

Information Matters, Ghana:

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



Kick-Off Workshop Documentation

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ACRONYMS

AGI	Association of Ghanaian Industries
BMU	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety
BUR	Biennial Update Report
CDM	Clean Development Mechanism
EC	Energy Commission
EPA	Environmental Protection Agency
FC	Forestry Commission
FPP	Forest Preservation Program
GEF	Global Environmental Facility
GHG	Greenhouse Gases
GIPC	Ghana Investment Promotion Council
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IKI	International Climate Initiative
IPCC	Intergovernmental Panel on Climate Change
KSEFs	Key Sector Emission Factors
LECB	Low Emission Capacity Building Project
LULUCF	Land Use, Land Use Change And Forestry
M&E	Monitoring and Evaluation
MDAs	Ministries, Departments and Agencies
MESTI	Ministry of Environment, Science, Technology and Innovation
MoF	Ministry of Finance
MOFA	Ministry of Food and Agriculture
MRV	Monitoring, Reporting and Verification
NAMAs	Nationally Appropriate Mitigation Actions
NCSP	National Communication Support Programme
NDPC	National Development Planning Commission
PEF	Private Enterprise Federation
REDD+	Reducing Emissions from Deforestation and Forest Degradation
UNDP	United Nations Development Program
UNEP	United Nations Environment Program
UNFCCC	United Nations Framework Convention on Climate Change

Background

The GIZ on behalf of the German Ministry for the Environment, Nature Conservation and Nuclear Safety is about to provide technical support to four selected countries (Philippines, Ghana, Dominican Republic, Chile).

The project aims - as its primary goal - to strengthen the in-country capacities for ambitious reporting in the four partner countries Chile, Dominican Republic, Ghana and the Philippines. In consultation with the partners, the specific needs and priorities of the MRV systems and greenhouse gas (GHG) monitoring will be identified and improved with tailored in-country capacity-building workshops and trainings. MRV is supposed to enhance transparency in order to increase ambition at national level by providing the information basis for planning and implementing mitigation action. Additionally, MRV supports transparency in order to track progress and reinforce ambition at global level.

Peer-to-peer exchange and generation of lesson learned supports this process. Through these trainings and capacity building workshops, the partners should be able to define procedures, methodologies and responsibilities in order to institutionalize their reporting system with the special focus on the requirements for national-level mitigation-related reporting to the UNFCCC.

The project will work very close with the UNDP Low Emission Capacity Building Programme (UNDP-LECB) and the National Communication Support Programme (NCSP) in the project countries. The LECB Programme and the NCSP develop technical and institutional capacities of countries in order to enable them to collect, manage and report the necessary data for planning and implementing mitigation actions. The goal of the cooperation is to avoid overlaps and to maximize synergies and benefit from mutually complementary activities. GIZ will work together with the World Resource Institute (WRI) on monitoring

and reporting issues in this project. Additionally, the project will work together with the International Partnership on Mitigation and MRV <http://www.mitigationpartnership.net/>

GIZ will offer technical support to the partner country's government's institution in charge of the national monitoring and reporting of climate-relevant data and address their specific demands for capacity building support in the process to prepare national reports. GIZ will collaborate in this effort with and subcontract the British consulting firm Ricardo-AEA which is specialized in monitoring, reporting and verification methodologies. As initial activity in the project, Ricardo-AEA will conduct a gap analysis in each of the four selected countries and GIZ organize together with Ricardo-AEA a kick-off workshop when the partner country's institution will agree with GIZ and Ricardo-AEA on a capacity building plan for the next two years.

This plan will include four in-country workshops for the staff of the partner country's government involved in monitoring and reporting activities. The content of the workshops depends on the demand from the individual countries but could, for instance, cover the monitoring and reporting of emissions inventories, mitigation actions and quantification of transformational and sustainable mitigation impacts, and technical and financial support as well as needs, accounting or preparations for international reporting processes.

Between the workshops over the complete time of the project implementation, there will be placed one expert in-country in the GIZ country office to respond flexibly to ad-hoc demands from the partner institution. Additionally, the German Federal Environment Agency (UBA) is involved in the project and one GIZ staff member will be seconded to UBA in order to facilitate their contributions to the project and provision of technical support to the partner countries.

And the project will support the partner countries' institutions in the analysis of their processes to monitor and report and how to bridge remaining gaps and improve these processes according to international standards and UNFCCC requirements.

Towards the end of the project, GIZ and Ricardo-AEA will organize a global workshop for the staff members from the four involved countries' institutions to exchange peer-to-peer their experiences on the technical challenges and potential solutions of national monitoring and reporting procedures. This exchange shall also allow the involved participants from the four countries to help each other to refine and improve their data collection and data analysis procedures. A team of technical experts from Ricardo-AEA including – if possible and

demanded from the countries – experts from the four involved countries will support this process.

The tools developed and tested in the project to incorporate all elements of the existing GHG inventory, to collect data and to install a monitoring and reporting procedure will condense lessons learnt. In order to enable other countries to learn from the four countries involved in the project, which will acquire a certain leadership on the issues of monitoring and reporting, the tools tested and developed shall be provided for other interested countries after project completion. To this end, the partner country's government institution involved in the project should share their experiences and will be invited to give presentations on the lessons learnt in meetings of the International Partnership on Mitigation and MRV.

BMU International Climate Initiative (IKI)

Since 2008, the International Climate Initiative (IKI) of the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) has been financing climate and biodiversity projects in developing and newly industrializing countries, as well as in countries in transition. Based on a decision taken by the German parliament (Bundestag), a sum of 120 million euros is available for use by the initiative annually. This innovative source makes Germany well-prepared to deliver long-term financing for climate and biodiversity projects worldwide.

The IKI is active in four areas: mitigating greenhouse gas emissions, adapting to the impacts of climate change, conserving natural carbon sinks with a focus on reducing emissions from deforestation and forest degradation

(REDD+), as well as conserving biological diversity.

New projects are selected through a two-stage procedure that takes place once a year. Priority is given to activities that support the creation of an international climate protection architecture, transparency, and innovative and transferable solutions that have an impact beyond the individual project. The IKI cooperates closely with partner countries and supports consensus building for a comprehensive international climate agreement. Moreover, it is the goal of the IKI to create as many synergies as possible between climate protection and biodiversity conservation. Further information can be found at the BMU IKI homepage <http://www.international-climate-initiative.com/en/>

Objective and Approach

The kickoff workshop was organized by GIZ and Ricardo-AEA in collaboration with the Environmental Protection Agency (EPA). It aimed to validate the gap analysis on GHG inventory, mitigation actions and institutional structures and to establish the next steps on the capacity development plan and work program. The global “Information Matters” Project and ongoing climate mitigation initiatives in Ghana were presented, as well as the results of the weeklong gap analysis mission conducted from 22-29 October, 2013 for further validation of

the participants. At the end of the workshop, gaps and corresponding capacity building support needs have been discussed, prioritized and attributed a timeframe and the next steps have been agreed upon.

The facilitators used a workshop-type approach, combined with plenary presentation and break-out session. The plenary was utilized for the presentations of the resource persons, open discussions, and presentations from the break-out groups.

Participants and Resource Persons

Thirty five (35) representatives from key national government agencies participated in the workshop. It was also joined in by officials from GIZ and consultants from Ricardo-AEA.

A representative from the EPA presented the UNDP Low Emission Capacity Building

Programme (UNDP LECB), while representative from GIZ and consultants from Ricardo-AEA presented the project overview and the initial findings of the gap analysis conducted from October 22 till 29, respectively.

Preliminaries

An opening prayer was given by Mr. Philip Acquah after which participants introduced themselves. The objective of the workshop was stated by the workshop moderator, Mr. Mark Fynn of GIZ. The two major objectives of the workshop were highlighted as:

- To validate and challenge the gap analysis
- To develop a capacity building work plan to fill gaps existing in the system

Mr. Oppong Boadi, UNFCCC Focal Point, EPA, expressed appreciation to GIZ and all present for gathering. He stated that under Article 2 of the UNFCCC is about stabilization of greenhouse gas concentrations in the atmosphere to prevent global temperature rise

going beyond 2 degrees Celsius. He said there is urgency in taking action so that ecosystems can adapt naturally to climate change, to ensure that food production is not threatened and to enable economic development to proceed in a sustainable manner. All parties are undertaking emissions reduction activities including Ghana to reach goals. He informed the participants that Ghana has over the years prepared her 1st and 2nd National Communication and working on the 3rd and also has various emission reduction programs. He expressed therefore that the workshop will help the country to improve upon her current work and achievement. Some of the challenges Ghana is currently facing are in the collection of accurate and reliable data. This analysis will therefore help in identifying and

addressing these issues. The capacity building workshops will provide unique and additional training for improved reporting. He believed participants were going to leave the workshop with skills for ambitious reporting system.

On behalf of the country director of GIZ, Mr. Fynn welcomed all present and expressed his appreciation to participants for coming to discuss key issues in Ghana's climate system. He informed the participants of the focal areas of GIZ interventions in Ghana, namely Agriculture, Good Governance and Private Sector Development. He explained that in relation to climate change, GIZ Ghana is active in both adaptation and mitigation - with the Adaptation of Agro-Ecosystems to Climate Change project, the Innovative Insurance Products Products for Adaptation to Climate Change project, and the recently started two-year project on renewable energy. He added that Information Matters project, the latest in the list of GIZ-supported climate related projects in Ghana is aimed at supporting Ghana capacity building efforts for international climate

reporting. Mr. Fynn concluded that he was hopeful that with the cooperation of participants, the objectives of the workshop would be duly met.

Mr. Peter Dery from the Ministry of Environment, Science, Technology and Innovation (MESTI) expressed his appreciation to GIZ for organizing the workshop. He said that as a ministry, MESTI, is working hard to address the challenges posed by climate and to exploit any benefits. He stated that a national climate change policy has been drafted and would be launched soon. Therefore MESTI, sees the Information Matters project as complementary to the ministry's efforts and would help government to achieve its aims on climate change. He further affirmed that reporting (the main objective of the Information Matter project) is important to the ministry because it is one of the main pillars of the draft national climate change policy. He assured the team of MESTI's support to the project and finally welcomed all to the meeting once again.

Plenary Presentation: Key topics related to global Information Matters project

Project Overview: UNDP Low Emission Capacity Building Project (UNDP LECB)

Mr. Daniel Tutu Benefoh, Senior Programme Officer, EPA

The UNDP-LECB Programme consists of 3 work packages: NAMAs, NAMAs Investor Guide and GHG Inventory. The major links between UNDP-LECB Programme and this workshop were identified as both being capacity building of experts and workers in GHG sector. The Energy Commission will lead in the NAMAs package, GIPC leading in the creation of the NAMAs investor guides and EPA lead in the GHG inventory.

The NAMA work package has two potential energy projects which were being developed. EPA is working with GIPC to ensure that the investor guide becomes a business friendly and informative manual that provides the right ideas for both local and foreign investors.

Questions, Contributions and Key

Highlights

Involvement of Private sector in development of Investor guide

- Lessons have been drawn from Ghana's experience with the Clean Development Mechanism (CDM). The main challenge with the CDM was that the process was not participatory enough in the beginning. There was limited understanding among the private sector of the CDM process and this affected the quality of Ghana's CDM proposals.

Therefore, for this project, measures were put in place to ensure maximum participation of the private sector to better understand the process. A number of key organizations are involved including Ghana Investment Promotion Council (GIPC), Private Enterprise Federation (PEF), Association of Ghanaian Industries (AGI) and some private sector players such as Zoomlion Co Ltd.

Extent of involvement of forestry and other sectors in the NAMA

- Unfortunately the Forestry Commission (FC) dropped out of the partnership due to challenges posed by the standard requirements of the methodology (the need to have precise numbers) of developing the NAMAs. The Commission will be brought back on board as charcoal and bio energy are important sources of energy to be considered in the investor guide.

In addition, other partnerships are being sought from sectors such as thermal gas and waste.

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

Dr. Sebastian Wienges, Senior Adviser, GIZ Headquarters

The presentation gave an overview of the Information Matters project (implemented from September 2013 to September 2015) in the four selected countries.

The objectives of the project are:

- To build capacities for reporting systems that generates needed information for planning and implementing mitigation policies and actions at the national level.
- To support the provision of needed information for the ongoing NAMA activities in Ghana and build a reporting system around these activities also at national level.
- To build capacities for providing information to track progress in order to analyze if collective action is sufficient to achieve the 2°C objective globally.

In Ghana, GIZ is partnering with the EPA to implement the project. Ricardo-AEA provides the required technical expertise in identifying gaps and followed by joint planning to address these gaps. On a basis of a Joint Declaration of Intent, UNDP and GIZ will collaborate to ensure the success of this project. Therefore, the Information Matters Project, the UNDP-LECB and the NCSP will work closely together in Ghana.

The major activities for the project in all four countries will be: 4 Kickoff Workshops (1 in

each country), 16 Capacity Building Workshops (4 in each country), 1 Global peer-to-peer exchange, Documentations of workshops and IPCC software for GHG inventories applied.

Deliverables on the basis of project activities for will be a Gap Analysis Tool; the preparation of a BUR format; development of a Process Analysis Tool, and Knowledge Products from lessons learnt from project activities.

Questions, Contributions and Key Highlights

How workshop plan will be implemented to achieve deliverables and possible challenges the project could face?

This kick off workshop was one of the means used to identify challenges and provide possible solutions that could be used to address them. Ricardo-AEA also has expertise in identifying and managing solutions. So far the national level has been supportive and showed much enthusiasm in ensuring the success of the project.

Why IPCC tool is being used as the preferred tool?

Though UNFCCC will prefer their software to be used IPCC was much easier to manage.

Initial Findings on the Gap Analysis for Global Information Matters Project

Ms. Gill Wilkins and Dr. John Watterson, Ricardo-AEA

Ricardo-AEA highlighted their track record in assessing and monitoring of environment, natural resources and climate change issues in different countries and regions across the world since 1954.

Comparison was made between National Communication and Biennial Update Report (BUR) to bring out the common areas and differences.

Element	National Communication	Biennial Update Report (BUR)
National circumstances	✓	✓
National GHG inventory	✓	✓
Adaptation measures	✓	
Mitigation actions	✓	✓
Domestic MRV arrangements		✓
Other actions: tech transfer, public awareness, research	✓	
Financial, technical and capacity needs	✓	✓
Support received		✓

Comparison between an MRV and an M&E systems was also made and the structure of an MRV system explained in more detail (see example below).

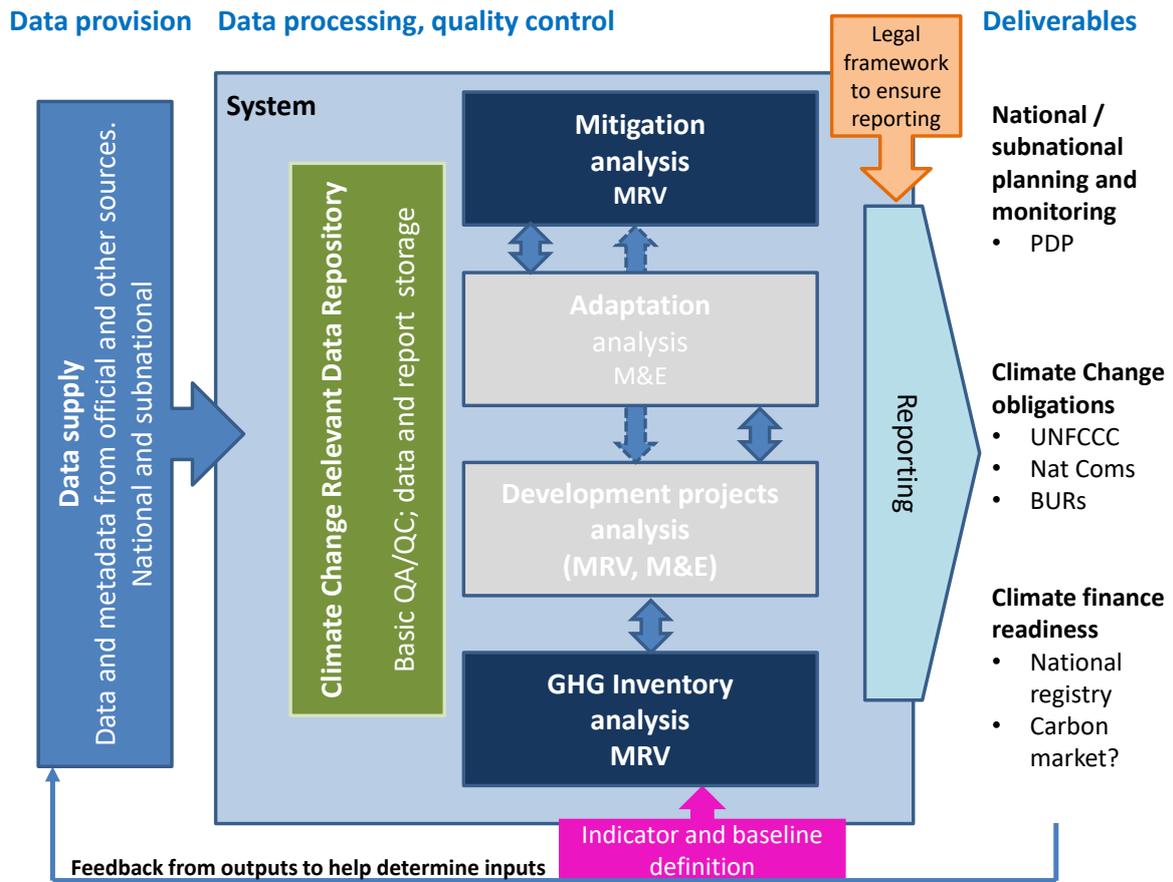
The main stakeholders consulted were relevant government ministries, departments and agencies (MDAs), and other relevant organizations such as GEF-UNEP, World Bank, UNDP, Ministry of Environment, Science, Technology and Innovation (MESTI), Ministry of Food and Agriculture (MOFA), National development Planning Commission (NDPC), Environmental Protection Agency (EPA),

Forestry Commission (FC), Ministry of Finance (MoF), Ministry of Transport, Energy Commission, and Ministry of Energy and Petroleum. The gaps identified were related to collection, processing, analysis and interpretation, tracking and reporting of climate relevant information to assist with international climate reporting. The project does not explicitly consider adaptation but focuses on mitigation as a function of adaptation.

Based on the gap analysis, a capacity building plan which satisfies the following criteria will be developed:

- Must be relevant to the reporting of the BUR
- Realistic and achievable in timeframe of the project
- Not repeating what has done before
- Complementing on-going projects (e.g. GEF-UNEP support for iBUR)
- Can cover any of the sectors or elements relevant to the BUR
- Can be on cross cutting issues (e.g. MRV system, and institutional strengthening)
- Can apply to national, local and sectoral scales
- The capacity building needs to ensure an enduring outcome, with the aim of institutionalising processes and procedures

Diagram of the structure of an example MRV system



The gaps identified can be summarized in the framework below. There are many cross cutting gaps – common themes include lack of core activity data, lack of MRV systems, and limited institutional cooperation. Institutionally, structures are well developed therefore fewer gaps were identified. More technical gaps were identified which could be due to familiarity. Gaps were identified at all levels - nationally, locally and sectorally. Details are provided in the Kick-off Mission Report and the power point presentation.

Activity	GHG inventory & MRV	MRV of mitigation actions	Tracking of domestic and international climate finance	Cross cutting
Capacity				
Institutional <ul style="list-style-type: none"> • Legal, regulatory, governance, co-operation, timely provision of data 	1	-	-	11
Technical <ul style="list-style-type: none"> • Data, data management/flow, QA/QC, tools, systems, processes, M&E/MRV 	7	8	9	13
Capability <ul style="list-style-type: none"> • People, knowledge, skills 	7	5	4	8

Break-out Group Session: Validation of Gap Analysis

The participants were grouped in two, each group was tasked to challenge / validate the gaps identified and to outline the capacity needs for

filling those gaps, including the timeframe. Results of the group work were presented in plenary.



Validation of the Gaps: Group Discussion

Themes	Institutional Gaps	Technical Gaps	Capability Gaps
GHG Inventory and MRV	<p>a. Need to speak to the right people in the various institutions. This may pose a challenge meaning persons present at workshop can't validate. They will therefore have to go beyond the workshop to meet with sectors and institutions to validate</p> <p>b. Institutions lack the tools and resources to generate the country specific emissions for key categories</p> <p>c. Should be institution specific as certain institutions have specific issues (Transport, Forestry, Food and Agriculture)</p> <p>d. Awareness at institutional levels that GHG figures are crucial for decision making in countries (additional information)</p> <p>e. Emission factor development e.g. Transport, LULUCF. Example is in forestry sector what carbon is lost in converting land from one use to another LULUCF</p>	<p>a. The write-ups appear to have captured all the technical challenges of the inventory. More assistance and resources need to be channeled to the data acquisition and generation.</p> <p>b. Need to build AD reporting into permit process</p> <p>c. The Forest Preservation Program (FPP) provided updated data on land use</p> <p>d. Periodic update of data should be stepped up and data should be shared among users example on a website</p> <p>e. Land use maps are available up to 2010 except that the first bullet was not made clear. The forest preservation program (FPP) (2012/2013) provided updated data on land use</p> <p>f. GHG need to build on what is being done at the institutional level</p> <p>g. Emission factors are limited to the LULUCF but activity data can be made available</p> <p>h. Emission factor itself should be funded. There is the need for development of emission factors for the AD.</p> <p>i. Need to build on what is being done at the institutional level</p> <p>j. With the exception of the 1st bullet the rest is valid</p> <p>k. It fairly does not represent LULUCF</p> <p>l. In bullet 9</p>	<p>a. KSEFs development should be funded. Currently they are not funded in National communication.</p> <p>b. There exist trained personnel with government but more need to be done to train more staff.</p> <p>c. Progress has been made for capacities but there is room for further capacity building.</p> <p>d. GSS has knowledge on statistical data generation of GHG. Staffs need capacity to generate data.</p> <p>e. 3rd bullet - Already understand the requirements. Support is needed to do it biannually with the information they have. Sentence should be rephrased.</p> <p>f. 1st bullet – what baseline are the numbers being measured against? Is it number of trained persons? Training should be upgraded. There has been progress already in training but there is more room for upgrading g and improvement. Sentence needs to be rephrased too</p> <p>g. 2nd bullet each working group has more than 4 working on it e. g. Agriculture has much more unlike what is being stated.</p>

		<p>specific primary data in question should be stated</p> <p>m. Need to be specific with the 3rd bullet-what permit are they referring to? It needs more clarification as some thought the information are not related to climate change</p>	
<p>MRV of mitigation Actions</p>	<p>There exist gaps - how to orient existing institutions for MRV–Institutional orientation.</p>	<p>a. Second bullet – Some form of baseline data is being done e.g. is the LEAP by Energy sector. This is therefore not an entire reflection of all the sectors. It may be true for most but not the energy sector.</p> <p>b. Adequate collaboration can be done with GSS to implement some aspects of the climate change data collection. A suggestion is that a format can be designed for statistical service so they can also collect data. The challenge with working with them is how to get into the sector and find someone to work with. More of an administrative challenge because there is always a change anytime they try to bring statistical service on board. Another challenge is the time frame statistical service collects data. It has to be more frequent but this can only be achieved if they are provided with funds.</p> <p>c. Climate data should be included in GSS statistics.</p> <p>d. Bullet 1 – Statement is not reflecting what is happening on the ground</p>	<p>a. More capacity building for identification of climate relevant actions (MRV)</p> <p>b. Need for capacity building to identify and report climate mitigation relevant data (climate intended or non-climate actions)</p> <p>c. Stakeholders should collaborate and work out more indicators (developing comprehensive indicators)</p> <p>d. Bullet 3 is not wholly correct The issue is the lack of the means and tools to generate the indicators and monitors</p>

<p>Tracking domestic and international climate finance</p>		<p>a. Ministry of Finance and EPA are already establishing a domestic electronic reporting systems to strengthen climate finance.</p> <p>b. Climate related donor funding research projects will be difficult to track</p> <p>c. Costing of climate related projects should capture funding from the public and private sector</p> <p>d. Develop policy on information and data on climate change and other areas</p> <p>e. Procedures and processes for finance tracking to be standardized</p>	<p>a. Climate change policy identifies climate mitigation programs yet to be mainstreamed into MTEF</p> <p>b. CPEIRS is already being used by MoF</p> <p>c. Tracking of domestic and international funding</p> <p>d. Institutions should be sensitized on the need to document financing of climate</p> <p>e. Climate change identifies climate mitigation programs which are yet to be mainstreamed into MTEF.</p> <p>f. CPETRs is already being used by M&E</p>
<p>Cross Cutting</p>	<p>a. Data sets are not conflicting. They are collected for different end-users. Climate relevant data can be harmonized.</p> <p>b. Institutional collaboration in data generation and collection is weak</p> <p>c. Need for advocacy at governmental and parliamentary level to increase interest in climate change</p> <p>d. Climate mainstreaming in national plans and programs</p>	<p>Inability or difficulty in harmonizing data due to data fragmentation and the different methodologies and guidelines used for collection.</p>	<p>a. Recap bullet 3 inadequate data gathering from the bottom-up</p> <p>b. Agriculture extension officers can be oriented on climate change</p> <p>c. MRV system is yet to be developed. Existing system is administrative. M&E system to be oriented for MRV under climate change policy.</p> <p>d. GSS has propensity to undertake projects and surveys.</p> <p>e. GSS should be sensitized and proactive in this sector</p> <p>f. Training can be provided for district assemblies</p> <p>g. EPA should be involved in all data collection to ensure QA with the support of other institutions such as GSS , EC , FC etc</p>

Priorities and Time Frame from Group Discussions

	Priorities: For Who and What	Time Frame
Group 1	Capacity to develop sector specific workbook/template on GHG Who: Institutions identified in 3 rd National communication or specific context within NC and Identified in GSGDA	2 nd Quarter of 2014 April –Jun, 2014
	Capacity building on GSS (Ghana Statistical Services) and related institutions including statistical department of various institutions on environmental statistics. Who: Ghana Statistical Service	1 st Quarter of 2014
	Capacity building on existing M&E systems to be oriented for MRV Who: M&E units of MDAs	2 nd Quarter of 2014
	Building capacity for identifying and reporting of climate related policies and actions as well as for finance Who: All related institutions (MoF, NDPC, MESTI and EPA to be trainer of Trainees (TOT) to train MDAs (ministries, Department and Agencies)	3 rd Quarter
	Hands on capacity building on developing country specific emission factors Who: Research Institutions, Universities	Throughout year It could be a one month training spread through the year or some months
Group 2	Capacity building on data inventory, update, collection and management including gathering and sharing	
	Capacity building on QC/QA: QC in Data to ensure authenticity-Training	
	Technical training of technical people in important or stakeholder organisations (EPA etc.) and training of trainers to move around and train others. Zoning could be done to ensure it is thorough. Training on climate finance tracking	
	Legal backing and framework to be a foundation for this so MRV will have a legal backbone	
	Proper coordination of policies and measures	

Concluding Plenary Discussions

EPA should be part of climate finance tracking. The Ministry of Finance has capacity to identify inflows and EPA can help Ministry of Finance with technical backstopping in this area.

Other issues that also came up were funding, sustainability and tracking of climate related projects.

Another was in identifying a realistic institutional set up for Ghana. Do we set up a new institution and attach funding needs or do we mandate existing institutions and support its steering with funding?

Additional data production needs funding on sustainable basis. Additionally, common standards are really required to set up a sustainable data system.

Suggestions for Next Steps

- a. The results of the workshop will be used to draft the capacity building **concept note** for presentation and discussion with the stakeholders (to be prepared by Ricardo-AEA, submitted to EPA by December 6th). A **workplan** will then be attached to the final concept paper for validation with all involved stakeholders.
- b. A **dialogue with other program implementers** is needed to cover deeper details of those projects already addressing the gaps. It can be an on-going process to have clearer picture of the entire project since there are still vague areas that need to be addressed.
- c. A brainstorming exercise would help to determine **how the priorities will be addressed** and the scheduling of the 1st capacity development workshop for Ghana.
- d. Bilateral sessions or group sessions with other sectoral agencies can be conducted in order to expand and validate further the gaps. This will enhance the concept note and facilitate the development of a concrete plan towards the end of the year and beginning of 2014. The Capacity Building Workshops will mostly take place from January-December 2014e.

Closing

Mr. Opong Boadi (EPA) thanked the German Government, GIZ , and Ricardo-AEA, for the support to help build the capacity of institutions in the country on climate reporting. He reiterated the EPA's commitment to the project.

Gill Wilkins (Ricardo-AEA) also acknowledged the level of participation from participants so far and said it shows a promising working relationship for implementation of the project. She said Ricardo-AEA will continue to consult the different partners in order to provided target technical support.

Kirsten Orschulok (GIZ Germany) thanked Mark Fynn for the workshop organization and moderation. She also thanked Ricardo-AEA staff Mrs. Gill Wilkins and Dr. John D Watterson for the hard work in conducting the gap analysis and looked forward to a strong collaborating for the project. Finally, Dr. Sebastian Wienges (GIZ Germany) thanked all for their active participation and said he was confident that the Information Matters project in Ghana will be a success.

The prayer was said to close the workshop.



Annex A: Information Matters Project Kickoff Agenda



Workshop Programme, La-Palm Royal Beach Hotel, Accra

29th October, 2013

Information Matters:

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

DATE/TIME	TOPIC/ACTIVITY	DISCUSSANT
Time		
8:30-9:00	Arrival of participants and Registration	
9:00-9:30	Opening <ul style="list-style-type: none"> ○ Opening prayer ○ Self introduction of participants ○ Workshop objectives and programme 	Moderators
9:30-10:00	Opening remarks by EPA and GIZ <ul style="list-style-type: none"> ○ Opening remarks 	EPA GIZ
	<ul style="list-style-type: none"> ○ Welcome keynote address 	MESTI
10:00-10:15	Brief Presentation on the ongoing NAMA/mitigation Initiatives in Ghana <ul style="list-style-type: none"> ○ Overview of climate mitigation initiatives in Ghana including the UNDP Low-Emission Capacity Building (LECB) Programme and other related programmes 	Daniel Benefoh Tutu, EPA
10:15 - 10:30	Overview of the BMU-supported Global Information Matters Project	

DATE/TIME	TOPIC/ACTIVITY	DISCUSSANT
	<ul style="list-style-type: none"> ○ Introduction, organizational structure ○ Terms of reference, schedule of deliverables, timelines ○ Approach and methodology 	Dr. Sebastian Wienges / Kirsten Orschulok, GIZ Advisers, GIZ Headquarters
10:30-11:15	<p>Presentation on the preliminary results of Gap Analysis</p> <ul style="list-style-type: none"> ○ Background on the interviews with stakeholders from 22 - 28th Oct ○ Discussions on preliminary results of the study mission <p>Discussion of group work design and mechanics</p>	Gill Wilkins and Dr. John D. Watterson Ricardo-AEA
11:15-11:45	Break	
11:45-12:45	<p>Group work : Validation of Gap Analysis results with stakeholders</p> <ul style="list-style-type: none"> ○ Discussions in two groups ○ Consolidation of comments/suggestions and summarization 	Facilitators / Ricardo-AEA / / Participants
12:45-13:45	Lunch break	
13:45-15:00	<p>Continuation of Group work : Development of Capacity Building Plan</p> <ul style="list-style-type: none"> ○ Prioritisation of gaps ○ Development of capacity building plan to address gaps 	Facilitators / Ricardo-AEA / / Participants
15:00-15:30	Afternoon break	
15:30-16:15	<p>Plenary session</p> <ul style="list-style-type: none"> ○ Presentation of group work results and discussions 	Moderators/Reporters of the breakout groups
16:15-16:45	Way Forward	Moderators / Ricardo-AEA / / Participants
16:45-17:00	Closing Remarks	EPA/GIZ
17:00	Closure	

Workshop Moderator: Mark Kofi Fynn

Breakout Group Facilitators: Mark Kofi Fynn/ Kirsten Orschulok

Annex B: Information Matters Project Initial Gap Analysis Findings

Capacity	Activity	GHG inventory & MRV	MRV of mitigation actions	Tracking of domestic and international climate finance	Cross cutting issues
<p>Institutional</p> <p>For example: Legal, regulatory, governance, co-operation, timely provision of data</p>	<p>Summary:</p> <ul style="list-style-type: none"> Limited knowledge about how to generate country specific emission factors (particularly for key source categories). 	<p>Summary:</p> <ul style="list-style-type: none"> No specific gaps were identified. Institutional structures seem to be in place ready to support an MRV system when it is developed. 	<p>Summary:</p> <ul style="list-style-type: none"> No specific gaps were identified. Institutional structures seem to be in place ready to support an MRV system when it is developed. 	<p>Summary:</p> <ul style="list-style-type: none"> Insufficient access to available activity data Parliament needs to have concise policy briefs (on climate reporting) Institutions are (well) developed, but coordination between them needs enhancing Data is not always shared between institutions Overlap of data collection responsibilities between MDAs leads to duplication and conflicting data sets Need to institutionalise the data gathering process so that EPA have oversight in all 216 assemblies Mechanisms of and 	

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				attitude to cooperation between MDAs, to fulfil climate reporting obligations, are not fully resilient to changes in MDA architecture
<p>Technical</p> <p>For example: Data, data management/flow, QA/QC, tools, systems, processes, M&E/MRV</p>	<p>Summary:</p> <ul style="list-style-type: none"> • Land use plan (2000) has not been updated – <i>{but the need here is not about land use planning – it is about what land is currently being used for what purpose – classification of use}</i> • There are gaps in AD necessary for the GHG inventory. Specific problems are: 1) missing data; 2) outdated data; 3) gaps in time series; 4) limited accuracy of data; 5) problems with data generation and sharing; 6) inappropriate format; 7) data at relevant scale not 	<p>Summary:</p> <ul style="list-style-type: none"> • Limited knowledge about baselines and how to generate them • Mitigation baseline data is not being collected (to support all the mitigation activities) • Need the minimum number of effective mitigation related indicators to be added to the M&E systems in all sectors • There are no mitigation action monitoring and tracking templates (EPA to lead) • Questionnaire (NatCom) sent to all MDAs did 	<p>Summary:</p> <ul style="list-style-type: none"> • Technical assistance for MRV of Climate Finance needed. • No clear concise definition of climate finance, suitable for UNFCCC reporting purposes • No central system that currently tracks all climate related finance being received, and allows: verification; identification of “new and additional” funding; disaggregation into domestic and international; splitting by mitigation and adaptation and by sector. • Current expenditure 	<p>Summary:</p> <ul style="list-style-type: none"> • Institutional structures are in place, but additional people and systems are needed to support climate reporting • Staff are not trained in the principles and practices of MRV • MRV systems are fragmented: should they be integrated? • MRV systems are not fully developed. Build on existing M&E systems towards an MRV system? • Mainstream climate

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		<p>always available; 8) data confidentiality limits access to data; 9) limited access to primary data; 10) data collection is not sustainable; 11) limited QA/QC procedures</p> <ul style="list-style-type: none"> • Climate relevant AD reporting is not built into industry permits • Sectoral data problems: national energy balance does not currently provide the necessary completeness transparency and accuracy; waste incineration activity data is lacking; domestic waste water; IP data 	<p>include questions about adaptation, but not necessarily mitigation</p>	<p>frameworks do not have cost codes to track climate finance related spending</p>	<p>change data requirements into Statistical surveys and census'.</p> <ul style="list-style-type: none"> • Not all the necessary AD needed to support climate change reporting is collected; there is insufficient capacity at district assembly level to collect and aggregate data • The methodologies and tools for collecting data are not fully developed • The methodologies for processing data (e.g. gap filling) are not fully refined • Data are not always reported in the same formats for each reporting cycle

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<p>Capability</p> <p>For example: People, knowledge, skills</p>	<p>Summary:</p> <ul style="list-style-type: none"> • There are not enough trained people (in government institutions and academia) to reliably and repeatedly generate the GHG inventory • There are gaps in sectoral capacity: e.g. agriculture (1 to 2 more inventory staff?; NFI needed more regularly; water resources/sanitation; collecting AD in general) • Energy Commission needs to understand the requirements of the GHG inventory (which is reported in the BUR) 	<p>Summary:</p> <ul style="list-style-type: none"> • There are not enough trained people (in government institutions and academia) to reliably implement and monitor mitigation actions • Energy Commission needs to understand the AD requirements for mitigation actions (which is reported in the BUR) • Lack of understanding about how to set sectorally specific indicators for climate mitigation (e.g. transport indicators) and what data is needed to underpin them 	<p>Summary:</p> <ul style="list-style-type: none"> • There is no current methodology to track climate finance. Could CPEIRS be used? • Understanding of climate change, and the reporting of associated finance, is not mainstreamed throughout the MoF • The MoF have limited experience of the mechanisms and protocols of the COP • The climate public expenditure and Institutional reviews happen only periodically 	<p>Summary:</p> <ul style="list-style-type: none"> • Critical mass of skills and succession planning is missing in MDAs • Awareness raising is needed for all ministries to understand their role in the BUR (and GHGI), and climate change mitigation • Data gathering is not institutionalised from the bottom up • There is insufficient capacity at the local level to: engage in MRV; provide sector specific data • Providing training to all 216 district assemblies is a problem. {Train the Trainers is one possible solution} • Climate change relevant agriculture capacity development needs to be 	

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					<p>directed at the community level</p> <ul style="list-style-type: none"> • (The Ghana Statistical Service may lack the funding to collect climate relevant data for mitigation actions monitoring)



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