



Ricardo
Energy & Environment

BUR Process Guidance Tool

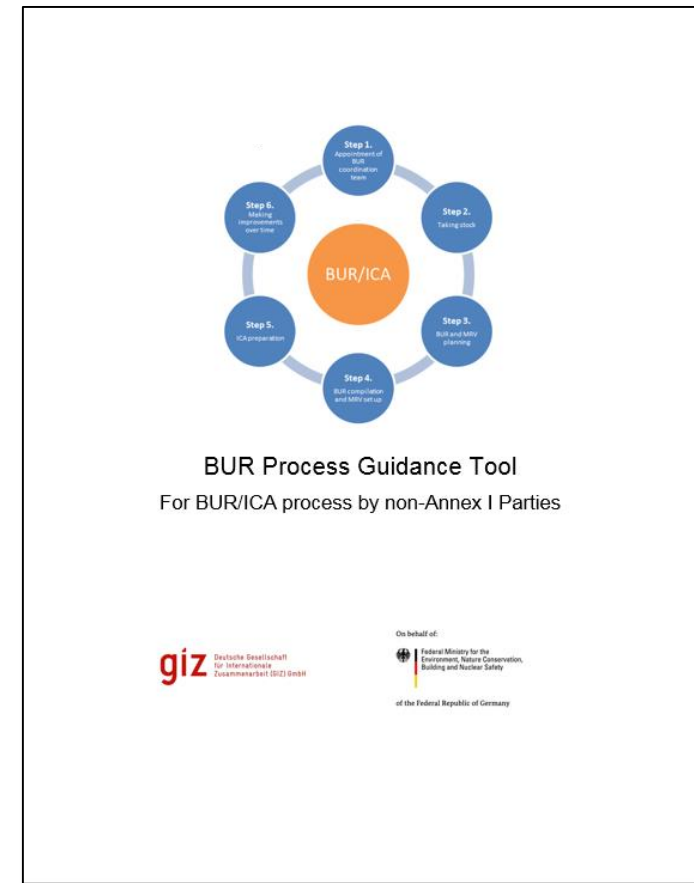
Sina Wartmann, [John Watterson](#), [Gill Wilkins](#)

Information Matters Phase 1 Delivery Team

Webinar, Thursday 27th October, 2016
11.00 to 12.00, Central European Summer Time

Introduction to the webinar

- A warm welcome to this webinar from Ricardo
- This presentation covers the BUR Process Guidance Tool
- The tool is simple
- It has been designed based on the experience of the teams working with countries during IM Phase 1



Your contributors and speakers



Gill Wilkins

Sustainable development specialist

- IM Phase 1 project manager
- Capacity building expert
- Author of “*Technology transfer for renewable energy: overcoming barriers in developing countries*”



Sina Wartmann

Knowledge leader international MRV

- ICA expert
- UNFCCC accredited GHG inventory lead reviewer (IPPU)
- Extensive experience in training developing countries in MRV



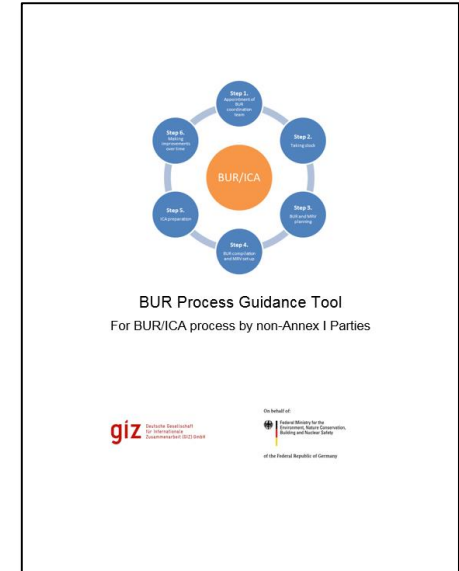
John Watterson

GHG Inventory specialist

- UNFCCC accredited GHG inventory reviewer (Energy sector)
- Experience of all sectors
- IPCC lead author of the stationary combustion chapter of the 2006 guidelines for national GHG inventories

What will this webinar cover?

- Why is the tool needed?
 - What are the basic principles?
 - How do you use the tool?
-
- The BUR requirements will not change until at least 2020 – so the tool is still current, and will be for some time



Why is the tool needed?

- Designed for countries that have not done a BUR before, who are early in the BUR process, or who want a BUR “refresher”
- This tool will help you prepare for the process of compiling a Biennial Update Report (BUR) and preparing for undergoing the International Consultation and Analysis (ICA).
- Ideally you should have a basic understanding of the BUR process and MRV before starting to use this tool.
- There is a short introduction to BURs, MRV and ICA as well as references to sources of information presenting these topics in more detail

Introducing the BUR Process Guidance Tool

What is this tool for?

This tool will help you prepare for the process of compiling a Biennial Update Report (BUR) and preparing for undergoing the International Consultation and Analysis (ICA). In the following we will also refer to these activities as the BUR process.

This tool has been developed based on the experience gained and country-feedback received during the Information Matters Phase 1 (IM) project, which aims to strengthen capacities for enhanced climate change reporting. More information on the project can be found in the green box at the end of the introduction and at the Information Matters website, [here](#). The tool specifically focuses on the process aspects of compiling BURs and undergoing the ICA, aiming to help you understand what the key steps are, what to consider in implementing these steps and understanding the potential duration of these steps under your specific national circumstances, to allow for smoother planning. The tool does not aim to provide detailed guidance on the specific requirements related to BURs and ICA or on the implementation of the key steps. For this purpose it provides references directing you to other tools, guidance and publicly available information.

The tool is aimed at countries which have not compiled a BUR before or have, for the compilation of their first BUR, relied on external consultants and thus might have limited capacity, institutional structures and processes related to the necessary data collection, management, compilation and review for the BUR – generally referred to as measurement, reporting and verification (MRV) system. Therefore, the tool suggests that, while a country compiles its BUR, it also sets up its MRV systems, i.e. designs and implements the relevant institutional structures and processes and creates the relevant capacities. This would allow forthcoming BURs to be compiled more smoothly. Countries might of course choose to set up their BUR and MRV systems differently. Despite taking this specific approach, the tool can also be helpful for countries that have compiled a BUR already and mostly done so based on government capacities. For these countries the tool can help improve the existing BUR process or setting-up or improving their MRV systems.

Within countries, the tool targets staff in institutions likely to be responsible for the coordination and/or compilation of the BUR, e.g. the Ministry of Environment or an Environment Agency. Within these institutions the tool aims to support both managerial staff, allowing them to gain an overview of key process steps and estimations of time required for each step, as well as operative staff, supporting implementation of the steps, by presenting action to be taken under each step, lessons learned to be considered as well as helpful guidance and tools in implementing each step.

It is recommended to already have a basic understanding of the BUR process and MRV before starting to use this tool. To help with gaining this basic understanding, the forthcoming section provides a short

What is the Information Matters project?

- The project aims – as its primary goal – to strengthen the in-country capacities for enhanced climate reporting in a given number of selected partner countries.
- The project is financed by the German Ministry for the Environment (BMUB) through the International Climate Initiative (ICI) and is being carried out by GLZ, supported by Ricardo Energy and Environment.

What are the basic principles?

- There are 6 main steps
- Since the BUR is a biennially recurring requirement, the steps in this tool present a cycle, with Step 6 feeding back to the beginning
- For each step, the tool provides information on the relevance of the step for the BUR process and the main actions to be implemented as part of this step
- The tool explains the relevant issues to be considered before implementing the step
- The tool helps you estimate the time required to complete each step based on your national circumstances
- The times should only be taken as indicative estimates

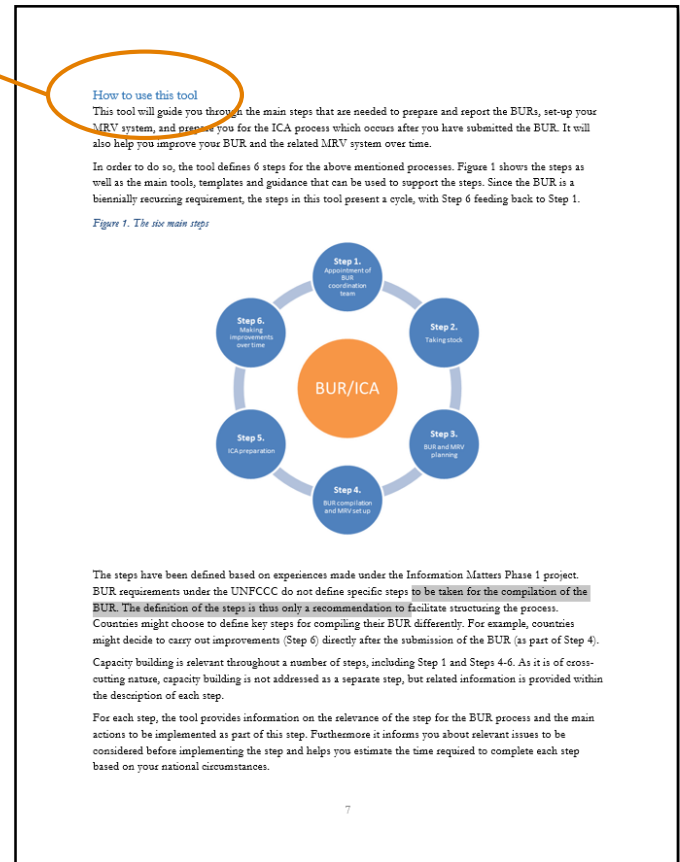
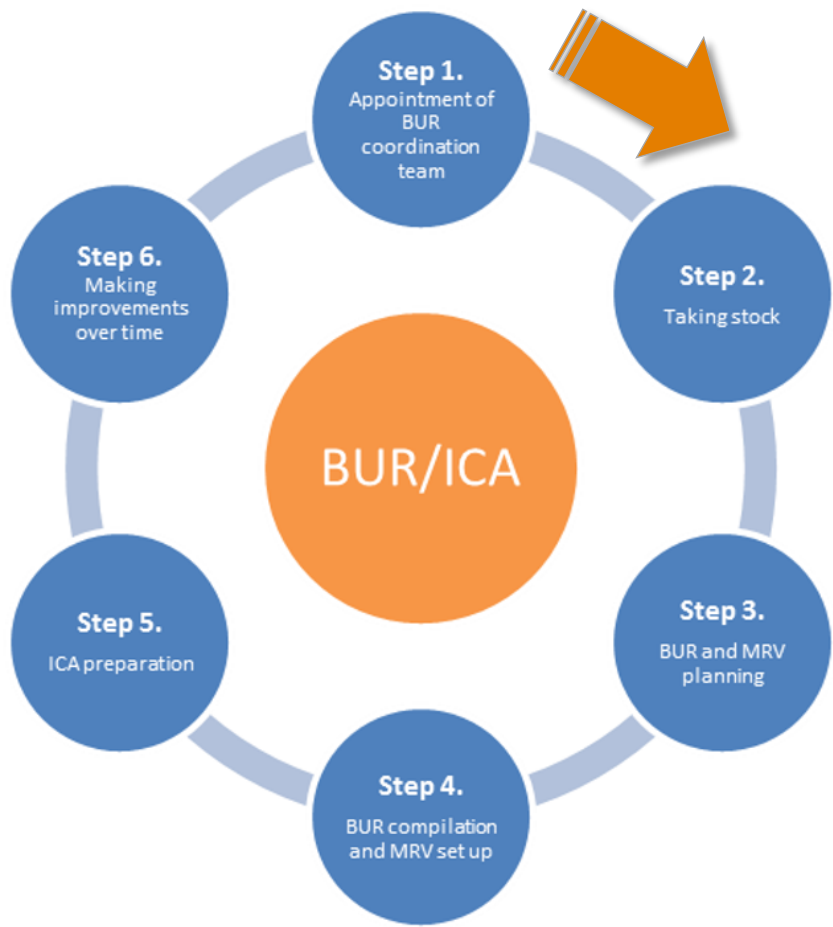


Figure 1. The six main steps



Look out for ...

1. “Good Practice points ”

2. “Lessons learnt from the Information Matters project”

Here are examples

Good Practice points

- Engage all relevant stakeholders early in the stock taking process to ensure no information is missed.
- Carefully consider which MRV elements you need urgently for a BUR and which you need in the longer term.

Lessons learnt from the Information Matters project

- Using and building upon existing institutions can help the MRV system and BUR preparation process; many of the existing national institutions were able to take on new roles and responsibilities related to MRV systems and the preparation of a BUR.
- Monitoring and Evaluation (M&E) systems for climate change often exist already which can be adapted and their roles extended to cover MRV functions.



Estimate time required now

Depending where in the process you are, the following actions are recommended under this step:

- Download the GIZ Stock Taking Tool (see link at end of this step). Fill in the tool in conjunction with the relevant stakeholders, e.g. ministries, agencies, institutions.

What you should consider when taking this step

When considering the appointment of the BUR coordination team, you will have likely already communicated with the ministries (e.g. Ministries of Energy, Transport, Environment, Agriculture, and Industry), agencies and institutions (e.g. National Statistical Office, industry associations) relevant for the BUR process. Consult these stakeholders when you complete the Stock Taking Tool.

In addition, it is essential to take note of the following considerations:

- agreement on use of common templates, tools and methodologies where appropriate,
- agreed cycles for the completion of each sub-task and periodic coordination meetings,
- allocation of BUR budget to/by each agency or office, e.g. for data collection, additional studies.

Experience shows that often useful data e.g. for the estimation of the national GHG inventory or on climate finance flows received, is already collected for other purposes, but not necessarily shared. It is therefore worthwhile assessing carefully with stakeholders what data might already be available.

Good Practice points

- Engage all relevant stakeholders early in the stock taking process to ensure no information is missed.
- Carefully consider which MRV elements you need urgently for a BUR and which you need in the longer term.

Lessons learnt from the Information Matters project

- Using and building upon existing institutions can help the MRV system and BUR preparation process; many of the existing national institutions were able to take on new roles and responsibilities related to MRV systems and the preparation of a BUR.
- Monitoring and Evaluation (M&E) systems for climate change often exist already which can be adapted and their roles extended to cover MRV functions.

Which tools, guidance and sources of information help you with this step?

Stock Taking Tool: The Stock Taking Tool will help you identify how to prioritise actions to develop MRV systems for BURs and National Communications. It will help you to identify your current capabilities and resources and help to create a plan to fill in any gaps identified. You can find this tool here: <http://mitigationpartnership.net/giz-2014-stock-taking-tool>

Look out for ...

3. Cross references to other GIZ tools and other guidance



Table 1. Tools and guidance which support this BUR Process Guidance Tool

You can find information about thisin this or at this...	...which is located
Guidelines for the preparation of BURs	UNFCCC website	Here – from page 39
Modalities and guidelines for international consultation and analysis	UNFCCC website	Here – from page 43
Guidelines for the preparation of National Communications by non-Annex I countries	UNFCCC website	Here – pages 2-12
Examples of BURs already submitted to the UNFCCC	UNFCCC website	Here
The ICA process	ICA preparation guidance prepared under the Information Matters project “Preparing for the ICA Process: Required efforts and capacities needed”	Here
The ICA process	UNFCCC website	
MRV Handbook	UNFCCC website	
MRV – the key components of MRV and the three pillars of MRV	MRV tool: How To Set up National MRV System	
MRV framework for developing countries	UNFCCC website	

Page 6

Which tools, guidance and sources of information help you with this step?

MRV tool: The MRV tool will help you to understand the key components (or pillars) of MRV and the recommended actions you need to take to design and implement an MRV system. The tool provides examples of MRV systems that countries have implemented which could provide you with inspiration for your system (see pages 60, 61, 67, 127, 132, 139, 158, 195). The tool also explains the key functions that an MRV system must fulfill, and which your MRV system should deliver (see pages 18-22). You can find this tool here:

<http://mitigationpartnership.net/mrv-tool-how-set-national-mrv-systems>

GIZ BUR template: This template will help you to create a BUR in line with the UNFCCC reporting guidelines. You can find this tool here:

<http://mitigationpartnership.net/giz-2014-biennial-update-report-template>

BURs submitted to the UNFCCC: BURs reported under the UNFCCC will contain good examples of MRV systems and institutional arrangements, as well as on the information and the level of detail reported. These can provide ideas for your own BUR and MRV system, and contain details of how countries have overcome institutional barriers. You can find the BURs submitted to the UNFCCC here: <http://unfccc.int/8722.php>

Quality Assurance and Quality Control (QA / QC). You can find more information here:

http://www.ipcc-nggip.iges.or.jp/public/gp/english/8_QA-QC.pdf

Policy and Action Standard for calculating the GHG impact of mitigation actions. The Policy and Action Standard provides a standardised approach for estimating the greenhouse gas effect of

Defining your national circumstances

- Setting the scene – define your national circumstances
- There are 7 simple questions
- Your answers help the tool estimate the time needed for the 6 major steps

Table 2. General questions on national circumstances relevant for the estimation of the time required for preparing the BUR

Question	Select your answer ...
Have you compiled a BUR before and if so, have you compiled your previous BUR using consultants?	Choose an item.
Are the necessary financial resources for the BUR compilation in place?	Choose an item. This is our first BUR Fully or mainly using consultants Roughly half of the work done by consultants Only for selected small elements or not using consultants
Has a coordinating institution for the overall BUR process been named?	Choose an item.
Is there strong political buy-in for the BUR and its MRV system?	Choose an item.
Do you have an established national greenhouse-gas inventory system?	Choose an item.
Do you have a system including processes and methods for tracking mitigation actions?	Choose an item.
Do you have a system including processes and methods for tracking support received and/or required?	Choose an item.

Transfer answers

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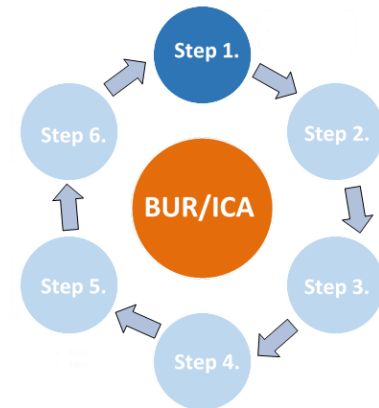
Step 1: Getting started: Appointing the BUR coordination team

Table 3. Estimation of duration for Step 1

Question	Select your answer ...
Do you have a BUR coordination team, including a designated BUR coordinator?	Designation ongoing
If you have a BUR coordination team, when did they meet for the last time?	Not applicable
Does the existing or future coordination team have the necessary knowledge on BUR requirements?	Partly

Estimate time required now

The estimated duration for this step is between 2.0 and 3.0 months.



- This step will “initiate” the BUR process. It provides guidance for the appointment of an effective BUR coordination team. If you already have a coordination team, you should review the composition of the team to ensure it still fulfils its role and has the necessary mandate to carry out its work effectively
- It is crucial to receive “buy in” for the BUR compilation from the relevant stakeholders at the very beginning of the BUR compilation process. The coordination team must understand all of the components of the BUR process, including the BUR requirements and the work needed to create the BUR, as well as ensure BUR quality, and submit it to the UNFCCC

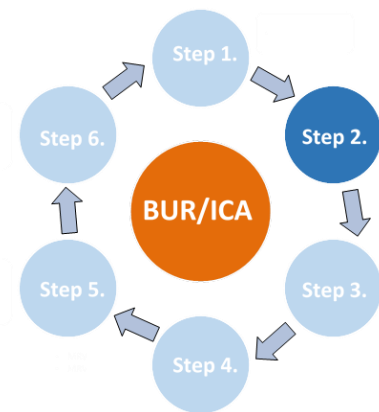
Step 2: Taking stock: Identify existing MRV structures, processes and capacities

Table 4. Estimation of duration for Step 2

Question	Select your answer ...
Have you taken stock and/or carried out a gap analysis for the BUR / MRV system?	Partly
Are there information channels between ministries/relevant data providing institutions which allow them to exchange and obtain the necessary information and data easily?	Only for some

Estimate time required now

The estimated duration for this step is between 1.5 and 2.5 months.



- This step will help you understand, which structures, capacities and processes relevant for the compilation of a BUR have already been implemented. These might not have been set-up with the BUR compilation in mind, but can nevertheless be used for it (e.g. collection of statistical data, which is relevant for the national GHG inventory)
- Under this step you will identify the existing structures, processes and capacities as well as the ones which remain to be set up, to enable you to compile a BUR, as well as identifying any gaps

Step 3: Making a Plan: Plan for the BUR compilation and the MRV system set-up

Table 5. Estimation of duration for Step 3

(See notes under the table)

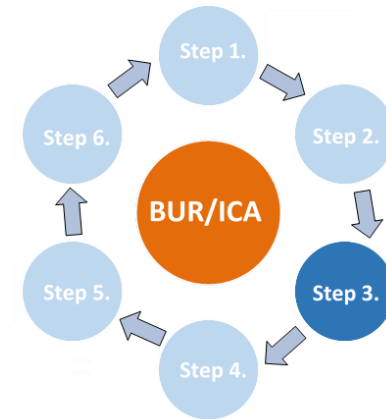
Question	Select your answer ...		
	Institutional arrangements	Capacities	Processes
What is the status of your overarching MRV system?	Not set up or set up to a limited extent	Not set up or set up to a limited extent	Not set up or set up to a limited extent
What is the status of your national GHG inventory?	Partly set up	Partly set up	Partly set up
What is the status of a system for tracking mitigation actions?	Not set up or set up to a limited extent	Not set up or set up to a limited extent	Not set up or set up to a limited extent
What is the status of a system for tracking support (needed and received)?	Not set up or set up to a limited extent	Not set up or set up to a limited extent	Not set up or set up to a limited extent

Note:

- Institutional arrangements:** Institutional arrangements are the policies, systems, and processes that organisations use to legislate, plan and manage their activities efficiently and to effectively coordinate with others in order to fulfil their mandate.
- Capacities:** Capacities in this context means the ability to deliver a functioning MRV system and inventory. It is the means to plan and achieve.
- Processes:** This includes all systems and tools that are used. Wide ranging - could include software systems, staff management systems, systems at line ministry, department and agency level.

Estimate time required now

The estimated duration for this step is between 2.0 and 3.0 months.



- During this step you will plan the BUR compilation, as well as design and plan the implementation of the institutional structures (including their formalisation), capacities and processes necessary for the MRV system
- These are the elements that will support the compilation of your BUR. The set-up of the MRV system and the compilation of the BUR are parallel processes

Step 4: Making a Plan: Implementation: Compilation of the BUR and set up of the MRV system

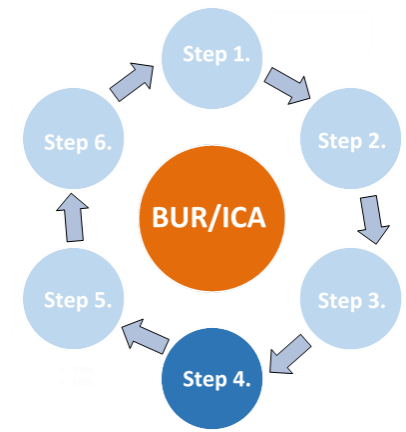
Table 6. Estimation of duration for Step 4

Question	Select your answer ...
How many staff members will be able to work full time on the BUR compilation and set-up of the MRV system?	3
Is there a plan for quality assurance and quality control of the relevant data for the BUR and the BUR itself in place?	No

Note:
“Is there a plan for quality assurance and quality control of the relevant data for the BUR and the BUR itself in place?” When you are answering this question, think of the whole BUR process – not just the GHG inventory.

[Estimate time required now](#)

The estimated duration for this step is between 18.0 and 19.0 months.



- While the previous step covered design and preparation, this step addresses implementation of both the MRV system and the creation of the BUR
- The components of a full MRV system would include all the legal, procedural and institutional elements that are necessary to cover the MRV of emissions, the MRV of mitigation actions, and the MRV of support

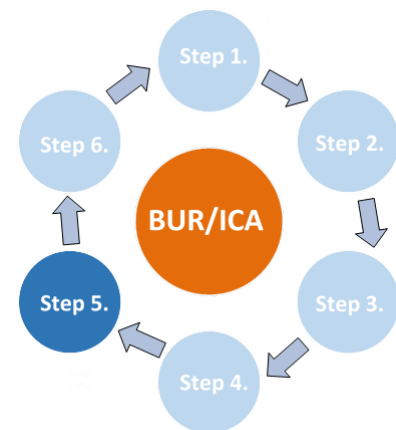
Step 5: Get ready to learn from others: Preparing for the ICA

Table 7. Estimation of duration for Step 5

Question	Select your answer ...
Have you already undergone an ICA process?	No
Does the BUR coordination team include any staff that have experience as GHG inventory reviewers (for Annex I countries) and/or TTE members for the analysis of non-Annex I countries BUR's or are there any at country-level which could be involved in the preparation?	No

Estimate time required now

The estimated duration for this step is between 2.5 and 3.0 months.



- The International Consultation and Analysis (ICA) process of BURs has several aims. The primary aim of the ICA is to increase the transparency of mitigation actions and their effects. In addition, it allows Parties to get feedback from international experts on their BUR
- This will in turn also contribute to improvements in the reporting of their BURs over time, and towards identifying capacity development needs and the building of those capacities

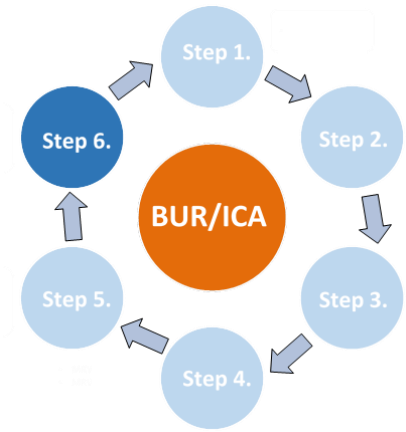
Step 6: Applying lessons learnt: Improvement over time

Table 8. Estimation of duration for Step 6

Question	Select your answer ...
Do you have a BUR improvement plan?	No
Do you have an MRV system improvement plan?	No

Estimate time required now

The estimated duration for this step is between 1.0 and 1.5 months.



- Under this step you will consider the lessons learnt as you have created and reported your BUR, and implemented your MRV system, and you will use them to improve the quality of your BUR submissions and MRV systems in the future

Overview of time required for the six steps is created at the end

- The final estimated time durations should help you with planning your BUR. Your first BUR is likely to take more time than subsequent BURs
- As the MRV system becomes more established, it will help reduce the time needed to develop subsequent BURs. Ultimately you need to be aiming for a two year maximum duration in order to be able to deliver the BURs on time. While developing your BUR, it would help to take note of how long each step has actually taken and to assess if it can be done quicker next time. This will help in your planning for the next BUR

Provide summary

Table 9. Overview on time required for the BUR process steps

Step	Time required – Example for country doing First BUR
Step 1 Appointment of BUR coordination team	2.0 to 3.0
Step 2 Taking stock	1.5 to 2.5
Step 3 BUR and MRV planning	2.0 to 3.0
Step 4 BUR compilation and MRV set-up	18.0 to 19.0
Step 5 ICA preparation	2.5 to 3.0
Step 6 Improvement over time	1.0 to 1.5
Overall time required to compile your BUR (sum of steps 1-4)	23.5 to 27.5

- If a country has already done a BUR/has capacity and skills in place, and is using the tool as a refresher, it could bring overall time down significantly e.g. 5.9 to 11.2 months

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Information Matters
Transparency through Reporting



Ricardo
Energy & Environment

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On behalf of:



Federal Ministry for the
Environment, Nature Conservation,
Building and Nuclear Safety

of the Federal Republic of Germany