Inventory Archive System
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Coalition for Rainforest Nations

UN-REDD PROGRAMME

vTI — Johann Heinrich von Thünen-Institut

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Why is archiving important?

- A good archive serves as the "institutional memory"
  - quality of documentation on inventory preparation key issue
  - easy access and clarity in the information stored important – single location
- Starting point for new teams or new team members
  - learning from previous experience and using already developed "tools"
  - less dublication of work – efficient use of resources
- A library/data source for the team during preparation
  - previous inventory the basis for the next one: check, compare with previous calculations, references, etc.
- Information base for reviews, enquires, etc.
  - transparency
  - reproduction of the inventory estimates

How to plan your arching system

- Archiving Plan – to list "items" including procedures and timelines
- What should be archived?
  - Final inventory products (National Communication, National Inventory Report, Common Reporting Format, other material submitted to the UNFCCC)
    - word and pdf -files
  - Activity data, also sources for information, contact persons, other contact information
  - Emission factors (disaggregated), sources/references, reasoning for choice
  - Methods used, including spredsheets, models, instructions how to do the calculations, how to apply the models, reasoning for choices made
  - Descriptions of the processes for preparing the inventory
    - archive by inventory year

How to plan your arching system

- **What should be archived?**
  - references (paper copies/pdf-files, avoid weblinks as these change)
  - expert judgement (documentation, contact information)
  - key category analysis
  - uncertainty analysis
  - QA/QC measures
  - changes made/recalculations
  - improvement plan
  - archiving plan
  - review findings and responses
    - templates
    - results, analyses, plans, measures
    - by submission year

How to plan your arching system

- **How to set up the archiving system**
    - responsibility of the organisation responsible for the inventory compilation
    - **location** can be different, important that an agreement made on what to archive, how and for how long
    - nominate **a person responsible for the archiving** (archive manager, archive coordinator)
    - make **a plan for the archiving**
        - **what, by whom, when, where and how (paper, electronically), who has access, who can change**
        - **special procedures for archiving of confidential data**

How to plan your arching system

- **How to set up the archiving system**
  - When
    - calculations sheets, models. AD, EFs, relevant metadata and other information continuously by the inventory expert
    - final results (when submitted)
      - safeguards for changing submitted data
  - Where
    - aim for centralised archiving at single location, inventory material by all organisations participating to be included in the plan (assign tasks, check)
    - archiving plan to list "what is to be archived and where"
  - How
    - paper copies, electronic data (ensure frequent backup copies)
      - include in the archive plan locations, move all relevant data into a centralised archive after the inventory is completed where possible

How to plan your arching system

- **Using and updating the archiving system**
  - **Achiving coordinator/manager (inventory coordinator, expert, other)**
    - planning and communication of procedures (checklists)
    - responsible that procedures are implemented (checks, reports)
    - updates the plan and procedures reqularly (experience, removal of obsolete material, etc.)
  - **Paper copies**
    - guidelines, books, etc.
  - **Electronic copies**
    - bulk of the material will be archived this way, need robust backup
    - file names
      - **file server path, systematic naming (especially during inventory preparation, different versions of calculation sheets, etc.)**
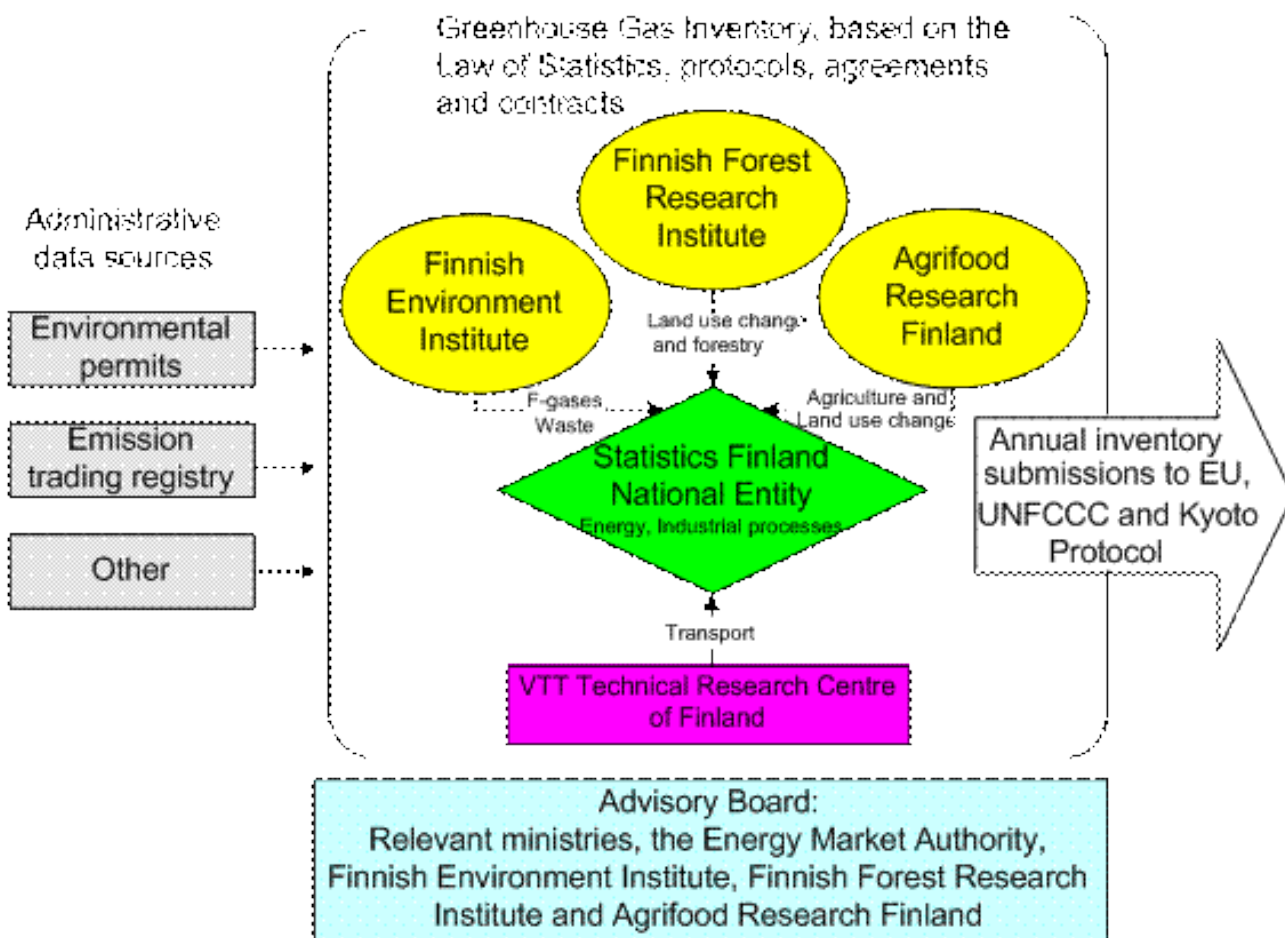 - **Confidential information (limited access, safe)**

Annex I inventory archiving

- Guidelines for National Systems under Artucle 5, paragraph 1, of the Kyoto Protocol (FCCC/KP/CMO/2005/8/Add.3)
  - disaggregated emission factors and activity data
    - also how these factors have been aggregated and used in the inventory
  - internal documentation on QA/QC, external and internal reviews,
  - annual key sources and key category analysis
  - planned improvements
  - review teams to have access to the archived data (in principle the data should allow for the reviewers to reconstruct the calculation of the emission estimates)
  - all data should be accessible at a single location (challenge when different institutions, consultants, etc. participate in the inventory preparation; copy of the archive at a different location to prevent loosing the information in case of a disaster like fire)

Example: Finland's archiving system

Greenhouse Gas Inventory, based on the Law of Statistics, protocols, agreements and contracts

Administrative data sources

Environmental permits

Emission trading registry

Other

Finnish Environment Institute

Finnish Forest Research Institute

Agrifood Research Finland

Land use change and forestry

F-gases Waste

Agriculture and Land use change

Statistics Finland National Entity
Energy, Industrial processes

Transport

VTT Technical Research Centre of Finland

Annual inventory submissions to EU, UNFCCC and Kyoto Protocol

Advisory Board:
Relevant ministries, the Energy Market Authority, Finnish Environment Institute, Finnish Forest Research Institute and Agrifood Research Finland

Example: Finland's archiving system

Archiving at Statistics Finland

- archive coordinator
- archiving plan for the whole inventory, and energy and industrial processes sectors
- "passive archive" KOONTI, relational database): CRF data, metadata
- "active archive": folders for inventory team members at Statistics Finland; specific archive folder: submissions, calculation sheets, models, metadata, QA/QC, reviews (access for all, only coordinator and his deputy can make changes)

Archiving by experts organisations

- provide a plan on the archiving to Statistics Finland (included in the national inventory report (NIR), updated annually)
- achive calculation sheets, models, databases, etc.
- annual checks – part of the QA/QC template filled annually, which is checked at quality meetings with Statistics Finland

Example: Finland's archiving system

Archiving procedures

- Archive coordinator: responsibility the "centralized archiving": KOONTI, Archive folder on the server (submissions, calculations sheets, models, metadata, key category and uncertainty analyses, reviews, references)
- All inventory experts: relevant information in accordance with the archiving plan
- Quality coordinator: quality measures and related documents
    - "Quality Handbook" with information on requirements, relevant decisions, QA/QC plan, templates, timetables and latest inventory material, etc.
        - access through the web for all members of the inventory team as well as the Advisory Boards
- NIR and CRF compilers: drafts and final products
- Inventory Manager: National system, UNFCCC reviews – reports and Finland's responses, overall responsibility

Summary

- Key aspects:
  - nominate an archving coordinator/manager
  - plan the structure of archive, define responsibilities and tasks (archiving plan)
  - implement the archiving, develop templates, checklists as appropriate
  - check that procedures are followed and archiving appropriate (inventory coordinator/manager)
  - evaluate, revise, complement and update procedures based on experience and changes in inventory preparation
  - list what needs to be archived (what, where and how)
  - access to the archived material through one focal point/single location
  - be systematic in listing the material archived, and naming folders and files
  - update and developed the system continously

For more information:
www.stat.fi/greenhousegases

Thank you for listening!