KEY MESSAGES FROM THE

PATPA Asia Regional Workshop on Fast-Tracking Preparation of First Biennial Transparency Reports (BTR)

24 – 26 September 2024 | Seoul | Republic of Korea

Co-organized by the Partnership on Transparency in the Paris Agreement (PATPA) and the Greenhouse Gas Inventory and Research Center of Korea (GIR).

Co-financed by the United Nations Framework Convention on Climate Change (UNFCCC) and Commonwealth of Australia.

Content

Technical Glossary

BUR	Biennial Update Report
BTR	Biennial Transparency Report
COP	Conference of Parties in the framework of the United Nations Framework Convention on Climate Change (UNFCCC)
CO2e	Carbon Dioxide equivalent
CTF	Common Tabular Format
CRT	Common Reporting Tables
ETF	Enhanced Transparency Framework (of the Paris Agreement)
FTC	Financial, Technology and Capacity-Building
GIR	Greenhouse Gas Inventory and Research Center
GHG	Greenhouse Gas
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GST	Global Stocktake
IPCC	Intergovernmental Panel on Climate Change
MPG	Modalities, Procedures and Guidelines
MEL	Monitoring, Evaluation and Learning systems
MRV	Measurement, Reporting and Verification
NC	National Communication
NDC	Nationally Determined Contribution
NAP	National Adaptation Plan
PATPA	Partnership on Transparency in the Paris Agreement
QA/QC	Quality Assurance/Quality Control
SPA	Support Project for the Implementation of the Paris Agreement
UNFCCC	United Nations Framework Convention on Climate Change
TACCC	Transparency, Accuracy, Consistency, Comparability, and Completeness
UNEP-CCC	United Nations Environment Programme Copenhagen Climate Centre
UNFCCC	United Nations Framework Convention on Climate Change

Overview

Background

The year 2024 is a key year for the Paris Agreement, as another piece of the system will enter into full force: the **Enhanced Transparency Framework (ETF)**. The ETF is a central component to the design, credibility, and operation of the Paris Agreement. According to the modalities, procedures and guidelines (MPGs) of the ETF, Parties to the Paris Agreement shall submit their first Biennial Transparency Report (BTR) by 31 December 2024. Many countries have started preparing their first BTR, however they are facing a variety of challenges, potentially hindering a timely submission. Yet, a timely submission of BTRs is key for the successful and long-term implementation of the Paris Agreement. It is needed to set up a regular cycle of reporting and review, which is essential for creating trust and accountability among Parties. The reports will additionally serve as a key input for the NDC Updating Cycle in 2025 as well as the second Global Stocktake (GST) that will take place in 2028.

The agenda, the presentations of each day as well as the participant journal are available for download on the PATPA Website**.**

Objective

Against this background, the Partnership on Transparency in the Paris Agreement (PATPA) hosted the Asia Regional Workshop on **Fast-tacking preparation of First Biennial Transparency Reports (BTR)**, which intended to build on the outcomes of the PATPA Global BTR Dialogue and disseminate them in the Asian Regional Group.

The main objective of this workshop was to provide targeted technical support to developing and developed country Parties with a **space to discuss and track the progress in developing their first BTR and exchange on common technical challenges**. It served to **create momentum** and support Parties in the last mile of their BTR preparation through the support of "**troubleshooting sessions**" to facilitate a timely submission in 2024. In particular, the workshop was designed in a manner to:

1. Provide in-depth technical advice on the application of the modalities, procedures and guidelines (MPGs) under the ETF;
2. Facilitate feedback from the peers of their on-going work on different chapters of BTRs;
3. Promote sharing of lessons learned and experiences, particularly in overcoming certain technical issues and challenges;
4. Build confidence of developing countries to submit their BTRs as early as possible in 2024.

Audience

BTR coordinators and experts from 23 developed and developing countries in the Asian region were invited to participate. Representatives from 19 countries, totaling 40 participants, attended the workshop.

Format and Language

The exchange combined expert inputs and interactive elements during 3 working days, within a safe and confidential space. A thematic questionnaire was sent to participants before the workshop to determine the topics to be covered. After the workshop a virtual "Ask the Experts" session allowed the country representatives to address any remaining questions. The working language of the workshop was English.

Day 1: Tuesday, September 24, 2024

Setting the Scene

Ms. Eun-hae Jeong, President of Greenhouse Gas Inventory and Research Center (GIR) of Korea, on behalf of the Host Country, delivered the welcoming remarks, officially opening the workshop. She expressed her gratitude to the participants and extended her best wishes for a productive and insightful discussion of the elaboration of first Biennial Transparency Reports (BTR).

Mr. Donald Cooper, Director of the Transparency Division at UNFCCC, delivered the opening remarks, emphasizing the essentiality of the BTRs in assessing the state of our planet by asking, 'Are we doing enough?' and 'Are we doing the right thing?'. He encouraged participants to utilize the data they already have, incorporate it into the report, and demonstrate progress from one BTR to the next. He also stressed the importance of building connections throughout the workshop.

Ms. Simone Gotthardt, Regional Coordinator of the Partnership on Transparency in the Paris Agreement (PATPA), welcomed participants from 20 countries and emphasized the initiative's goal to provide technical support and address the specific challenges faced by Asian countries. She highlighted that the primary objective is to assist parties in submitting their first BTR on time.

Mr. Shahin Shahyarov, representing the COP29 Presidency, delivered his remarks via video and thanked the Republic of Korea as the host and PATPA and partners for organizing the workshop.

Ms. Anchal Gautam and Ms. Shreya KC, youth representatives, introduced themselves and shared their mission to challenge Parties to actively involve young people in the BTR process.

Mr. Donghyuk Shin, International Cooperation Unit, BTR Coordinator of GIR shared the [Republic of Korea's progress and lessons learned in preparing the BTR](). The presentation was followed by a discussion. The discussion highlighted the value of having a robust institutional arrangement for BTR preparation and having domestic technical experts' assistance in developing the BTR.

Topic Focus: GHG Inventories

Pedro Torres, UNFCCC, presented the [ETF Reporting Tools, giving a general overview](#) and elaborated on its common features. Participants inquired about managing ETF Reporting Tool user accounts when someone retires or changes its job since there is only one account for each Party. In response, Parties learned that user management depends on them, as each Party is responsible for overseeing its own user accounts. The discussion highlighted that the **ETF Reporting Tool is mandatory for reporting on the GHG Inventories and NDC Tracking.**

In the forum, it was also noted that developing country Parties can use the same data in BTR and National Communication (NC).

Sabino del Vento of Ricardo EE shared a presentation about the [IPCC Inventory Software](#). The session covered methodology to maintain data consistency and techniques on how to address data gaps. The discussion was followed by a hands-on exercise to address data gaps. The session also covered discussion on the essentials of Quality Assurance and Quality Control (QA/QC) in GHG inventory.

It was emphasized that the focus when drafting the BTR should lay on the mandatory "shall" requirements, while "should" requirements can have less of a priority. As such, the **GHG inventory has absolute priority for all countries.**

Additional resources and support on the use of the IPCC Inventory Software Tool are available on the IPCC website and the [following link](#).

Help Desk: ipcc-software@iges.or.jp

Key Messages on Inventory Preparation:

- Build relationships with data providers, establish institutional arrangements to ensure they provide the data you need (e.g. working groups).
- Provide templates for data providers for data input.
- If your GHG inventory is in the early stages, focus on completeness first and then on accuracy.
- Become a reviewer to become a better compiler.
- Systematize data collection and move away from ad-hoc efforts.
- If QC/QA is a challenge, focus on QC first.

- The executive summary should include the information you want the world to know.

- ETF Reporting Tool is mandatory for reporting on the GHG Inventories.

Topic Focus: ETF Tools

For the first time, participants were exposed to the ETF Reporting Tools through a hands-on training. Participants were invited to access the tools and to get familiar with the user interfaces. The purpose of the session was to provide guidance to participants on how to make the best use of the ETF Reporting Tools, keeping in mind that the first round of reporting is a challenging task for all Parties.

Questions were raised when encountering the flexibility provisions section. Developing countries have the right to request flexibility in regard to the application of certain provisions and this should be reflected in the data entered into the ETF Reporting Tools as well. Every developing country has different starting points, relating to national circumstances and capacities, which is acknowledged by the flexibility provisions. The forum noted that the implementation of the ETF Reporting Tools and the preparation of BTRs will improve over time as Parties get familiar with the process.

Step-by-step use of the ETF Reporting Tools is available on the UNFCCC website and the following link.

Contact: Tools.Support@unfccc.int

Day 2: Wednesday, September 25, 2024

Topic Focus: NDC Tracking of Progress

The session highlighted the use of the BTR in shaping the preparation of future Nationally Determined Contributions (NDCs). Joana Vieira da Silva presented key steps for tracking NDC progress as part of BTR preparation and highlighted that it is a continuous process. Participants engaged in a hands-on exercise to enhance their skills in tracking NDC progress.

Reflecting on the exercise, country representatives raised a few challenges they are facing while drafting the relevant information under their BTR and potential solutions:

- **Complete data to prepare the inventory is not yet available and thus this hinders compiling information on NDC progress tracking:** if possible, do the calculations using preliminary data and update them once data becomes available.

- **Information on the impacts of policies and measures is not available:** note and explain the gaps and why they cannot be filled considering current limitations and if possible indicate if/how it is planned to address those limitations in the future.

- **How to ensure coherence between the narrative text and the common tabular format:** Parties shall report information in narrative format and using the CTF tables, this can lead to duplicate information and means that extra care for ensuring consistency is needed. One way to facilitate it is to start with completing the CTF tables, with a focus of keeping the information in there concise. The narrative format then builds on the information in the CTF tables and complements it with information that will facilitate understanding and provide context.

- **It is not clear what indicators for tracking progress should be applied:** Indicators need to be relevant for the NDC in question. The target defines the indicator. There are NDCs where this is straightforward, for example if the NDC target is an absolute economy wide amount of CO_2 emissions in the target year, then the indicator for tracking progress is the annual economy wide CO_2 emissions. But if this is not the case, it is best to look for simple indicators and to limit the numbers of indicators that will be reported. The discussion highlighted the importance of selecting indicators that are most relevant to the NDC and hold significant relevance to the specific country contexts for inclusion in the report. It also underlined the important link between the lessons learned from this first round of BTR preparation and

how they should feed into the ongoing work to prepare the next round of NDCs and setting up NDCs with clear targets and clear tracking indicators from the outset.

- **ETF Reporting Tool is mandatory for reporting on NDC Tracking.**

Further practical points on NDC description

- How you describe your NDC in the BTR is what your progress will be compared against.

- The targets and objectives included in the NDC provide the basis to define the indicators you will use to track progress.

- Clear information in the NDC helps reporting in the BTR and establish the link between reporters and NDC developers. The information on Clarity, Transparency and Understanding of an NDC is relevant for tracking progress.

- The time frame of an NDC corresponds to the years a NDC is in effect, for example, 2021-2030.

Topic Focus: Finance, Technology and Capacity-Building (FTC)

Participants were introduced to the ETF Reporting Tool and gained practical experience in identifying FTC support needs. They were divided into groups to work on specific examples of support needed regarding financial support, capacity-building, and technology transfer. It was highlighted that more comprehensive data input into the ETF Reporting Tool can enhance each country's ability to attract climate finance and investment. A common challenge is identifying technology transfer needs, which can be addressed through successful pilot projects with the potential for scaling up. The presentation can be found [here](#).

What needs to be reported, by whom and how?

- **Developed country Parties:** Chapter IV information on FTC support provided and mobilized.

- **Developing country Parties:** Chapter V information on FTC support needed and received.

  Textual format:

  – National circumstances and institutional arrangements

  – Underlying assumptions, definitions, and methodologies

Textual format and common tabular formats (CTFs):

- – Support needed
- – Support received

Important reporting principles:

- Avoid double counting.
- Maximize granularity (i.e. the level of detail)
  - – Capacity constraints of developing countries are acknowledged. Reporting is not mandatory.
- Recognizing the importance of facilitating improved reporting and transparency over time.

How to get started?

- Start with using existing structures and easily accessible information (e.g. platforms for BURs, national MRV systems, records/information on project pipeline at national/ministerial level)
- Build and enhance institutional structure over time.

Day 3: Thursday, September 26, 2024

Topic Focus: Adaptation

The purpose of Tugba Icmeli's presentation, Transparency Division of UNFCCC, was to provide an overview of the chapter "information on climate change impacts and adaptation", discussing how to report on adaptation as a "non-mandatory chapter" in the BTR, and avoid duplication of work.

One take-away when preparing the BTR chapter on adaptation is that countries should **make use of available reports and data**. They likely find part of this information in either the National Adaptation Plans (NAPs), NDCs, NCs, progress reports and/or evaluations.

It is crucial to highlight the progress and needs for adaptation of the country. Parties can include any information on adaptation that is meaningful and necessary to the country. Nevertheless, Parties are also welcome to put additional information in the BTR. This may include information on **Loss and Damage**.

Given the complexity of reporting on adaptation, it cannot be put into a rigid quantitative template. Therefore, c**hoosing indicators is flexible**. There are no tabular formats for adaptation reporting as it will be narrative information in nature. Indicator mapping is also available online for reference.

Furthermore, it is important to **communicate/exchange with other ministries and agencies,** as the data and information sources will be different from information on mitigation. There is a window of opportunity for learning and improving, an experience that can be built upon.

Overall, submitting the chapter on adaptation can be i**mportant for various reasons.** It helps in recognizing countries' adaptation efforts, provides the necessary adaptation related information for the GST process and facilitate the sharing of experiences and best practices related to adaptation. Moreover, it helps to communicate adaptation-related needs, review and strengthen the relevance and effectiveness of national Monitoring, Evaluation and Learning (MEL) systems for adaptation and to streamline the reporting requirements for adaptation.

Topic Focus: Overview of BTR Timeline

The workshop discussed the timeline of BTRs, its review, and the next cycle. Upon submission of the BTR, the Secretariat will stocktake and develop a Synthesis Report of BTR1. Should Parties miss the BTR1 deadline, there are no punitive consequences. A committee will come to Parties and try to facilitate ways to address the shortcomings that resulted in the Party not being able to submit their BTR1. Another downside of not having the BTR1 on time, is that the information will likely not be captured in the Synthesis Report and will delay future reports.

The Secretariat urged Parties to submit the BTR1 before the end of the year to ensure a smooth process in the future. Apart from BTR1, BURs can also be submitted however the technical analysis will no longer be done. If Parties are preparing BTR and BUR at the same time, they are welcomed to submit both.

During this session, participants were also asked to reflect on the meaning of the 2024 BTR and the communication of the new NDC due in 2025, reflecting on how these processes can be aligned in a useful way. Participants mentioned the need for closer collaboration between teams working on the BTR and the NDC. This could be achieved by aligning national institutional arrangements and ensuring that an intersectoral approach is chosen. Furthermore, the teams working on the BTR and NDC need to have channels to exchange information, for example through a joint workshop. In this regard, consistency was named as an important factor, to ensure that the indicators, data and information align. Furthermore, participants highlighted the need to draw political attention to the BTR and mainstream it, to create increased awareness and understanding of its importance. Lastly, an early planning for the preparation of the next BTR was mentioned, for example by using the BTR Guidance and Roadmap Tool by PATPA and FAO.

Topic Focus: Youth Involvement

Anchal Gautam and Shreya KC shared their knowledge and findings from interviewing the country representatives throughout the workshop.

The following challenges and opportunities for youth involvement in the BTR process have been identified:

Challenges	Opportunities
Limited access to decision making platforms	Activism to policy lobbying
Lack of proper knowledge	Increasing recognition and support for youth engagement
Capacity building and resources	Youth are most connected locally and globally
Political and bureaucratic resistance	Tech and innovation

Some recommendations and food for thought on how to foster youth engagement:

- Include youth in the BTR coordination team.
- Include youth in policy design.
- Youth-led consultations.
- Leveraging the use of technology.
- Partnership with youth organizations.
- Integrating youth's input and priorities.
- Include youth in the rooster of experts.
- Offer job-shadowing/internships for youth.

Main insights from the Workshop

Practical take-aways from the PATPA Asia Regional Workshop:

- Submit on time. It is the first BTR for all Parties and there is no perfect BTR, but BTRs can improve over time.

- Tell the story of your climate policy in the BTR. National circumstances define the context of your narrative. Where do you stand as a country? What do you want to achieve? How are you doing it?

- Build on your previous efforts and reporting exercises, don't start from scratch.

- Be pragmatic when you make decisions on what to leave out and what to include in the BTR - keep it simple and decide early.

- Get familiar with the ETF Reporting Tools; check that user accounts are correctly set up; start the process of filling CRTs and CTFs as early as possible and avoid last-minute submission.

- For the chapter on tracking progress, it is helpful to start with filling in the CTF tables and then providing additional details in the textual part of the BTR.

- Avoid repetitions, rather provide references across your BTR. This saves times with consistency checks.

- If you are not writing in a UN language, consider time needed for translation at the end.

- Countries should plan for sufficient time towards the end of the year to allow for domestic approval processes.

- If you need support for preparing your BTR, be specific in your request. For what chapter, for fulfilling what requirement do you need support?

- Build institutional knowledge wherever possible.

- Plan a periodical delivery of BTR1, BTR2 etc.

- The BTR is not just a UN report, make it a product of national relevance.

Annex 1: Agenda

Time	Session	Speaker
Day 1: The BTR- a new experience for everyone and topic focus on GHG Inventories		
Morning	Opening and formal welcome	Host countries and organizers
	Getting to know each other Objectives and purpose of the workshop	Facilitator: Florentine Versteeg; Everyone
Morning Coffee Break		
Late Morning	Setting the scene, "check-in" on where countries stand with their BTR preparation	Organizers, everyone
	Preparation of Korea's BTR	Donghyuk Shin (GIR)
Lunch		
Afternoon	Topic Focus on GHG Inventories including UNFCCC Reporting tool	Pedro Torres (UNFCCC) & Sabino del Vento (Ricardo EE)
Afternoon Coffee Break		
Late Afternoon	Knowledge sharing, Q&A and feedback	Everyone
End of Day 1		

Time	Activities	Speaker
Day 2: Topic focus on NDC Tracking, Support and Adaptation		
Morning	Topic focus on NDC Tracking including UNFCCC Reporting tool	Joana Vieira da Silva & Pedro Torres (UNFCCC)
Morning Coffee Break		
Late Morning	Topic focus on NDC Tracking including UNFCCC Reporting tool, Experience sharing	Joana Vieira da Silva & Pedro Torres (UNFCCC)
Lunch		
Afternoon	Topic focus on Support needed and received (and provided)	Joana Vieira da Silva & Pedro Torres (UNFCCC)

Time	Activities	Speaker
	Afternoon Coffee Break	
Late After-noon	Excursion	Greenhouse Gas Inventory and Research Center (GIR)
Evening	Evening Networking Event	GIR

Time	Session	Speaker
Day 3: Adaptation, Open Space, Troubleshooting sessions and closing		
Morning	Summary of lessons learned from previous day	Facilitator: Florentine Ver-steeg; Everyone
Morning	Adaptation Reporting and BTR Timeline	Tugba Icmeli (UNFCCC)
	Morning Coffee Break	
Late Morning	Trouble-shooting Session	Everyone
	Lunch	
Afternoon	Open Space	Everyone
	Afternoon Coffee Break	
Late Afternoon	Main learnings, wrap up and closing of the event	Organizers, everyone
17:00	End of Day 3 and Workshop	

Annex 2: Participant List

Country	Gender	First name	Last Name	Institution
Australia	M	Michael	Stephens	Department of Climate Change, Energy, the Environment and Water
Bhutan	M	Madhav	Dhungyel	Climate Change and Development Authority
Bhutan	M	Sonam	Tashi	Ministry of Energy and Natural Resources
Bhutan	F	Tenzin	Wangmo	Department of Environment and Climate Change
Cambodia	M	Sokhim	Pich	Ministry of Environment
Cambodia	M	Sophal	Leang	General Directorate of Policy and Strategy, Ministry of Environment
India	M	Mukesh	Patir	Ministry of Environment, Forest and Climate Change
India	F	Suchita	Pandey	Ministry of Environment, Forest and Climate Change
Indonesia	M	Allan	Rosehan	Ministry of Environment and Forestry
Indonesia	M	Heri	Purnomo	Ministry of Environment and Forestry
Japan	F	Maya	Fukuda	Mitsubishi UFJ Research and Consulting Co., Ltd.
Kazakhstan	F	Gulmira	Sergazina	Energy and Environment Unit
Kazakhstan	M	Zufar	Tokpayev	GHG Inventory Department
Kyrgyzstan	M	Aleksandr Marle-novich	Temirbekov	Ministry of Natural Resources and Technical Supervision
Kyrgyzstan	F	Zhibek	Kadoeva	Ministry of Natural Resources, Ecology and Technical Supervision
Lao PDR	M	Bounthee	Saythongvanh	Ministry of Natural Resources and Environment
Lao PDR	M	Chanthavone	Keomanouvong	Ministry of Natural Resources and Environment
Maldives	F	Fathimath Raufa	Moosa	Ministry of Climate Change, Environment and Energy

Country	Gender	First name	Last Name	Institution
Mongolia	F	Davaasambuu	Ulzii-Orshikh	Ministry of Environment and Climate Change
Nepal	M	Shiva	Khanal	Ministry of Forest and Environment
Pakistan	M	Mohammad Safir	Ahmed	Ministry of Climate Change and Environmental Coordination
Philippines	M	Jacinth Paul	Apostol	Climate Change Commission
Philippines	M	Janus Niño	Alpaño	Department of Environment and Natural Resources
Philippines	M	Rolando Jr.	Abad	Department of Environment and Natural Resources
Republic of Korea	F	Sunmin	Lee	Greenhouse Gas Inventory and Research Center
Republic of Korea	F	Hyejung	Jang	Greenhouse Gas Inventory and Research Center
Republic of Korea	F	Kyungseo	Min	Greenhouse Gas Inventory and Research Center
Republic of Korea	F	Milan	Oh	Greenhouse Gas Inventory and Research Center
Republic of Korea	M	Donghyuk	Shin	Greenhouse Gas Inventory and Research Center
Singapore	M	Bryan Kai Jie	Yan	Strategy Group, Prime Minister's Office
Sri Lanka	F	Ambika	Tennakoon	Ministry of Environment
Sri Lanka	F	Chamani Maduranthi Kumarasinghe	Kumarasinghe Katunayake Appuhamilage	Ministry of Environment
Thailand	F	Kesiree	Charnpittayakit	Ministry of Natural Resource and Environment)
Thailand	F	Monrudee	Wiwathrangkool	Ministry of Natural Resources and Environment
Vietnam	F	Ngoc	Tran Thi Bich	Division of GHG Emission Reductions and Ozone Layer Protection
Youth	F	Anchal	Gautam	Himachal Pradesh University
Youth	F	Shreya	K C	Loss and Damage Youth Coalition

Annex 3: Photos

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