

Establishing Institutional Arrangements



Eleanor Milne

In support of the
U.S. Environmental Protection Agency

**REGIONAL AFRICAN WORKSHOPS ON REDD+
NATIONAL FOREST MONITORING SYSTEMS AND
GREENHOUSE GAS (GHG) NATIONAL INVENTORY
SYSTEMS**



USAID
FROM THE AMERICAN PEOPLE





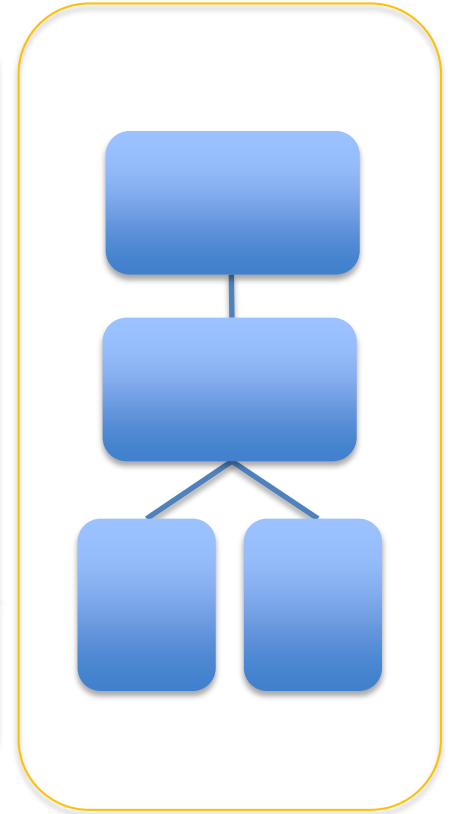
What are Institutional Arrangements ?



Introducing The Template Workbook



Organizing Institutional Arrangements



Models of Institutional Arrangements



What are Institutional Arrangements?

Institutional Arrangements are a critical part of your National Inventory System (NIS).

They are formal or informal institutional, legal and procedural agreements between the lead inventory agency, national inventory management team, and other institutions.

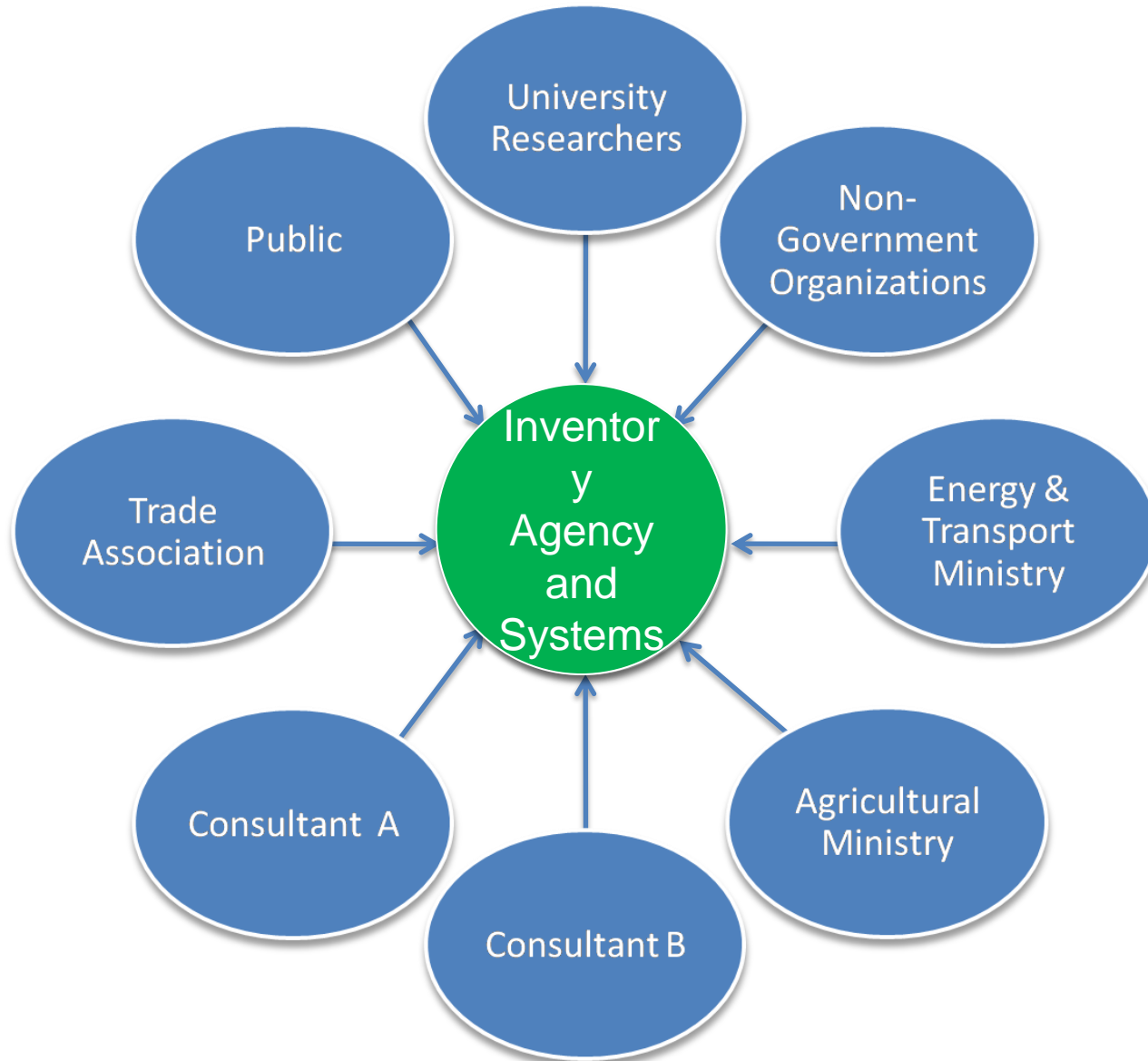
Your Institutional Arrangements define the responsibilities associated with preparing the nation which agencies and experts will pro

ig





Coordination of Inventory Data





Institutional Arrangements:

Provide structure and confidence in the inventory process

Are specific to the circumstances of each nation

What are the major benefits of Institutional Arrangements?

- 1) The Inventory prep team knows who will provide the data.
- 2) There is a designated agency or person responsible for providing data, so the inventory preparers can be confident that data is available.
- 3) The appropriate agencies and experts are identified early on in the process.

What to be aware of?

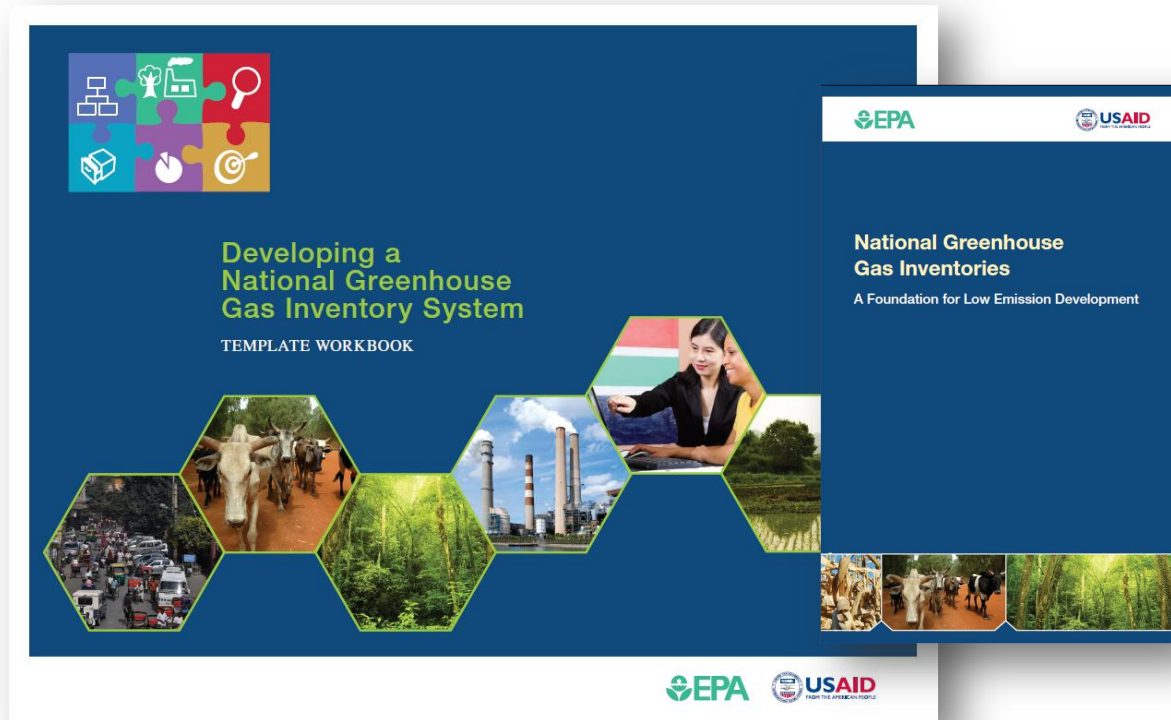
Conflict of Interest

Unassigned Responsibility





We have taken key elements of the IPCC and UNFCCC guidance and condensed them into an easy-to-use National Template Workbook



- Based on inventory systems developed in concert with other countries
- Each template becomes a chapter of the National Inventory System Report
- Each template provides documentation of critical building blocks



- Documents critical information, facilitates review
- Ensures roles and responsibilities are understood
- Standardizes tasks
- Accommodates varying levels of national capacity
- Creates transparency and improves credibility
- **Provides a clear starting point for future inventories**
- **Builds a sustainable national system**
- **Improves inventory quality over time**



Institutional Arrangements



Methods and Data Documentation



Description of QA/QC Procedures



Description of Archiving System



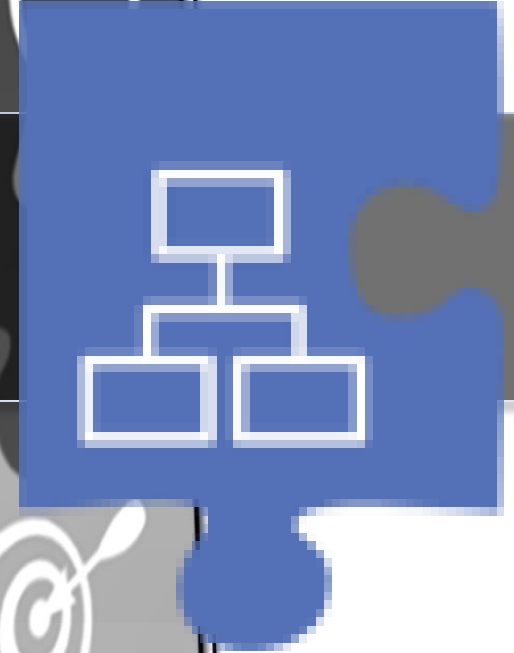
Key Category Analysis



National Inventory Improvement Plan



Institutional Arrangements





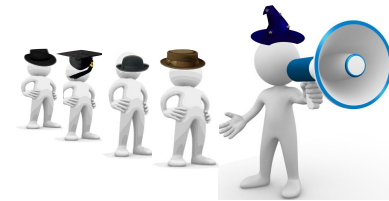
The IA template workbook helps current and future inventory teams:

- Document all parties involved, and their roles and arrangements by sector
- Archive key contacts for each sector/source of activity data
- Record the inventory schedule
- Identify coordination gaps exist in existing arrangements
- Assess how existing arrangements can be improved and document the proposed improvements
- Communicate arrangements to UN
- Get new team members “up-to-speed”
- Make coordinating future inventories easier!
- Ensure long-term continuity





Step-by-Step Instructions



- Step 1: Identify current inventory management team
- Step 2: Provide sectoral roles and arrangements
- Step 3: Identify gaps and provide improvements to institutional arrangements
- Step 4: Review and complete inventory cycle timeline

Inventory Lead	Source Leads	QA/QC Coordinator
Inventory Director	Subject Experts	implementation of QA/QC system



Inventory Lead	Source Leads	QA/QC Coordinator
Inventory Director	Subject Experts	implementation of QA/QC system





In the Template Workbook, replace the instructions in **green text** with your country's institutional arrangements

Table 1.1: Designated Inventory Agency

Designated National GHG Inventory Preparation Agency/Organization	UNFCCC Focal Point (Name) and UNFCCC Focal Point Agency	Describe the arrangements or relationship between Inventory Agency/Organization and UNFCCC Focal Point Agency, if different.
Who compiles the inventory?	Who submits the inventory?	<ul style="list-style-type: none"> • Are they the same organization? • Does the Focal Point review the inventory?

Table 1.2: National Inventory Management Team

Role	Name	Organization	Contact Information	Comments
<i>Inventory Director/Coordinator</i>				
<i>Energy Sector Lead</i>				
<i>Archive (Data and Document) Manager/Coordinator</i>				
<i>QA/QC coordinator</i>				
<i>Other: e.g., GHG Policy Specialist who tracks capacity building efforts and IPCC processes</i>				



In **STEP 1**, identify the lead agency and inventory management team members.



Agency Inventory Lead	Source Category Leads	QA/QC and Archiving Coordinators	Additional Entities Involved in Inventory	Uncertainty Analysis Coordinator
Inventory Director/ Coordinator	Subject Matter Experts	Direct overall implementation of QA/QC and archiving system	e.g., GHG Policy Specialist who tracks capacity building efforts and IPCC processes	Conducts/ Directs implementation of uncertainty analysis



Depending on your institutional arrangements, inventory roles may be filled by:

An Inventory Coordinator
or Single Agency



or

An Inventory Team or
Group of Agencies



*Inventory
Director/
Coordinator*

*Energy Sector
Lead*

*Industrial
Processes
Lead*

*Agriculture
Sector Lead*

*LULUCF
Sector Lead*

*Waste Sector
Lead*

*Archive (Data
and Document)
Manager/
Coordinator*

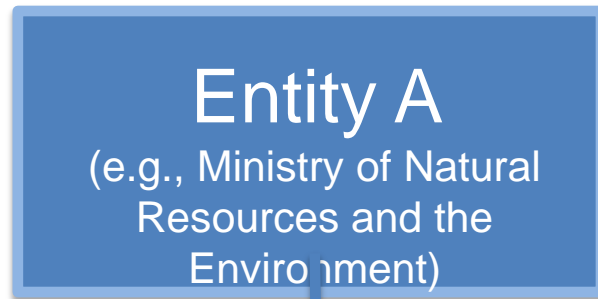
*QA/QC
coordinator*

*Uncertainty
Analysis
Coordinator*

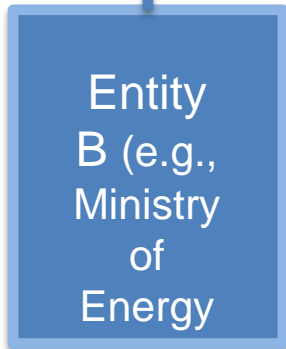
*Other (e.g.,
GHG Policy
Specialists)*



MODEL 1



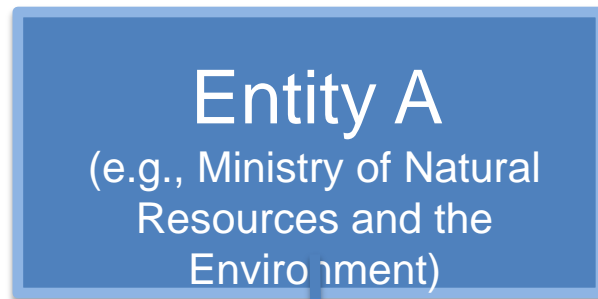
- Manage Inventory Process
- Estimate GHG emissions for each sector
- Production of the National GHG Inventory
- QA/QC and Archiving
- Submission to UNFCCC



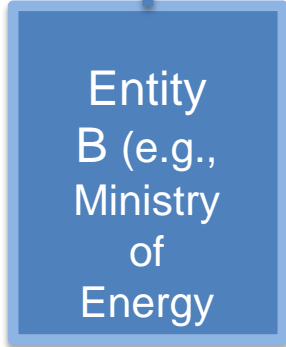
- Provide activity data



MODEL 2



- Manage Inventory Process
- Production of the National GHG Inventory
- QA/QC and Archiving
- Submission to UNFCCC



- Estimate GHG emissions for each sector
 - Gather activity data
 - Develop sectoral emission estimates
 - QC and archive files



In **STEP 2**, list more specific information about inventory development experts for each sector. Document existing arrangements for obtaining, compiling and reviewing inventory data.

Table 1.3: Energy Sector Institutional Arrangements

Role	Organization	Contact(s) [Name]	Contact Information [E-mail, Phone, etc.]	Participated in meetings on GHG inventory development? [Yes/No]	Comments [See instructions above]
<i>Technical coordinator (Could be source/sector lead from Table 1.2)</i>					
<i>Consultant compiling estimates</i>					
<i>Expert reviewer</i>					
<i>Data provider</i>					
<i>Other</i>					



In **STEP 3**, list, within each sector, where institutional arrangements to support preparing the inventory are well established, where data are collected and managed adequately, and where strengthening is not needed.

Table 1.9: Potential Improvements in Management Structure of National Inventory System

Sector	Strengths in Management Structure of National Inventory System	Potential Improvements in Management Structure of National Inventory System
<i>Energy</i>		
<i>Industrial Processes</i>		
<i>Agriculture</i>		
<i>Waste</i>		
<i>LULUCF</i>		
<i>Other [Optional]</i>		

Step 4: Review and complete inventory cycle timeline



In **STEP 4**, use the diagram below to outline the overall inventory cycle as it exists in your country

National Inventory Schedule





Thanks For Your Attention!

Eleanor Milne

Eleanor.milne@colostate.edu

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U.S. EPA Inventory Preparation Tools

<http://www.epa.gov/climatechange/EPAactivities/internationalpartnerships/capacity-building.html>