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## **Subsidiary Body for Implementation**

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Item 4(c) of the provisional agenda

**Reporting from Parties not included in Annex I to the Convention**

**Provision of financial and technical support**

## **Regional hands-on training workshops on the preparation of mitigation actions and reporting on them in national communications and biennial update reports**

**Report by the secretariat**

### *Summary*

In 2017, the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention conducted two regional hands-on training workshops for Parties not included in Annex I to the Convention. The first workshop, for the African region, was held in Pretoria from 21 to 24 August, and the second, for the Asia-Pacific and Eastern European regions, was held in Siem Reap, Cambodia, from 4 to 7 September. The aim of these workshops was to facilitate for these Parties the preparation of mitigation actions and reporting on them in the national communications (NCs) and biennial update reports (BURs), and to enhance the capacity of national experts in using the “Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention” and the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention”. The workshop also served as a platform for a rich exchange of views, lessons learned and experience relating to the process and preparation of NCs and BURs, which was appreciated by the participants. The participants deemed the workshops useful in enhancing their knowledge on how to prepare and report information on mitigation actions in NCs and BURs. This report outlines the proceedings of the workshops and presents a summary of the discussions.

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## I. Introduction

### A. Mandate

1. The Conference of the Parties (COP), by decision 19/CP.19, continued the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) for a period of five years, from 2014 to 2018, and decided that the CGE, in fulfilling its mandate, shall function in accordance with the revised terms of reference contained in the annex to that decision.

2. In keeping with those terms of reference, the CGE, at its first meeting in 2017, held in Bonn, Germany, from 14 to 16 February 2017, updated its work programme for the period 2017–2018.<sup>1</sup> As part of its 2017 workplan,<sup>2</sup> the CGE agreed to conduct regional hands-on training workshops for Parties not included in Annex I to the Convention (non-Annex I Parties) on the preparation of mitigation actions and reporting on them in national communications (NCs) and biennial update reports (BURs).

3. The COP, by decision 19/CP.19, requested the CGE to submit a progress report annually on its work to the Subsidiary Body for Implementation (SBI) for its consideration at the sessions of the SBI held in conjunction with the sessions of the COP.<sup>3</sup>

### B. Scope of the report

4. This report, prepared as a part of the reporting on the progress of the work of the CGE,<sup>4</sup> contains a summary of the proceedings of and discussions at the two regional hands-on training workshops for non-Annex I Parties from:

- (a) The African region, held in Pretoria from 21 to 24 August 2017;
- (b) The Asia-Pacific and Eastern European regions, held in Siem Reap, Cambodia, from 4 to 7 September 2017.

### C. Possible action by the Subsidiary Body for Implementation

5. The SBI, having considered this report, may wish to provide further guidance to the CGE, as appropriate, on the provision of technical assistance to non-Annex I Parties on the preparation of NCs and BURs.

## II. Proceedings

6. In 2017, the CGE, in collaboration with the United Nations Development Programme and the United Nations Environment Programme (UNEP), the two bodies jointly administering the Global Support Programme for Preparation of National Communications and Biennial Update Reports by non-Annex I Parties (GSP), conducted two regional hands-on training workshops for non-Annex I Parties on the preparation of mitigation actions and reporting on them in their NCs and BURs:

- (a) The workshop for the African region, which was hosted in Pretoria by the Government of South Africa and the UNEP Regional Office for Africa. It was attended by 41 national experts representing 34 non-Annex I Parties from the region, as well as by six CGE members and two resource persons;<sup>5</sup>

<sup>1</sup> Available at <http://unfccc.int/2608.php>.

<sup>2</sup> Available at [https://unfccc.int/files/national\\_reports/non-annex\\_i\\_natcom/cge/application/pdf/cge\\_workplan\\_2017.pdf](https://unfccc.int/files/national_reports/non-annex_i_natcom/cge/application/pdf/cge_workplan_2017.pdf).

<sup>3</sup> Decision 19/CP.19, paragraph 7.

<sup>4</sup> FCCC/SBI/2017/15.

<sup>5</sup> Experts from the University of Cape Town and from Camco Clean Energy.

(b) The workshop for the Asia-Pacific and Eastern European regions was hosted by the Government of Cambodia. It was attended by 39 national experts representing 26 non-Annex I Parties from the two regions, as well as by three CGE members, one CGE observer and one resource person.<sup>6</sup>

7. The main objectives of the regional hands-on training workshops were:

(a) To enhance the capacity of national experts in using the “Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention” (hereinafter referred to as the UNFCCC guidelines for the preparation of NCs from non-Annex I Parties) and the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention” (hereinafter referred to as the UNFCCC reporting guidelines on BURs) in order to facilitate the preparation of mitigation actions and reporting on them in their country’s NC and BUR;

(b) To serve as a platform for the exchange of views, lessons learned and experience relating to the process and preparation of NCs and BURs, as appropriate.

8. The two regional hands-on training workshops were similar in design and structure, and therefore followed similar agendas.<sup>7</sup> The workshops, through presentations and interactive hands-on exercises, covered the following topics in eight sessions:

(a) **Overview of global mitigation of climate change: key results from the Fifth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC).** This session provided the global context and approaches for climate change mitigation, including trends in stocks and flows of greenhouse gases (GHGs) and their drivers, mitigation pathways and measures in the context of sustainable development, and mitigation policies and institutions;

(b) **Intergovernmental response to mitigate climate change: the Convention, the Kyoto Protocol and the Paris Agreement.** This session provided a broad picture of how national governments from both developed and developing countries mitigate climate change through intergovernmental processes, including under the Convention, the Kyoto Protocol and the Paris Agreement. While the emphasis of the session was on mitigation in the context of developing countries, to complete the picture elements relating to developed countries were also broadly addressed;

(c) **Identifying, selecting and implementing mitigation actions.** This session covered the key considerations in conducting mitigation assessments and identifying mitigation actions, and potential barriers to planning and implementing mitigation actions. The main steps involved in mitigation analysis, including selection and prioritization of mitigation actions, were explained, and an overview of available tools and examples of commonly used tools for the assessment of mitigation potential were provided. A hands-on exercise using models to construct a hypothetical GHG cost-curve and multi-criteria analysis to prioritize mitigation actions was also conducted;

(d) **Analysing the impacts of mitigation actions.** This session provided guidance on good practice for the analysis of expected results of mitigation actions, that is, ex ante analysis of effects, including assessment of the sustainable development impacts of mitigation actions. It also provided an overview of steps required to conduct an ex ante assessment as well as examples of existing methodologies and tools for assessing impacts in different fields. A hands-on exercise on constructing a baseline for a mitigation project was included;

(e) **Reporting mitigation to the Convention.** This session provided an overview of the context and mandate for developing countries to report information on mitigation in their NCs and BURs. The provisions on mitigation actions contained in the UNFCCC guidelines for the preparation of NCs from non-Annex I Parties and the UNFCCC reporting guidelines on BURs were explained. The possible approaches to the communication of

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<sup>6</sup> An expert from Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ).

<sup>7</sup> The generic agenda used for both workshops is contained in the annex.

information consistently with the reporting provisions were also explained and were elaborated through examples based on information from NCs and BURs;

(f) **Setting up or enhancing national institutional arrangements.** This session covered key components of national institutional arrangements for preparing and submitting NCs and BURs. Examples of institutional arrangements in developing countries, including roles and responsibilities of key stakeholders, and information on addressing resource capacity constraints through partnership or collaboration were provided;

(g) **Peer exchange.** The session focused on the exchange of lessons learned and experience in the preparation of mitigation actions and reporting on them in NCs and BURs;

(h) **Constraints and gaps, and related finance, technical and capacity-building needs, in preparing and reporting information on mitigation actions.** The final session of the workshop was an exchange of views on this topic.

9. A summary capturing the content of the discussions at the workshops is provided in the next chapter.

### III. Discussions

10. The presentations focused on explaining the approaches to preparing and reporting information on mitigation actions in NCs and BURs in accordance with the relevant reporting provisions, using concrete examples. The presentations were followed by question and answer sessions and breakout group exercises based on case studies. These exercises not only allowed the participants to gain a hand feel for preparing and reporting information on mitigation actions, but also generated an exchange of views and lessons learned during the process.

11. The key observations made during the workshop sessions are presented in the subchapters below.

#### A. Mitigating climate change: the bigger picture

12. The discussions in the two sessions on this topic, overview of global mitigation of climate change and intergovernmental response to climate change by mitigation, led to the following:

(a) Participants appreciated the overview of key points from the Fifth Assessment Report of the IPCC, including the interlinkages between climate change mitigation and adaptation, as influenced by national circumstances;

(b) The process of preparing nationally determined contributions leads to a greater understanding of how estimates of the level of ambition with respect to mitigation could be improved through a more rigorous and systematic approach to mitigation assessment;

(c) Participants enquired how market mechanisms fit into the NC and BUR process. The explanation referred to Article 6 of the Paris Agreement and the UNFCCC reporting guidelines on BURs;

(d) Key category analyses for certain sectors are important for identifying areas with potential for the implementation of mitigation actions.

#### B. Identifying, selecting and implementing mitigation actions

13. Insights shared on the development of climate change policy in participants' countries revealed that some have a centralized policy approach and others a sector-specific policy approach; the approach used reflects national circumstances and current institutional arrangements.

14. Participants highlighted some of the lessons they have learned on identifying, selecting and implementing mitigation actions. They mentioned the difficulty in accessing

the data needed for conducting mitigation assessments and understanding related assumptions, and highlighted that involvement of the key stakeholders in the mitigation assessment process is crucial to build consensus and tackle more complex and long-term mitigation options.

15. Some participants underlined the importance of building in-country technical expertise so that tools and methodologies used for mitigation assessment are understood and can be adapted to suit local conditions.

16. Owing to intellectual property rights, off-the-shelf tools and methodologies used for modelling do not provide sufficient information on how the model works and the underlying assumptions, making it difficult to assess the applicability of the model. Often the technical expertise for modelling is provided by consultants; it is important for those consultants to substantiate their choice of model and its applicability to the context.

17. Some participants were of the view that the construction of marginal abatement cost curves is a process intensive from both technical and labour standpoints, requiring careful resource planning and access to good data and information.

18. The hands-on exercise on the screening and prioritization of mitigation actions using a multi-criteria analysis was noted as useful. Participants felt that the analysis framework used for the exercise could be easily adapted for use in their countries for the prioritization of the identified mitigation actions.

### **C. Analysing the impacts of mitigation actions**

19. A number of participants indicated that efforts to analyse the impacts of mitigation actions are under way in their countries. They shared insights on difficulties in accessing data from key stakeholders, verifying the quality of the data provided and addressing data gaps when analysing the impacts of mitigation actions.

20. Participants shared their experience in relying on consultants to develop baseline scenarios and stated that consultants need to assist in the building of in-country technical expertise so that baseline scenarios are understood and can be used effectively by national entities responsible for planning climate change activities and other stakeholders involved in implementation of mitigation actions.

21. During the exercise on conducting a simplified quantitative screening of GHG mitigation options (marginal abatement cost curve and multi-criteria screening matrix), participants recognized that conducting such activities in their countries would hinge on the availability of data, relevant technical expertise and financial support for the work. Data collection, data quality control and quality assurance measures were also identified as important.

22. During the exercise on sectoral emission baseline determination, participants noted that data and information from international organizations such as the IPCC, the Food and Agriculture Organization of the United Nations and the International Energy Agency could be used to fill in data gaps at the national and local levels. For example, in the absence of country-specific emission factors, the default values from the IPCC could be used to meet immediate needs. In parallel, it is important to develop improvement plans for the collection and maintenance of data and development of country-specific emission factors that can be rolled out gradually.

### **D. Reporting mitigation under the Convention**

23. The UNFCCC reporting guidelines on BURs are generally considered to be broad and flexible enough to allow countries to report information in line with their capabilities and national circumstances. Participants also pointed out the value in having a reporting template and examples to guide the national experts in preparing their information. To that end, some participants suggested looking at the submitted BURs and the published summary reports of the technical analysis of the BURs with a view to gaining a sense of how developing countries

prepare and report information on mitigation actions and their effects, and how the reported information is subsequently technically analysed.

24. Some participants expressed confusion as to what, in terms of mitigation, needs to be reported in NCs and BURs, and sought advice on how to manage the reporting of information in these two types of report. Subsequent discussions highlighted the importance of reporting coherent and consistent information across the two reports, especially given that the scope of the BUR is to provide an update to the mostly recently submitted NC.

25. Information on both current and planned mitigation actions should be included in BURs, it was observed. It was emphasized that information on mitigation actions at various stages, including planning and implementation, should be reported clearly, concisely and at the same time as completely as possible to allow an understanding of the nature and scale of mitigation actions taken, planned and envisaged.

26. The usefulness of reporting information on the main drivers of mitigation actions was noted as it helps the readers in understanding the reported mitigation actions and placing them in the proper context.

27. Participants recognized the importance for officials in charge of the preparation of NCs and BURs to be fully knowledgeable about the UNFCCC guidelines for the preparation of NCs from non-Annex I Parties and the UNFCCC reporting guidelines on BURs, so that they can ensure effective work by consultants and experts involved.

28. The reporting exercise provided participants with first-hand experience in applying the reporting provisions contained in the UNFCCC reporting guidelines on BURs, analysing the background information prepared by sectoral experts and synthesizing information to be reported in BURs. One of the challenges identified was making decisions on the extent and relevance of the information reported to describe in a concise manner the mitigation action, the nature of the action, coverage (i.e. sectors and gases), quantitative goals and progress indicators, and methodologies and assumptions. Participants highlighted the relevance of a centralized coordination of stakeholder inputs to ensure that the information on mitigation actions is comprehensive.

## **E. Setting up or enhancing national institutional arrangements**

29. There was a rich exchange of experience and lessons learned in setting up or enhancing institutional arrangements to support the work on measurement, reporting and verification (MRV) frameworks, including the preparation of NCs and BURs, as well as in participating in the technical analysis of BURs in the international consultation and analysis process. Discussions indicated that efforts are ongoing in all countries to strengthen institutional arrangements.

30. Internalizing MRV in the relevant existing workstreams across line ministries and sectors can help to make the process sustainable and to reduce resource requirements.

31. Including climate change in existing institutional arrangements for socioeconomic development could circumvent setting up additional institutional arrangements for climate change and obtaining stakeholder buy-in.

32. High-level political buy-in is important for establishing a competent coordination body with legal authority to champion climate change and for capacitating such a body.

33. Some of the key considerations in setting up national institutional arrangements are managing conflicting interests of different stakeholders, securing sufficient resources, prioritizing and approaching the enhancement in an incremental manner, building a narrative that highlights the benefits to stakeholders, and institutionalizing the work.

34. With a view to making their institutional arrangements sustainable and less dependent on external consultants over time, some countries have been engaging academic institutions and national bureaux of statistics more.

35. While lessons learned and experience from other countries provide valuable insights, the design and structure of the institutional arrangements necessary for MRV depends on the needs and circumstances of a country.

## **F. Peer exchange**

36. In respective regional workshops at this session, participants from Ghana, the Republic of Moldova, Uganda and Viet Nam presented their experience and lessons learned in preparing NCs and BURs, which resonated well with participants. Key messages from this session include the following imperatives:

(a) Moving from conceptual design of monitoring and evaluation systems to more practical, country-suitable systems to support MRV;

(b) Building the legal framework and institutional arrangements to strengthen data collection, measurement and reporting;

(c) Continuing to build sustainable in-country technical expertise for preparing and submitting NCs and BURs in order to reduce over-reliance on external experts;

(d) Accessing financial and technical support to build robust and sustainable GHG inventory management systems that support the process of identifying mitigation actions.

## **G. Constraints and gaps, and related finance, technical and capacity-building needs, in preparing and reporting information on mitigation actions**

37. The discussion in this session led to the following observations:

(a) The access to information on financial and technical support needs to be enhanced;

(b) Pooling capacities from national institutions in order to prepare and report information on mitigation actions continues to be a challenge;

(c) Clarification on the use of the *2006 IPCC Guidelines for National Greenhouse Gas Inventories* versus the *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories* for the preparation of BURs is needed;

(d) Continuing to build capacity for understanding the data and data quality needs is important to improve the quality of NCs and BURs;

(e) Designing and developing tools that cater to the needs and circumstances of countries with limited capacities, such as the least developed countries and small island developing States, would be beneficial;

(f) Exploring opportunities in the intergovernmental process to harmonize, to the extent possible, reporting of information may be useful;

(g) Utilizing South–South cooperation, for example as a platform for the exchange of experience and lessons learned, and exploring opportunities to conduct joint activities to address data gaps that are of a regional nature, are promising approaches.

## **IV. Conclusions**

38. The participants of the regional hands-on training workshops were appreciative of the opportunity to work, through hands-on exercises, on case studies of situations on the ground. The participants also welcomed active interaction with peers, the CGE and other experts. The distribution of the training materials before the workshop allowed participants to prepare in advance and thereby to actively participate. Some participants expressed their intention to use these training materials as the basis for training other national experts.

39. In general, the workshops were successful in:



(a) Familiarizing national experts from non-Annex I Parties with the preparation of mitigation actions and reporting on them in NCs and BURs in accordance with the relevant reporting guidelines;

(b) Serving as a platform for sharing experience and lessons learned among national experts from the same region;

(c) Promoting networking among national experts;

(d) Providing a platform for the CGE to interact with national experts and gain first-hand insights into lessons learned and experience, as well as constraints and challenges countries are facing.

40. Most surveyed participants found the quality of the workshops to be either excellent or good, as shown in the figure below.

#### Participants' assessment of the quality of the regional hands-on training workshops



41. The participants identified the following elements as those that could enhance the effectiveness of such workshops in the future:

(a) From the workshop for the African region;

(i) Consider holding workshops at the subregional and national levels so that the proceedings can be conducted in relevant United Nations languages;

(ii) Increase the number of participants per country with a view to further enhancing the institutional capacity of the participating countries given the impact of these workshops;

(iii) Use more regional examples in the training materials and exercises;

(iv) Extend the workshop length to five days to allow more time for all the sessions, in particular for the hands-on exercises;

(v) Include a site visit to demonstrate how activity data are collected on site;

(vi) Focus on the various equations, algorithms and models used to estimate GHG emissions and mitigation potential;

(b) From the workshop for the Asia-Pacific and Eastern European regions:

(i) Consider, though the sharing of lessons learned from other regions was helpful, whether it would be useful to focus more on specific regions;

(ii) Consider conducting such workshops more frequently so that more participants can benefit;

(iii) Increase the duration of the workshop so that the topics and exercises can be allocated sufficient time;

- (iv) Include a session providing step-by-step guidance on how a tool can be used for identifying, selecting and reporting mitigation actions to the Convention;
- (v) Enhance the session on the effects of mitigation actions to cover sufficiently both the ex-ante and the ex-post effects;
- (vi) Consider including mock exercises for mitigation actions for each sector, including on how to conduct quality control of the collected data;
- (vii) Allow more time for discussions on content-rich subject matters and on how to use the various tools available (e.g. baseline scenarios for mitigation).

42. The CGE, the secretariat and participants expressed their appreciation to the Governments of Cambodia and South Africa and the UNEP Regional Office for Africa for hosting the workshops.

43. The CGE extended its appreciation to the GSP for collaborating with the group to organize these workshops. The CGE thanked those developed country Parties included in Annex II to the Convention and other developed country Parties that provided financial resources for the workshops.

## Annex

## Agenda of the regional hands-on training workshops on the preparation of mitigation actions and reporting on them in national communications and biennial update reports

[English only]

Time	Agenda items
	<b>Day 1</b>
08:30–09:00	<b>Registration</b>
09:00–09:20	<b>Opening session</b> <ul style="list-style-type: none"> <li>- Welcome remarks – Consultative Group of Experts (CGE)</li> <li>- Workshop opening remarks – UNFCCC official opening address – host country</li> </ul>
09:20–09:45	<b>Introductory session</b> <ul style="list-style-type: none"> <li>- Introduction – workshop participants</li> <li>- Overview of workshop – objectives, agenda and expectations</li> </ul>
09:45–10:15	<b>Coffee break</b>
10:15–12:30	<b>Mitigating climate change: the bigger picture</b> <ul style="list-style-type: none"> <li>- Overview of global mitigation of climate change: key results from the IPCC AR 5 <i>{This session aims to provide global context on mitigation and will cover key messages drawing from the Fifth Assessment Report of the Intergovernmental Panel on Climate Change: approaches to climate change mitigation, trends in stocks and flows of greenhouse gases and their drivers, mitigation pathways and measures in the context of sustainable development, and mitigation policies and institutions}</i></li> <li>- Intergovernmental response to mitigate climate change: the Convention, the Kyoto Protocol and the Paris Agreement <i>{This session aims to provide a broad picture of how national governments from both developed and developing countries collectively respond to mitigate climate change as part of the intergovernmental processes, including the Convention, the Kyoto Protocol and the Paris Agreement. The emphasis will be on mitigation in the context of developing countries. However, in order to have a complete global picture, an overview of those elements relating to developed countries will also be broadly addressed.}</i></li> </ul>
12:30–14:00	<b>Lunch break</b>
14:00–15:30	<b>Identification, selection and implementation of mitigation actions</b> <ul style="list-style-type: none"> <li>- Determining the context for mitigation actions <i>{This session aims to highlight what the key considerations are in conducting mitigation assessments and identifying mitigation actions. It also covers potential barriers that need to be taken into consideration in planning and implementing mitigation actions.}</i></li> </ul>
15:30–16:15	<b>Coffee break</b>
16:15–18:00	<b>(cont.) Identification, selection and implementation of mitigation actions</b> <ul style="list-style-type: none"> <li>- Steps for successful selection, design and implementation of mitigation actions <i>{This session gives an overview of the main steps involved in mitigation analysis.}</i></li> </ul>
	<b>Day 2</b>
09:00–10:00	<b>(cont.) Identification, selection and implementation of mitigation actions</b> <ul style="list-style-type: none"> <li>- An overview of available tools and examples of commonly used tools available for mitigation potential assessment <i>{In this session, an overview of tools available plus examples of commonly used tools for mitigation potential assessment will be provided. For each tool, the discussion covers the general description, type of data/input needed to use the tool, outputs from the tool, and strengths and limitations of the tool.}</i></li> </ul>
10:00–10:30	<b>Coffee break</b>
10:30–12:30	<b>(cont.) Identification, selection and implementation of mitigation actions</b>

Time	Agenda items
	<ul style="list-style-type: none"> <li>- Hands-on exercise <i>{The participants will engage in a hands-on exercise using spreadsheet models to: (1) construct a greenhouse gas cost-curve based on a hypothetical narrative (to be provided as a part of the exercise); and (2) prioritize mitigation actions using multi-criteria analysis.}</i></li> </ul>
12:30–14:00	<b>Lunch break</b>
14:00–15:30	<p><b>(cont.) Identification, selection and implementation of mitigation actions</b></p> <p>Hands-on exercise: results and discussion <i>{The participants will share their results of the exercise. The participants will also share their experience and lessons learned in undertaking the exercise.}</i></p>
15:30–16:00	<b>Coffee break</b>
16:00–17:00	<p><b>Analysing the impacts of mitigation actions</b></p> <p><i>This session provides guidance on good practice for the analysis of expected results of mitigation actions; that is, ex ante analysis of effects, including assessment of sustainable development impacts of mitigation actions. It also provides an overview of steps required to conduct an ex ante assessment as well as examples of existing methodologies and tools to assess impacts in different fields. It also covers different dimensions of progress on implementation, including understanding the status of implementation and results achieved to date.}</i></p>
17:00–18:00	<p><b>(cont.) Analysing the impacts of mitigation actions</b></p> <ul style="list-style-type: none"> <li>- Hands-on exercise: baseline setting <i>{The participants will engage in an exercise on baseline determination.}</i></li> </ul>
<b>Day 3</b>	
09:00–10:30	<p><b>Reporting mitigation to the Convention</b></p> <ul style="list-style-type: none"> <li>- Reporting mitigation in national communications and biennial update reports: the context and mandate, and approaches and examples <i>{This session provides an overview of the context and mandate for developing countries to report information on mitigation in their national communications and biennial update reports. It also provides possible approaches for communication of information consistent with the reporting provisions. The approaches are further elaborated through examples drawn from information submitted by developing countries in their national communications and biennial update reports.}</i></li> </ul>
10:30–11:00	<b>Coffee break</b>
11:00–12:30	<p><b>(cont.) Reporting mitigation to the Convention</b></p> <ul style="list-style-type: none"> <li>- Hands-on exercise: preparing and reporting information in the biennial update report (BUR) <i>{On the basis of a hypothetical narrative, participants in smaller groups will prepare information on mitigation actions to be reported in the BUR.}</i></li> </ul>
12:30–14:00	<b>Lunch break</b>
14:00–16:00	<p><b>Setting up or enhancing national institutional arrangements</b></p> <ul style="list-style-type: none"> <li>- <i>{This session provides an overview of key components of national institutional arrangements for preparing and submitting national communications and biennial update reports. It also includes examples of institutional arrangements put in place by some developing countries which managed to support the increased frequency of the preparation of national communications and biennial update reports. For example, improving coordination of information to be included in national communications and BURs; clearly defining roles and responsibilities of key stakeholders involved in the process; and addressing resource capacity constraints through partnership or collaboration.}</i></li> </ul>
16:00–16:30	<b>Coffee break</b>
16:30–18:00	<p><b>(cont.) Setting up or enhancing national institutional arrangements</b></p> <ul style="list-style-type: none"> <li>- Hands-on exercise <i>{On the basis of a hypothetical narrative, participants in smaller groups will apply their knowledge in setting up institutional arrangements. The participants will share their results of the exercise. The participants will also share their experiences and lessons learned in undertaking the exercise.}</i></li> </ul>
<b>Day 4</b>	

Time	Agenda items
09:00–10:30	<b>Peer exchange</b> - Experience and lessons learned: country presentations (X and Y) <i>{Two countries each will present their experience and lessons learned on the preparation of national communications and biennial update reports, including those relating to national institutional arrangements.}</i>
10:30–11:00	<b>Coffee break</b>
11:00–12:30	<b>(cont.) Peer exchange</b> - Moderated discussion <i>{Based on the context set by the country presentations, this session includes an interactive discussion where a moderator will facilitate the discussion by posing targeted questions relating to challenges, experiences and lessons learned in using the reporting guidelines to prepare national communications and biennial update reports.}</i>
12:30–14:00	<b>Lunch break</b>
14:00–15:00	<b>Constraints and gaps, and related finance, technical and capacity-building needs in relation to mitigation</b> - <i>{This session provides a platform for workshop participants to exchange views on constraints and gaps, and related support needed to prepare and report information on mitigation.}</i>
15:00–15:30	<b>Workshop assessment and closing</b>