**MEMORANDUM OF COOPERATION**

between

**\_\_\_\_\_\_\_\_\_\_\_[MINISTRY X]\_\_\_\_\_\_\_\_\_\_\_**

and

**\_\_\_\_\_\_\_\_\_\_\_ [MINISTRY Y]\_\_\_\_\_\_\_\_\_\_\_**

on

**The National Greenhouse Gas Inventory…**

1. **OBJECTIVES**

The objectives of this Memorandum of COOPERATION (MOC) between [Ministry X] and [Ministry Y] are:

1. *To develop a system of data sharing between Ministry X and Ministry Y, to support the development of the National Greenhouse Gas Inventory (for UN reporting obligations (e.g. National Communication, Biennial Transparency Reports and/or national policy purposes)). Ministry X has been tasked under [Climate Change Resilience Act of 2019] to coordinate development of the national GHG inventory.*
2. *To commit to work together to develop and jointly implement a program to slow the growth of greenhouse gas emissions.*
3. **AUTHORITIES AND RELATED ACTIVITES**

Nothing in this agreement alters, or is intended to alter, the legal and regulatory authorities of Ministry X and Ministry Y. This agreement is solely intended to facilitate the fulfillment of legal requirements and cooperative efforts.

1. **The National Greenhouse Gas Inventory**
2. **The Program**

Provide a description of the program in question and context for the program in this MOC.

*Example: Given Tuvalu’s status and its obligation as a non-Annex 1 Party, Tuvalu will prepare and submit its Third National Communication to the Conference of Parties (COP) of the UNFCCC. The project is sponsored by the Global Environment Facility under the United Nation Environment Program and its overall implementation will be under the Climate Change Department (CCD) from Ministry of Finance through the selected Project Management Unit (PMU) and in alongside with other large funded projects from the Green Climate Fund (GCF) and GEF. Other key stakeholders like the Ministry of Finance, Department of Energy and other affiliated institutions will all take part in the development and implementation of this Third National Communication.*

*The project aims to update the information provided regarding national circumstances, inventories of greenhouse gases (GHG), policies and measures undertaken to mitigate climate change, assessments of vulnerability to climate change and steps taken to adapt and promote increased awareness and understanding of critical importance of climate change to its sustainable development. The project will also increase the national technical and institutional capacities in preparing the National Communication and assisting the Government to integrate climate change issues into sectoral and national development priorities that directly contribute to achieving the Sustainable Development Goal 13: Climate Action*

*The implementation of the project objectives will support Tuvalu’s preparation of a high-quality National Communication Report to be submitted to the UNFCCC in a timely manner. As GHG inventories are a key component of the National Communication Report, the project will take a learning-by-doing approach, to the extent possible taking into account limited staffs trained in populating and managing the GHG Inventory. In this way, the project intends to catalyze the institutionalization of knowledge among the national participating experts and partner institutions involved in the development of national GHG Inventory, in particular to improve quality control and quality assurance of the inventory’s data*

**Authorities**

Provide descriptions for the national authorities that are relevant to this MOC*.*

*Example: Tuvalu's Climate Change Resilience Act of 2019 (or relevant legislation) authorizes the Climate Change Department to collect or provide any information or data needed to demonstrate progress towards greenhouse gas emission reduction*

**PROVISIONS**

**A. The National Greenhouse Gas Inventory**

 It is mutually agreed:

1. *to…;*
2. *to…*

*Examples:*

1. *to cooperate in the development of greenhouse gas inventories to meet the commitments under the United Nations Framework Convention on Climate Change;*
2. *to share expertise, emission factors, methodologies, and data pertaining to the development of greenhouse gas inventories; and,*
3. *to establish appropriate points of contact for this section who will be available to regularly meet, review cooperative activities, and to raise issues as necessary.*

 Ministry X agrees:

1. *Designate a focal point for communication and coordination with [Your Institution].*
2. *Facilitate access to relevant data and information for the development of the national GHG inventory.*
3. *Participate in capacity building workshops and training sessions.*
4. *Provide in-country logistical support for the activities undertaken under this MOC.*

 Ministry Y agrees:

1. *to make available supporting technical reports, models, and data that may form the basis of the guidelines; and,*
2. *Provide technical expertise and guidance on GHG inventory development.*
3. *Develop training materials and conduct capacity building workshops.*
4. *Assist Tuvalu in collecting and analyzing data for the national GHG inventory.*
5. *Support Tuvalu in developing a QA/QC plan for the national GHG inventory.*
6. *to provide, in advance, a schedule for review of draft and final materials which includes, to the extent possible, adequate time for review and comment.*
7. *Collaborate with Tuvalu in preparing national GHG inventory reports.*
8. **MEETINGS AND CORRESPONDENCE *(optional)***

To accomplish the goals and activities set forth in this MOU, Ministry X and Ministry Y will to the fullest extent possible:

1. Regularly meet for the purposes of program planning and monitoring and evaluating outcomes;
2. Respond to correspondence by telephone or email in a manner and timeframe that promotes efficiency and the timely progress or completion of objectives and tasks consistent with the goals and activities described above; and,
3. Agree to specific meeting or call times and dates as far as possible in advance of the appointed occasion.
4. **POINTS OF CONTACT**

The points of contact for the MOC on The National Greenhouse Gas Inventory are:

|  |  |
| --- | --- |
| **Ministry X** | **Ministry Y** |
| **Position** | **Position** |

Points of contact may be re-designated by the signatories.

1. **DURATION OF THE AGREEMENT**

This MOC may be amended by written agreement between Ministry X and Ministry Y. The agreement becomes effective on the date of signature by both parties. It shall remain in effect for a \_\_\_\_ year term from the effective date. This MOC may be terminated by mutual written agreement of X and Y or by either party with \_\_\_\_ days notice to the other party.

This memorandum of cooperation is entered into

On the \_\_\_\_ day of \_\_\_\_ in the year \_\_\_\_.

**Signatures:**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name | Name |
| Position | Position |
| Ministry X | Ministry Y |
| Date of Signature | Date of Signature |