**Template for Institutional Arrangements**

**Staff member responsible for populating the template - Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | [Enter Text] | **Organization name:** |  |
| **Title/Position:** |  | **Organization postal address:** |  |
| **Phone number:** |  | **Organization web address:** |  |
| **Email:** |  | **Organization phone number:** |  |

***Introduction to Template 2. Institutional Arrangements***

The purpose of this template is to help you establish or improve the institutional arrangements (IA) that are the foundation of your national GHG inventory management system. The template helps countries develop, maintain, and improve management and reporting of inventory arrangements and is consistent with guidance under the Enhanced Transparency Framework (ETF)[[1]](#footnote-1) for national GHG inventories.

Institutional arrangements are formal or procedural agreements[[2]](#footnote-2) between the lead inventory agency, national inventory management team, and other institutions supporting inventory compilation (e.g., providing data, estimating emissions or removals, performing quality control).

Your country’s IAs define the roles and responsibilities associated with preparing the national inventory, including which agencies and experts will provide what information and what tasks they will perform. This template will help your current and future inventory teams:

* Document all parties involved in the national inventory, and their roles and arrangements by sector,
* Archive key contacts for activity data for each sector or category included your inventory,
* Record the inventory schedule and coordinate future inventories,
* Assess how existing arrangements can be improved, and document the proposed improvements,
* Communicate your arrangements externally, such as to the United Nations Framework Convention on Climate Change (UNFCCC), and
* Inform new team members of existing IAs.

You may find that using the *Memorandum of Cooperation (MoC)* supporting template from the *tool* helps you formalize your institutional arrangements. The MoC template provides the parties to the MoC with a clear format for describing mutual objectives, shared and differentiated responsibilities and activities, conditions for meeting and corresponding, points of contact, and the duration of the arrangement.

**Instructions**

|  |  |
| --- | --- |
| Complete the cells that are shaded this color: |  |

Enter new information about your inventory in black text.

**The blue text throughout each template provides detailed instructions and example responses to help you complete the tables. Once the tables are complete, delete all of the blue text throughout the template.**

Suggested Roles and Responsibilities

To complete this template, the National Inventory Coordinator (NIC) and Sector/Category Leads will carry out the steps defined below by following the instructions above each table in this template. Suggested roles and responsibilities for completing this template are:

* National Inventory Coordinator
	+ Complete Tables 2-1, 2-2, and Figure 1
	+ Distribute this template to Sector/Category Leads, according to national circumstances, and collect templates once completed
* Sector/Category Leads
	+ Complete Tables 2-3 and 2-4

**STEP 1: Identify current inventory agencies or staff in Tables 2-1 and 2-2.**

* In **Table 2-1**, record the name of the agency or organization that will lead inventory compilation, your country’s UNFCCC focal point and focal point agency, and the arrangements or relationship between the lead inventory agency and UNFCCC focal point agency. Add rows as necessary.

**Table 2-1: Designated national GHG inventory agency and UNFCCC focal point**

| **Designated National GHG Inventory Compilation** **Agency/Organization** | **UNFCCC Focal Point (Name) and UNFCCC Focal Point Agency**  | **Arrangements/relationship between Inventory Agency/Organization and UNFCCC Focal Point Agency, if different** |
| --- | --- | --- |
| [Enter Text] |  |  |

* In **Table 2-2**, list core inventory coordination and compilation teams.
	+ - In the **Comments related to role column**, you may wish to note the status of institutional arrangements. Also, you may find the *Memorandum of Cooperation* (MoC) supporting template from the *Tool* helpful to formalize the assignment of responsibilities for sector leadership and to record the title of each MoC in the Comments related to role column.
		- For a list of typical responsibilities of the Sector Leads, see the supporting guide on *Sector Lead Roles and Responsibilities* for each sector (Energy, Industrial Processes and Product Use, Agriculture, LULUCF, and Waste) in the *Toolkit*.

**Table 2-2: National Inventory Leads/Coordinators**

| **Role** | **Name** | **Organization** | **Contact information** | **Comments related to role** |
| --- | --- | --- | --- | --- |
| National Inventory Coordinator | [Enter Text] |  |  |  |
| Energy Sector Lead |  |  |  |  |
| Industrial Processes and Product Use (IPPU) Sector Lead  |  |  |  |  |
| Agriculture Sector Lead |  |  |  |  |
| Land Use, Land-Use Change, and Forestry (LULUCF) Sector Lead |  |  |  |  |
| Waste Sector Lead |  |  |  |  |
| Archiving CoordinatorQA/QC CoordinatorKey Category Analysis (KCA) Lead |  |  |  |  |
| Other (e.g., staff who tracks capacity building efforts and IPCC processes, staff who may use inventory information for mitigation tracking) |  |  |  |  |

**Institutional arrangements diagram**

* In the box below (**Figure 1**), you may insert a diagram showing the structure of your country’s institutional arrangements for the compilation and reporting of your national GHG inventory. The diagram should include inventory stakeholders outside of the core coordination/compilation team, such as the ministries, departments and agencies, non-governmental organizations (NGOs), civil society organizations, or others that participate in compiling the national GHG inventory or are important users of the information. Clearly indicate the hierarchy and relationships between them in the diagram. It should also show the lead inventory agency, the agency responsible for inventory management and reporting, the GHG inventory sector leads (or sector lead agencies), and who is responsible for coordinating QA/QC and improvement activities.

**Figure 1. Institutional Arrangements of [insert name of your country]**

|  |
| --- |
|  |

**STEP 2: Identify sector roles and arrangements**

* In **Table 2-3**, you will identify arrangements for obtaining, compiling, reviewing, and reporting inventory data by sector, subsector, or category, according to your national circumstances. You will also record information about the contacts/experts for inventory development for each sector.

Complete the below table for each sector of your inventory.

* + Energy
	+ Industrial Processes and Product Use (IPPU)
	+ Agriculture
	+ Land Use, Land-Use Change, and Forestry (LULUCF)
	+ Waste

As you complete this table, you may find that you need additional institutional arrangements or identify improvements for your existing arrangements. Document these needs in **Table 2-5**.

* **Comments** column instructions:
	+ Example information to provide include:
		- * the status of the institutional arrangements,
			* any special knowledge or skills that the assigned staff has,
			* the responsibilities of each role,
			* how different roles will collaborate, or
			* the degree to which the assigned staff participates in GHG inventory meetings (e.g., low, medium, or high participation).
	+ This information will serve as a reference for future GHG inventory compilers. If necessary, explain in detail how the arrangements were established. For example, if you used the *Memorandum of Cooperation (MoC)* supporting template from the *Toolkit* to formalize the assignment of responsibilities in the table below, you should record each MoC in this column.
* **Mechanism of data collection** row instructions:
	+ Describe the strategies used to collect the necessary inventory data from an organization. Address the following questions and add additional comments as necessary:
		- * When and how was the request for data made? At what level of management was the request made?
			* Were there difficulties in obtaining the data for the inventory? What were they, and how can they be addressed in for next inventory? Was the organization motivated to share its data and information with the inventory agency? If so, how?
			* Is there a formal agreement between the organizations (e.g., the Memorandum of Cooperation (MoC) supporting template from the *Tool)*? Is it an informal arrangement (e.g., written or verbal communication with staff) because data is collected regularly for other purposes?
			* Did you organize a meeting with the experts, data providers, and other key contributors to explain the background and purpose of the inventory? Did the person or organization participate in meetings on GHG inventory development?
	+ Note that information on institutions providing data, such as the Ministry of Energy, Bureau of Statistics, or other institutions noted in this table, might also be covered in Template 3. Methods and Data Documentation. Recording this information in only one of the templates is acceptable. If you record information on data providers here and not in Template 3, you may wish to include a note in Template 3 such as, “For information on data providers, please see 2. Institutional Arrangements.”

**Table 2-3: Institutional arrangements for [sector, e.g., Energy]**

| **Role** | **Name** | **Organization** | **Contact information** | **Mechanism of data collection (voluntary provision, legal requirement, data sharing agreement, or a memorandum of cooperation or understanding)** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| Institution(s) providing data |  |  |  |  |  |
|  |  |  |  |  |  |
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**STEP 3: Complete Table 2-4 to document improvement options for institutional arrangements**

* In **Table 2-4**, document the strengths of institutional arrangements for each sector.
	+ Describe in what way the institutional arrangements that support inventory compilation are well-established and likely do not require improvement (e.g., communications between the institutions may be active and positive, institutions may have worked together before and have a good working relationship, data may be collected and managed adequately).
* Additionally, describe potential ways to improve those institutional arrangements or establish new ones to address your inventory needs, taking key categories and existing institutional arrangements within each sector into account.
	+ Consider whether any important tasks for inventory compilation have not been assigned and determine whether they could be. Also consider whether the Memorandum of Cooperation (MoC) supporting template from the Tool, may help improve the institutional arrangements for each sector, and record this decision as a needed step in this column, if helpful.

**Table 2-4 - Strengths and potential improvements to institutional arrangements for national GHG inventory management system**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sector** | **Strengths of institutional arrangements** | **Key conditions for maintaining strengths** | **Potential improvement** | **Priority of improvement****(Low, Medium, High)** | **Remarks/comments** |
| Energy  | [Enter Text] |  |  |  |  |
| Industrial Processes and Product Use (IPPU) |  |  |  |  |  |
| Agriculture  |  |  |  |  |  |
| Land Use, Land-Use Change, and Forestry (LULUCF) |  |  |  |  |  |
| Waste |  |  |  |  |  |
| Other (Optional) |  |  |  |  |  |

**Revision History**

June 2022: Updated text and graphics for clarity. Updated formatting to improve accessibility and usability.

1. See 18/CMA.1, *Modalities, Procedures and Guidelines (MPGs)*, Annex Chapter II, Section B. National Circumstances and Institutional Arrangements guidance for National Greenhouse Gas Inventory Report, available at <https://unfccc.int/sites/default/files/resource/CMA2018_03a02E.pdf>. [↑](#footnote-ref-1)
2. Most arrangements will be formal, but situations exist where an arrangement is informal. The informal arrangements may evolve to be formal overtime. Depending on national circumstances, arrangements with data suppliers may be informal because the data is already collected and published regularly for other purposes (e.g., economic statistics, energy data, etc.). Informal arrangements may involve regular consultation with the institution collecting the data and dedicated point of contact to understand trends, completeness, uncertainties, data quality, and other relevant pieces of information The point of contact should be included in planning meetings and communications throughout the inventory cycle to understand when data will be required and any required formats. [↑](#footnote-ref-2)