process and individual inputs could be improved.

#### Leading Questions for Groups

1. General Impression of the process templates and guidelines
  - (1a) Was the process for BUR preparation clear?
  - (1b) Did you as a contributor understand your role and what was expected?
  - (1c) Do you have specific suggestions for improving the process of BUR compilation?
  - (1d) Did the templates and guidelines give you what you needed to produce a snapshot of where Ghana stands on its:
    - (1) Emissions (past, current, future)
    - (2) Emissions reductions efforts
    - (3) Support for mitigation
    - (4) Institutional arrangements for continuous reporting
2. If not, what were specific shortcomings of the guidelines and templates used?
  - Given Ghana's experience with the first BUR, what aspects of the guidelines could be strengthened? (In other words, where were the guidelines particularly lacking?)
  - Does the group have any concrete suggestions for improving the template?

#### Recommendations for improving the BUR process (Group Reports)

##### Group One (1)

After considering the BUR preparation process the group provided the following suggestions for improvement:

- Incentivize individuals to report
- Decentralize data collection of information
- EPA to coordinate high level discussion beyond MOUs
- Increase participants per institutions at workshops and continuity of contributors

##### Group Two (2)

The second group firstly considered the BUR preparation process. They stressed that the process for BUR preparation was clear only because of the preparation of the core team in the NC (NATCOM). However, the process was not clear to data providers because they were not core members of NC.

**Furthermore**, roles were clear for the core team but there were issues regarding specific sections of the report, e.g. MRV, Financial issues, Mitigation action and their effects.

Specific suggestions for improving the process of the BUR compilation were made by the group:

- Institutional specific templates (IST) for data collection
- Harmonization of IST into a national template
- Strengthening institutional collaboration
- Capacity building
- Young Officers of the various institutions should be roped in to ensure sustainability

**Moreover the group reported that the existing guidelines and templates gave them what they needed for a snapshot of Ghana's current state** at the national level. However, they stressed that at the individual level more awareness needs to be created.

**A recognised shortcoming of the guidelines** used was that they do not provide guidance to ensure sustainability of the MRV system (improve MRV of various institutions).

## 2.1.2 Break-Out Session 2 – Mitigation Action Reporting in Ghana and in other country contexts

Participants were tasked to identify challenges related to mitigation action reporting processes in Ghana's first BUR in relation to experiences and lessons learned from other countries.

### Leading Questions for Groups

1. How did the coordination of reporting mitigation actions work in practice? (From both the sectoral ministries and EPA perspectives)
  - a) Are there suggestions for improving coordination aspects?
2. How did the flow of information from work 'on the ground' with the action itself through the implementing agencies to the EPA work in practice? (from both the sectoral ministries and EPA perspectives)
  - a) Are there suggestions for improving information flow aspects?
3. Was the process for selecting the eleven (11) actions to be reported transparent and clear to all parties involved in the reporting process?
  - a) Are all actions linked directly to a specific policy?
4. Was available data adequate for complete reporting?
5. What was the verification process?
  - a) Are there suggestions for improving quality control measures to ensure accurate reporting?
6. What stood out to you as interesting about other countries' experiences with reporting mitigation actions? (South Africa, Tunisia, Brazil)
7. Do you see similar challenges in the other countries' examples as the challenges here?
8. What lessons learned can be drawn and applied in Ghana's context?

### Group Reports - Mitigation Action Reporting

#### Group One (1)

- District level reporting
- District level indicators

- Ghana Statistical Service (GSS) involvement (funding)
- Template at the District level
- Areas of improvement
  - Data should be country specific
  - Strengthen relationship with stakeholders
  - Wider participation
- Goal: Better data +engagement
- The need to grab high level attention
- Engagement of private sector
- Cross sectoral NAMA workshop

#### Group Two (2)

A national institution (EPA) is serving as the coordinator of the reporting of the mitigation actions and it is in charge of planning, monitoring, and assigning of roles/responsibilities. The current management is working well. However, team leaders should be made more responsible and clear cut roles assigned to them. In order to improve the coordination, the number of coordinators should be increased. Moreover, clear roles should be assigned to lessen the burden at the coordination level.

**The flow of information from the work "on the ground" to the EPA works through a top-down approach** by identifying the information needed and the data sources. Where data was not available at the institution, you go further down to the source to request. To improve the information flow, the group suggests creating a mechanism to get information flow from bottom-up. Another way to improve the information flow is to deepen the already existing structure to become an institutional mandate.

The processes for selecting the eleven (11) actions to be reported was transparent and clear to all parties due to the fact that most of the stakeholders were involved in the selection process. The selection process should be reported in the BUR to ensure transparency.

**The data available was** to a large extent adequate for complete reporting, but there are still data gaps to be addressed.

**For the verification process** as much as possible published data is used and a comparison was done with international institutions.

Lesson learned are that the BUR should be results based and the selection process should be well explained in the BUR.

### 2.1.3 Break-Out Session 3 - Mitigation Actions in Ghana

Participants were made to assess three (3) reported mitigation actions for understanding, completion, accuracy, relevance, and to eventually make recommendations. To stimulate good responses and contributions, participants pretended they were the Technical Team of Experts (TTE) who had seen the information on mitigation actions for the first time.

#### Leading Questions for Groups

1. Upon reviewing the information provided about the mitigation action, is it clear:
  - a) What the problem is that the action is addressing?
  - b) What the emissions situation would look like in the absence of the action?
  - c) What the goal of the mitigation action is? Is it a quantitative goal?
  - d) What the expected outcomes of the action are?
  - e) What steps will be taken to achieve the action?
  - f) Who is in charge of what?
  - g) How the achievement of the action will be measured, reported and verified?
  - h) What methodologies are used in the action's design and implementation?
  - i) What assumptions were made for the action's design and implementation?
2. Based on the above assessment, do you have a complete picture about the mitigation action?
3. Does your review of the action result in specific recommendations for a mitigation action?

#### Group Reports - Mitigation Action Ghana

##### Group One (1)

- Description of function
- Include Monitoring and Evaluation
- Who performs which function
- Details of roles performed
- Results should be prominent (during every phase)

##### Group Two (2)

- Problem statement should be included in the general information
- Emission situation was not considered at the inception level
- There is a quantitative goal for areas considered but not for emissions reduction (target)
- Qualitative but not quantitative outcomes
- The steps are outlined in the scope
- Forestry Commission as lead contacts should be more clearer
- Monitoring Performance overtime – verification was not specified
- Post assessment - Monitoring and Evaluation is the key
- Reporting results

### 2.3 Demonstration of Mock International Consultation and Analysis (ICA) session

Participants were divided into two (2) Technical Teams of Experts (TTE) groups to analyze and devise questions about the sections on:

- 1) **Mitigation Actions and their Effects;**
- 2) **Domestic MRV.**

The groups prepared their questions and comments based on QA/QC considerations, sectoral expertise, MRV expertise, etc. The output of the technical analysis was based on group questions and observations of the chapter analyzed, initial ideas for capacity and questions for the TTE.

#### Group Reports – Technical Analysis on Domestic MRV/Mitigation Actions and their Effects

##### Group One (1) Technical Analysis of Domestic MRV

**(Questions and Observations)**

- Assign roles of institutions clearly (role of institutions not clear)
- EPA as the technical coordinating entity is responsible for monitoring and data collection
- MDC approaches yet to be standardized and institutionalized

**(Questions for the TTE)**

- Specific things they want to see in the MRV

**Group Two (2) Technical Analysis of Mitigation Actions**

**(Questions and Observations)**

- No reference was made in the report on the potential NAMAS presented by Ghana

- Information about objectives and results were not always clear in the report
- The column of table was not clear for each action

**(Capacity Building)**

- Build institutional capacity to enable them effectively mainstream climate change activities in the work program
- Capacity building in the area of AFOLU to estimate progress of mitigation actions
- Expand Capacity Building (CB) to include more AFOLU experts

**(Questions for the TTE)**

- Level of detail on reporting
- More guidance, guidelines and mitigation action

### 3. Summary of Workshop Presentations

Overall there were eleven (11) presentations by various institutions namely: Forestry Commission, EPA, Energy Commission, GIZ, etc.

#### 3.1 Ghana's BUR – Overview by Daniel Tutu Benefor

In his presentation Mr. Daniel Tutu Benefor mentioned that Ghana's BUR has five (5) main components:

- National circumstances
- GHG inventories
- Mitigation action and their effects
- Domestic MRV
- Constraints/Gaps and support received

#### 3.2 Working with the BUR Guidelines and Templates by Ms. Kirsten Orschulok

The presentation was held by Ms. Kirsten Orschulok, GIZ HQ, on Information Matters (IM) Project including IM template for BUR and working with guidelines. Her presentation was divided into three parts:

- a) Global structure, global goal and corporation partners;
- b) Project activities and the project countries;
- c) First outcome of the project.

She stated that the project is supported by the German Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB). The participating countries included Dominican Republic, Chile, Ghana and the Philippines. She is the coordinator for Ghana and the Philippines and Mr. Oscar Zarzo Fuertes is for Dominican Republic as well as Chile. The British consulting firm Ricardo-AEA provides technical expertise for the project. She mentioned some project complementation such as UNDP-LECB, West Africa GHG Project, UNEP in partner countries; also WRI, International Partnership on Mitigation and MRV.

The Global Project Goals are as listed:

- Identification of specific needs and priorities of the MRV systems and GHG monitoring in the partner countries;
- Strengthen in-country capacities for enhanced reporting (BURs and NCs) of climate relevant information to the UNFCCC;
- Provision of tailor-made capacity-building trainings and workshops (in-country);
- Support the process through peer-to-peer exchange and generation of lessons learned.

She talked about some of the roles and responsibilities for the various project partners including BMUB IKI, GIZ, Ricardo-AEA, UNDP, WRI and UBA. She explained that the projects started with a kick-off workshop in 2013, which will be followed by two (2) capacity building in-country workshops and a final peer-to-peer exchange workshop in Germany. Pictures for some of the organized workshops were displayed. Ms. Kirsten Orschulok followed her presentation with the workshop experience in Ghana and the Philippines.

**Input:** The presentation was a short refresher on the work of the Information Matters project in Ghana, including an overview of the global visibility of the project. The project countries presented their work on their national MRV systems and the BUR preparation process twice during the international negotiations (SBI meeting in Bonn 2014 and 2015), and the project brought together the country representatives in a global peer-to-peer exchange in September 2015. Additionally, Ms. Kirsten Orschulok presented the development of knowledge products which support the IM countries individually and also products and documents which are available globally, e.g. the GIZ BUR template. The main discussions in the global exchange were the issues around “How to report on mitigation actions in BUR”, “How can the BUR be integrated into the NatCom” and “What does the update mean for the following BURs”?

**Key Messages:** Based on the project experience, countries all over the world trying to figure out what the guidelines for BURs mean for their reporting and their domestic MRV systems. The main uncertainties in the reporting are on the chapters about “Reporting on mitigation actions” and “reporting on support received/needed”.

**Recommendations:** Tools, guidelines and templates are available and the exchange with other countries and responsible people for the reporting can support the own national report. Additionally, the transparent communication about the needs and support between the compilation unit and the data providers can help to identify the improvement steps.

### 3.3 Reporting Mitigation Actions and their Effects – Kennedy Amankwa, EPA

**Input:** Mr. Kennedy Amankwa of the Energy Commission gave a brief presentation outlining the processes used in Ghana for both selecting and reporting on mitigation actions and their effects.

#### **Key Messages:**

- a. **Process for selecting the mitigation actions to be reported in the BUR:** Consultative meetings of mitigation assessment-working teams were held to discuss which actions to report. The actions were screened and selected based on potential **contribution to emission reductions, co-benefits, alignment with national development, policies and goals**. Other actions which were considered for the BUR included on-going/planned mitigation actions that have the potential to ensure sustainable development. Other criteria for the selection included the actions’ potential for poverty alleviation, technical feasibility, and political/social acceptability.
- b. **11 Actions reported** from the Energy, Transport and non-Energy Sectors.
- c. **Systems for Data Collection and Quality Control:** The mitigation working groups relied on data inputs from relevant ministries and agencies with emphasis placed on data from credible, published reports, e.g. energy statistics. Working groups reviewed data, the draft report and

widened the working groups as needed to bring in more experts.

- d. **Successes of the Approach used:** Use of sectoral experts in working groups ensured quality control and effective sharing of ideas. Use of a process coordinator helped to make the entire process smooth, well-managed and effective. Group-level reviews helped to improve the overall quality.

#### **Recommendations:**

- a. Improve datasets for completion and country-specific data;
- b. Strengthen working relationships between stakeholder institutions (this helps improve data collection as well);
- c. Provide continuous training for on-going capacity building;
- d. Gain access to appropriate mitigation assessment tools;
- e. Broaden participation to include more stakeholders and experts;
- f. Start early to increase chances of good data collection.

### 3.4 Other Country Experiences by Oscar Zarzo Fuentès, IM

**Input:** Mr. Oscar Zarzo of the GIZ-Information Matters project gave a brief presentation on how some selected countries (Brazil, South Africa, and Tunisia) have approached reporting on mitigation actions in their respective BURs.

#### **Key Messages:**

- a. **UNFCCC BUR reporting Guidelines are quite flexible:** Information should be provided in a tabular form on, among others, name, description of the mitigation action, coverage and goals of the action. The guidelines also request information on the progress of the action as well as on methodologies and assumptions taken. Estimated outcomes are also expected as well as information on international market mechanisms.
- b. **All three countries analyzed (Brazil, South Africa and Tunisia) present information in a tabular format:** The level of completeness is

however different; while Brazil only reports on NAMAs and CDM projects, Tunisia provides very detailed information on national mitigation policies and actions for each sector together with information on NAMAs.

- c. **Templates developed by the CGE or the Information Matters project can support the compilation of information on mitigation actions:** The available tabular templates cover all the information requested by the UNFCCC BUR guidelines on mitigation actions. Further, these templates also provide guiding questions to understand the information required.
- d. **Of all the analyzed countries, none specifically reports on mitigation actions or groups of mitigation actions listed in document FCCC/AWGLCA/2011/INF.1:** Ghana might consider reviewing the information submitted to the UNFCCC in 2011 in the aforementioned document and updating its information on mitigation actions, taking note of this information.

#### **Conclusions/Recommendations:**

- a. There is no “one-size fits all” solution since the guidelines leave room for interpretation;
- b. Provide as much information as possible in a tabular format, as requested by the guidelines;
- c. Provide, as far as it is feasible, information on the progress of the actions;
- d. It is suggested to compare the information provided by Ghana with the templates provided by the CGE and Information Matters templates;
- e. It is suggested that Ghana reviews the information submitted to the UNFCCC in 2011 (FCCC/AWGLCA/2011/INF.1) and updates its information on mitigation actions taking note of this information (completeness);
- f. The BUR should be an update report so there is no need to prepare very detailed reports.

### **3.5 Spotlight on Ghana's Mitigation Actions by Kwame Agyei, Forestry Commission**

#### **National Forest Plantation Program and Daniel Benefor, EPA**

##### **a. National Forest Plantation Program**

**Input:** Mr. Kwame Agyei presented the National Forestry Plantation Program in order to highlight one of the 11 actions being reported in Ghana's first BUR. The purpose of the presentation was to illustrate a type of action being reported from the AFOLU sector, as well as provide an overview of the types of information that were included in the BUR.

**Key Messages:** Mr. Agyei summarized the action's multiple objectives, as well as described the GHG and non-GHG impacts of the program. Special emphasis was placed on explaining methodologies and assumptions with regard to how the program calculates GHG reductions through increases in biomass at the plantation level. Mr. Agyei also provided specific data regarding job creation and food production resulting from the program.

##### **b. Solar Lantern Distribution Program**

**Input:** Mr. Daniel Benefor presented the Solar Lantern Distribution Program as a second example of a mitigation action reported in the BUR — this one from the energy sector. The action targets off-grid communities that rely on kerosene lanterns for lighting.

**Key Messages:** Mr. Benefor summarized the actions objective of swapping out kerosene lanterns for solar lanterns, as well as described the GHG and non-GHG impacts of the program. He described the methodologies and assumptions for calculating the emissions savings.

### **3.6 Spotlights on QA/QC by Joseph Baffoe**

**Input:** Mr. Joseph Baffoe presented the concepts of QA/QC with the goal of articulating existing processes to ensure quality of reporting for the national GHG inventory. The purpose of the presentation was to prime participants for the afternoon's discussions on ICA and to get people thinking more general about how to incorporate quality checks into the reporting process.

Quality is defined by a set of principles that can be applied to a very wide range of issues. Quality control (QC) is a system of routine technical activities to ensure data integrity, correctness and completeness. The essential elements of QC include identifying and addressing errors and omissions. Documentation and archiving also form parts of the elements.

With regard to Quality Assurance (QA) it is defined as a planned system of reviews conducted by those involved in the compilation/development process of data sets. Verification on the other hand has a different meaning. It refers to the collection of activities and procedures conducted during the planning and development. Verification in inventory can help to establish its reliability for the intended application after completion of the inventory. The importance of QA/QC is to produce high quality and reliable sets of information to take decisions.

According to the IPCC, QA/QC should be transparent, complete, consistent, comparable and accurate – (TCCCA). The QA and QC system involves planning, implementation and documentation, archiving and reporting.

In documentation and archiving, due considerations need to be given to institutional arrangement, as well as their roles and responsibilities. Furthermore, the choice of the methods and estimation parameters need to be considered. There is the need to lay emphasis on activity data to ensure that any data used could be followed up to the reference source.

With respect to archiving practical consideration there is a need to focus on the strategy and approach. The data to achieve and time of doing so is something to be considered. Information may be electronically or in the hard form.

Therefore, in developing QA/QC system it is practical to consider the availability of resources and expertise, QA requirements, accuracy and uncertainty reduction. Timelines and cost effectiveness are areas which attention needs to be paid on, considering to the issue of gaps and inconsistencies in data. There are several issues which needs attentions on data gaps among them are new dataset which lack historical trend, non-availability of data, periodic collection of

data or when there happens a change in activity data. One method used to improve data quality is the splicing technique.

**Key Messages:** Mr. Baffoe outlined the roles and responsibilities within the QA/QC framework, the core elements of quality control, a summary of QA/QC procedures, the need for external review and some strengths and weaknesses of Ghana's QA/QC System.

- a. **Strengths:** Some structures already in place to assess QA/QC (manual and template); the system is built on existing structures to improve reporting
- b. **Weaknesses:** No comprehensive system of documenting and reporting in place; not able to institutionalize QA/QC (Managers); difficult to document most QA/QC activities.

Due to time constraints, participants did not meet in groups as originally planned to discuss in more detail the concepts of QA/QA. A brief discussion followed Mr. Baffoe's presentation and one recommendation emerged, which was that the EPA should consider asking the Physics Department at KNUST to be involved in managing the QA/QC System for Ghana. At the moment, plans are in place to have the Math Department to manage the system for the EPA.

### 3.7 Overview about the ICA by Kirsten Orschulok, GIZ

**Input:** The aim of the ICA is to increase transparency of mitigation actions and their effects. The process has as main principles to be non-intrusive, non-punitive and respect of national sovereignty. And it does not include discussion about the appropriateness of domestic policies and measures. The ICA process is differentiated into two steps and starts after the submission of the BUR within six months:

- a. **Technical Analysis:** The technical analysis of the BUR starts first with sending questions on the report to the party by the technical team of experts (TTE). The party has around one week to answer the questions and preparing a telephone or video conference with the TTE. In this session it is possible for the party also to state questions to the TTE for improving the next BUR and gets

more information about the analysis. Based on the session, the TTE will compile a summary report which will be sent to the party for comments. After this the summary report will be published on the UNFCCC homepage. The finalization of the summary report can take up to 9 months.

These experts are nominated by the UNFCCC and applied for the roster in undergoing the nomination by the UNFCCC focal point in their country and passed a technical test. The TTE includes half Annex I and half Non-Annex I country experts.

- b. **Facilitative Sharing of view:** In this session the Party has the possibility to present their work on the BUR during the climate negotiations and get questions by other parties. Between the publication of the summary report and the facilitative sharing of views can be up to 6 months. The presentation during the climate negotiations should be comprehensive and around 15-20 minutes. For the preparation of the FSV, the party can watch the multilateral assessment of Annex I countries online on the UNFCCC homepage.

**Key Messages:** The ICA process can be a capacity building on reporting for free, because the analysis is done by technical experts and the parties can ask questions to them. The process should support the countries in their long-term goal for cost-effective and ambitious reporting on climate change in their country.

**Recommendations:** Exchange with other countries and with the own experts who are working on QA/QC which questions they would raise on behalf of a third party reviewer. Similar questions will occur during the technical analysis. Watch some multilateral assessments of Annex I countries to get an idea how the own presentation during the negotiations can look like.

### 3.8 Chile's Experience with the ICA by Oscar Zarzo Fuertes, IM

**Input:** Mr. Oscar Zarzo of the GIZ-Information Matters project gave a brief presentation on Chile's

experience with the ICA so far. The country has been through the technical analysis in May and the draft summary report was commented by Chile on 5 November 2015.

#### **Key Messages:**

- a. **Chile's ICA Team is composed of 4 key persons from the Department of Climate Change related to the preparation of national reports to the UNFCCC:** The 4 core team members have extensive experience as GHG Inventory, National Communications and Biennial Reports reviewers for Annex-I countries. They have all been involved in the compilation and submission of Chile's BUR. Technical support from other ministerial focal points was provided when needed.
- b. **The preparation for the ICA process happened in three stages:**
  - Selection of ICA team;
  - ICA team preparation (including understanding GHG inventory, BUR and ICA requirements);
  - definition of roles and responsibilities and time frames.

During the review week holidays were blocked for the ICA team, so that team members dedicate all his attention to the technical analysis.

- c. **The ICA process in Chile so far:** Chile has so far undergone the technical analysis part of the ICA. The review week took place on 18-22 May; two rounds of clarification questions were received and answered during that period. A teleconference took place among the Technical Team of Experts (TTE) and the Chilean ICA team on the preliminary identification of capacity building needs. A draft summary report was sent on 5 August 2015 to Chile to comment; Chile provided its comments to the TTE by November 5. The final summary report is expected to be ready within three months.
- d. **Questions asked to Chile during the technical analysis range from simple (where to find some information) to complex (those related to the GHG inventory for the AFOLU sector):** Sample questions include "Is COUNTRY planning to apply country-specific methodologies

and EFs in the future?” or “Could COUNTRY provide information on the methodologies used to estimate expected reductions from mitigation actions and on the relationship of the assumptions to the methodologies?”

**Lessons learned:**

- a. The ICA process is seen as part of the QA/QC process for Chile's first BUR and an improvement plan has been produced internally in Chile with the comments received from the TTE in order to address them in Chile's second BUR.
- b. Preparation in advance (both technically and mentally) and securing the participation of the core ICA team during the review week (no vacations!) are required.
- c. Having a couple of expert reviewers in the team supports understanding the process and getting ready for it.
- d. Roles, responsibilities and deadlines need to be clearly defined in advance.
- e. Provide short and uncomplicated answers to the questions by the TTE.

### 3.9 Presentation of Macedonia's Summary Report by Sallie Lacy, Consultant

**Input:** Sallie Lacy, a consultant for the Information Matters Project and facilitator of the workshop, provided a brief analysis of the Summary Report for Macedonia, which is the first such report to be published on the UNFCCC homepage from the ICA Process. The purpose of the input and analysis was to show participants what they might expect to see in a summary report from the technical team of experts (TTE), which is tasked with analyzing the BUR.

**Key Messages:** The report follows a transparent format and is structured based on the ICA guidelines. The TTE reports on the extent to which information outlined in the guidelines and a relevant COP decision are included in the BUR and provide a technical analysis of the information and finally recommends capacity building measures for the country. The conclusions in the summary report are positive in tone and give an indication that parties to the ICA process should not be concerned about criticism of their

BURs but rather can expect constructive feedback for the continuous improvement of reporting processes.

### 3.10 Ghana's ICA Process and Structure by Daniel Tutu Benefor

**Inputs:** The training took place one week before the video conference between the TTE and the BUR committee and, therefore, the process has not been completed yet.

As soon as the EPA received the first round of questions by the TTE, they sent out an email to inform BUR and NC compiler as well as high-political representatives about the content and the time frame to answer the questions. Before the submission of the answers to the TTE, Dan Benefor as lead coordinator conducted a pre-review of the delivered information by the line ministries and involved institutions for each of the sectors. Ghana received 30 questions, mainly on the GHG inventory in the sectors agriculture and land use, land use change. During the video conference (duration between Monday and Wednesday) the Ghanaian experts will take their time for answering the specific questions and not rushing. The experts are also in “stand-by modus” to answer in a timely manner the additional questions by the TTE.

**Key Messages:** A good structure and system of the involved experts for the technical analysis is essential. The high-political involvement is also necessary for the availability of the technical experts. The TTE compared the NIR with the submitted GHG inventory regarding the consistency. Therefore, the submission of national reports should be done by one agency to ensure the consistency of data, which is crucial for the next ICA processes.

### 3.11 Insights from South Africa and Tunisia (courtesy of Jongi Witi, DEA South Africa and Samir Amous, APEX Tunisia)

**Input:** Due to technical problems with the Skype connection, the planned real-time exchanges with South Africa and Tunisia to hear about their experiences with the technical analyses of their BURs could not take place. Instead, both Mr. Witi and Mr.

Amous provided written inputs to help answer three questions:

- a. How did your country prepare for the Technical Assessment?
- b. Which (technical) level did the questions from the technical team of experts target?
- c. How will the feedback of the ICA process be incorporated in the next BUR?

### Key Messages from South Africa

a) **Preparations for the Technical Analysis:** In **South Africa**, preparations for the ICA started with naming **a central person**, familiar with reporting requirements, to receive questions from the TTE and to coordinate the responses. A **formal communication** was issued to the institutions that would need to be available to answer questions posed by the TTE. A **central information portal** (e.g. a computer file) was set up to keep all relevant background and BUR-relevant documents and studies in one place for ease of access.

1. South Africa stressed their opinion that the technical analysis was **less about the accuracy of the information and more about the adherence** to the guidelines for BURs. They state that the task of the country is to ensure that the questions of the TTE do not go beyond the reporting requirements.

b) **Types of questions received from TTE:** South Africa received **two types of questions** from the TTE:

1. General reporting requirements related questions – these types of questions are targeting the BUR compiler and facilitator.
2. Technical (methodology and assumptions) – these mostly concern the GHG inventory chapter, the mitigation actions chapter and finance chapter.

c) **Plans for incorporating feedback:** **South Africa's plans to feed the outcomes of the technical analysis back into the second BUR:**

1. South Africa plans to develop an improvement plan to produce a scoping report for the second BUR or subsequent BURs.
2. The scoping report will attempt to address the question of additional information (i.e. what else does South Africa want to address in its next BUR that was not included in the previous BUR). For example, information on private financial flows and some adaptation content, MRV of carbon tax, etc.
3. South Africa also wants to further demonstrate transparency by including a chapter in the next BUR to show how it has addressed issues raised in the TA Summary Report.

### Key Messages from Tunisia

a) **Preparations for the Technical Analysis:**

1. Unlike South Africa, the compilation of the BUR for Tunisia was outsourced by the government to two consultants.
2. Mr. Amous, who was one of the principle compilers, was also named by the Tunisian government as the point of contact for the ICA process. He received questions from the TTE and coordinated the response.

b) **Types of questions received from TTE:** The majority of the comments and questions from the TTE centered on the **inventory**.

In cases where data was missing, the TTE simply pointed out that an analysis could not be carried out. The TTE also commented on the section on mitigation action, asking for enhanced reporting on methodologies and hypotheses for estimating emissions reductions.

c) **Plans for incorporating feedback:** The recommendations are to be reviewed by the Tunisian authorities. Most recommendations are seen as doable and will be incorporated into the next BUR. For the next round, supplementary information in support of the BUR will be included with the submission to the UNFCCC.

## 4. The Mock ICA

### 4.1 A Technical Analysis of Ghana's BUR: A Simulation

**The Task:** On the final day of the workshop, participants were divided into two groups and each was to pretend that it was a technical team of experts (TTE) tasked with reviewing one section of Ghana's BUR. One group was assigned the task of analyzing the section on Mitigation Actions and their Effects. The second group had to analyze the section on Domestic MRV. Each group was provided with guiding questions to carry out the analysis.

The group looking at **Mitigation Actions and Their Effects** went through a table of COP decisions (as found in the Summary Report from Macedonia) to determine to what extent the BUR contained the relevant information. The group had to decide if the information was provided in full, partially or not at all and provide comments and recommendations.

The group looking at the section on **Domestic MRV** also was given a table with information to look for in the report. The group had to decide to what extent elements like institutional arrangements and division of roles were clear for the inventory, mitigation actions, support received and support needed, as well as for the MRV of co-benefits.

Each group was then asked, based on its analysis, to make recommendations for capacity building needs for enhancing reporting in Ghana, as well as to compile its own list of questions that it would like to ask of the TTE.

### 4.2 Examples of Capacity Building Measures that the groups recommended to enhance reporting

#### On Mitigation Actions:

- Build institutional capacity to enable Ghana to effectively mainstream CC activities in the work programs

- Capacity Building in the area of AFOLU to estimate progress of mitigation actions
- Expand Capacity Building to include more AFOLU experts

#### On Domestic MRV:

- May need training to define roles of institutions and individuals within the system

### 4.3 Examples of Questions that the groups would ask of the TTE

- Which is the level of detail for the BUR? Annexes on mitigation actions are very detailed. Is that necessary?
- Can we expect that more guidance on reporting mitigation actions will be forthcoming?
- Domestic MRV: Are there any specific things that TTE would like to see in the MRV section of the report?

### 4.4 Facilitative Sharing of Views

Input from EPA (Mr. Oppong-Boadi) on the content of Ghana's BUR.

**The Task:** In order to prepare Ghana for the Facilitative Sharing of Views, Ghana's Focal Point to the UNFCCC, Mr. Oppong-Boadi was invited to present the content of Ghana's first BUR to the workshop participants, who were playing the roles of other parties to the convention. The presentation touched on a brief introduction to national circumstances, GHG emissions and trends, mitigation actions and support needed and received as well as institutional arrangements for MRV. After the presentation, a simulation session with other parties was mocked in order to address possible questions and concerns that might be raised in the ICA process and also to arrive at consensus about what questions Ghana would like to pose to the TTE. Parties involved in the mock simulation session were, among others, Cuba, USA, Ethiopia, Thailand, Germany, Spain and Switzerland.

Following his presentation, “parties” were invited to raise their flags to share their views, comments, questions or recommendations about the presentation.

**Examples of Questions raised by the parties during the mock facilitative sharing of views:**

- Could Ghana put the amount of emissions (18 MtCO<sub>2</sub>e) into context? Is this a lot? Does it warrant action? Perhaps Ghana could include information about its rank in the world in terms of absolute and per capita emissions, in addition to trends for the future.
- What is meant by Smart Agriculture in the Ghanaian context?
- What happens to old appliances that are collected by the efficient refrigerators program?
- What are Ghana's financial and capacity building needs?
- Why are the emissions reported (0.01%) from fugitive emissions so low?
- Presentation could benefit from more color and graphics to illustrate Ghana's work.
- Please provide more information about the stage of implementation of the domestic MRV system.
- The report mentions a climate change policy embedded in a national development policy but the report does not state the goal of the CC policy. Is there a quantitative goal as part of the CC policy? What is the aim of this policy?

**Questions /Answers and Comments from FSV**

**Ethiopia:** Are there bench marks on the emissions stated in the report, so that one would be able to compare results?

**Ans:** In some sectors, emissions and other sectors observed increases in emissions. The government has taken note of areas with high emissions and interventions put in place, e.g. afforestation programs geared at reducing carbon dioxide through sequestration, the use of Rapid Transport in sectors with increases in emissions.

**USA:** Does the BUR provide info on net changes of emissions and mitigation?

**Thailand (Comment):** Explaining words like ‘smart cocoa’ and ‘changing old refrigerators for new ones’ in the BUR would be helpful for better understanding.

**Cuba:** I would like to have a snapshot of what is happening in the Forestry Sector in relation to removals and additions.

**Ans:** The issue of snapshots on removals and additions were captured in the BUR. Interventions have been put in place in the energy sector (e.g. introduction of energy saving bulbs, promotion of renewable energy – solar/wind).

**Spain:** The report did not touch on the financial support received and capacity building needs for Ghana and its mitigation.

How was Ghana's calculation done on fugitive energy especially with the issue of oil and gas? It would have been expected that the fugitive emissions will be high.

**Ans:** Climate change tracking and reporting on financing is very important and has been captured in the report.

**Germany (Comment):** The presentation should have been colorful, e.g. with graphics and charts.

There is not so much information on MRV in the report.

## 5. Way Forward, next Steps and Conclusion

### 5.1 Way Forward

Following the FSV, Sallie Lacy summarized the workshop's main outcomes with the purpose of handing the facilitation back to the EPA to determine next steps. Over the course of the 2 1/2 days, many ideas and recommendations had been discussed but no clear path forward had been determined.

Mr. Oppong-Boadi resumed the role of facilitation in order to ask participants what the way forward should be.

The majority of the comments revolved around an urgent need to **improve data collection and quality**. The data theme, therefore, will be a central theme in the future.

**Proposed Action on Data Issues:** Organize a stakeholder meeting with the goal of generating a standard template for data collection, increase the relevant participants at this meeting, include CSOs and NGOs at the meeting in order to, among other things, cover issues of data about co-benefits; contract studies from CSIR to get, e.g. country-specific data. In addition, the core-reporting team should send relevant questions to GSS in a timely manner, so that GSS can collect the needed data. Mr. Benefor pointed out that many of these actions are foreseen in the table on page 32 of the BUR and said that the table needs an implementation plan.

One participant made a call for **tailor-made capacity building** for the institutions involved in the BUR. The EPA requested that sectors and institutions send their capacity building needs to the EPA.

Other topics raised for action in the near-term include the need for the EPA to organize a **high-level meeting to garner greater support for reporting and mitigation actions**, as well as to increase participation from a broader range of stakeholders. A final point was related to **communicating the content of the BUR**. Actions are already planned to

present the BUR at the COP in Paris, to make leaflets for national use and to have regular interaction with the media about the report and its content.

### 5.2 Conclusion

During the 2 1/2 days, participants were given an opportunity to familiarize themselves with the BUR process and the associated challenges. Consideration was given to the guidelines and other available resources, such as templates and training materials from the Consultative Group of Experts (CGE). Through group exercises, participants were tasked with analyzing experiences from Ghana and other country contexts to identify key challenges and opportunities for enhancing reporting in Ghana.

The second half of the workshop gave participants a chance to understand and prepare for the ICA through the simulation of the technical analysis and the mock FSV. By the end of the workshop, all participants had a good basis of understanding of the UNFCCC reporting processes and what they might expect from the ICA.

The discussions highlighted work that remains to be done to close data gaps, improve quality of data and move towards more country-specific data sources in order to both improve the national GHG inventory, as well as to enhance reporting on mitigation actions and with regard to support needed and received. Part of the solution to data problems will be to broaden the network of stakeholders and have timely interactions with needed sectors and data providers. However, high-level engagement is still needed to get needed resources and support for improving data quality and collection. The discussions made it evident that reporting itself, as well as work on mitigation actions, are not given much priority at the higher levels of government, but if reporting is to be enhanced, there needs to be high-level buy-in from the relevant ministries.

As the Information Matters Project's first phase comes to an end in Ghana, an opportunity exists to

identify new areas of collaboration for a possible second phase. The needs identified by workshop participants, coupled with the recommendations for capacity building that will emerge from the technical analysis of the TTE should inform those discussions.

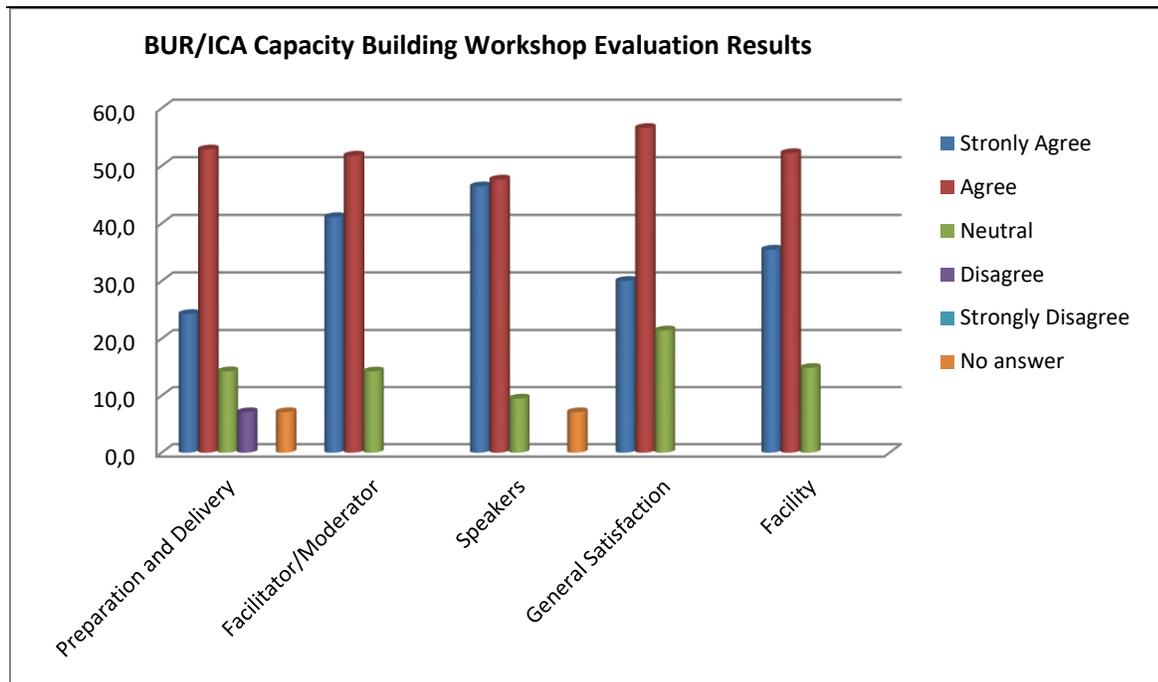
### 5.3 Summary of Outcomes of the training / Areas of BUR and ICA improvement

- Develop/standardize data collection instrument
  - To improve upon data collection till next BUR
  - Improve upon data collection process by filling the data gaps
  - Improve key data sources
  - Enhance data collection capacity and capacity building on reporting using BUR guideline
  - Evaluate various recommendations
  - Strengthening of institutional capacity building of the various institutions involved
- Need for broad stakeholder involvement
  - Get Minister for MESTI to be involved
  - Standardize template for data collection
  - Include Civil Society Organisations (CSO)
  - Contract studies from CSIR (e.g. country specific data)
  - Develop implementation plan for activities listed in the report
  - Workshop documentation report (select relevant suggestions)
  - Presentation of BUR at COP in Paris
  - Extensive dissemination to enhance public awareness
  - National roll out (present information at regional level)
  - Plans to make leaflets
  - Interaction with the media

## Annex 1: Workshop Evaluation

The workshop evaluation was conducted to generate useful information to sponsors, instructors, and participants to ascertain whether the objectives, preparation materials and delivery met expectations. It was also to reveal the real worth of a program, where to improve future workshops and justify funds expended. Below are the results after analyzing responses.

No	Evaluation Elements/Questions	Response per Question (%)					
		Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)	No answer (0)
<b>Preparation and Delivery</b>							
1.	The invitation for the workshop stated the goals clearly.	21.4	57.1	14.3	7.1		
2.	The workshop content was organized and easy to follow.	14.3	71.4	7.14			7.1
3.	There was sufficient opportunity for interactive participation.	57.1	35.7		7.1		
4.	The materials distributed were pertinent and pitched at the right level.	7.1	50				7.1
5.	Training scheduled provided sufficient time to cover all the proposed activities.	21.4	50	21.4			7.1
<b>Facilitator/Moderator</b>							
6.	The moderator properly guided the flow and discussions, agenda and time-keeping and was attentive to processes expected by participants.	50	50				
7.	The facilitators were prepared for the workshop/ break-out sessions.	28.6	71.4				
8.	The facilitators provided instructions and directions comprehensively and clearly.	42.9	50	7.1			
9.	The facilitator encouraged active participation, interaction and ownership of participants to expected outputs.	42.9	35.7	21.4			
<b>Speakers</b>							
10.	Ms. Sallie Lacy delivered clear, concise and effective presentations.	50	50				
11.	Mr. Oscar Zarzo delivered clear, concise and effective presentations.	50	50				
12.	Mr. Kwame Adjei delivered clear, concise and effective presentations.	50	35.7	14.3			
13.	Mr. Kennedy Amankwa delivered clear, concise and effective presentations.	42.9	50	7.1			
14.	Mr. Daniel Benefor delivered clear, concise and effective presentations.	50	42.9	7.1			
15.	Ms. Kirsten Orschulok delivered clear, concise and effective presentations.	35.7	57.1				7.1
<b>General Satisfaction</b>							
16.	Workshop goals/objectives were met.	28.6	64.3	7.1			
17.	I learned a lot of new concepts and tools.	42.9	28.6	28.6			
18.	I am satisfied with my increased understanding of the topic.	28.6	50	21.4			
19.	This workshop will definitely help me make a difference in the way I do my job.	14.3	70	35.7			
20.	I plan to share the information I received with other colleagues in my organization	35.7	70	14.3			
<b>Facility</b>							
21.	The training venue and related facilities provided a comfortable setting.	57.1	28.6	14.3			
22.	The location for the training was accessible and convenient for me.	50	35.7	14.3			
23.	The refreshments and food provided were of good quality.	50	35.7	14.3			
24.	The tools and equipment during the sessions worked well.	14.3	78.6	7.1			



The results of the evaluation indicated that more than 80% of participants Strongly Agree or Agree with the evaluation elements questions with an average of less than 15% of participants responded Neutral to all the evaluation elements and about 7% did not answer on one single question in two areas. Only one participant responded Disagree to one single question in an area. It could generally be concluded from the results that the workshop organization and effectiveness was very good with respect to the preparation and delivery, facilitation, speakers, general satisfaction and the facility.

There was a component for participants to give general comments on issues which the questions did not cover and we present some of the responses to guide future workshops.

**What will you do differently in your work/practice setting as result of this Workshop?**

- “Improve upon motivation with regards to sitting allowance”
- “Provide relevant data when needed to improve the BUR”
- “Will actively work to get data for subsequent BURs”
- “Once data needs are specified my institution will do its best to provide the appropriate data”
- “Improve/suggest a meeting with stakeholders”

**What aspects of the Workshop could be improved?**

- “After the last day of the workshop, participants were tired, hence needed to have stayed and departed the next day”
- “The organization in terms of communicating the agenda and plan beforehand”
- “The documents (e.g. BUR) should be sent to participants early beforehand so that the documents can be reviewed and necessary input can be made”
- “Appear repetitive”
- “Broad involvement and stakeholder involve in data collection”
- “Maybe change in venue”

Registered offices  
Bonn and Eschborn, Germany  
T +49 228 44 60-0 (Bonn)  
T +49 61 96 79-0 (Eschborn)

Dag-Hammarskjöld-Weg 1-5  
65760 Eschborn, Germany  
T +49 61 96 79-0