**Template for Archiving System**

**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 6. Archiving System**

The purpose of this template is to help you create a complete and accessible archive of your national GHG inventory. The template is also consistent with archiving guidance for future reporting requirements under the Enhanced Transparency Framework[[1]](#footnote-1) (ETF) for National GHG Inventories.

An inventory archive is a collection of information related to the GHG inventory compilation process, reporting, and institutional arrangements. Having easy access to such information will help:

* Current and future inventory compilers understand previously used data, methodologies, structures, processes, etc., so that they can prepare the inventory efficiently and in a manner that is consistent with prior inventories,
* Increase the sustainability of the national GHG inventory management system over time, and
* Increase the transparency of current reporting under the UNFCCC (e.g., for National Communications and Biennial Update Reports), in addition to transparency of future reporting under the ETF. This can be particularly valuable for peer review processes, such as International Consultation and Analysis.

The Archiving Coordinator (see roles documented in Template 2. Institutional Arrangements) is encouraged to use this template to develop an Archiving System before the national GHG inventory compilation cycle begins, and to document potential improvements to the Archiving System based on lessons learned from archiving materials or accessing these materials later. An Archiving System enables the efficient compilation of an archive that is consistent across all sectors and categories. The Archiving Coordinator may need to work with the National Inventory Coordinator (NIC) and other inventory team members to develop this plan.

The Archiving Coordinator should archive all material associated with each GHG inventory compilation cycle and not overwrite material. An inventory archive differs from routine electronic file backup. The archive should be a collection of materials that specifically facilitates replicating the compilation steps of a prior GHG inventory.

**Instructions**

The tables in this template may be customized by adding, removing, or modifying columns or rows to better reflect your country’s particular needs or circumstances.

|  |  |
| --- | --- |
| 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 Archiving Coordinator should carry out the steps defined below by following the instructions above each table in this template, with support from other key inventory team members as needed. Suggested roles and responsibilities for completing this template are:

* National Inventory Coordinator
	+ Support the Archiving Coordinator in completing the template
* Archiving Coordinator
	+ Complete the template

# Archiving location and approach

*Please document all necessary information about the archiving location and approach in Table 1, adding rows to the table as necessary.*

Table 1: Archiving location and approach

|  |  |
| --- | --- |
| Location of archived files | *[Provide information on the common location where [insert location of electronic files]*. |
| Access | *[Please indicate whether access to the Archive is password protected and how a password can be obtained]*  |
| Back-up location | *[Insert location of electronic files, indicating the entity in charge of the back-up, a contact name and contact details. Describe the back-up procedures, e.g. how often a back-up of the Archive is made]* |
| Archive structure | *[Please copy in a list of folders/subfolders or a screenshot. Ideally folders should be named in a way intuitively indicating which documents should be stored in them. An example has been provided here by screenshot]*  |
| Naming convention | *[Please describe the naming convention in detail – e.g. inventory year, category code, type of document.*  |

**Materials to be archived**

Consider which drafts should be archived and how often (e.g., at the end of each stage of the inventory compilation cycle, upon completing the first draft of the inventory report, and upon reviewing and finalizing the report). Archiving drafts increases effort but provides additional protection from file corruption or loss.

If using the IPCC Inventory Software, activity data and emissions factors used in calculations (whether country-specific or default) can be exported. Ensure they are documented as part of Template 3. Methods and Data Documentation.

**Use Table 2 to record which materials should be archived**

**Table 2** provides an overview of the materials to be archived. It is prepopulated with a list of recommended materials in the “Materials to be archived” column. Example responses are listed in blue in this column. You may modify any of the information in this table according to your needs. If you decide to use any of the example responses, copy them to the second and third columns and change the font color to black.

Once you identify what to archive and when, customize the archiving procedures checklist in **Appendix 1** to reflect your national GHG inventory management system and help you track submissions to the archive.

**Table 2. Materials to be archived**

| **Materials to be archived** | **Staff from whom the materials should be obtained** | **Point in time at which the materials should be archived** |
| --- | --- | --- |
| 1. Institutional Arrangements (Template 2)

Example: NIC; At the beginning of the inventory compilation cycle | [Enter text] |  |
| 1. Inventory compilation plan (Template 1, Inception Memorandum supporting template)

Example: NIC; At the end of the inventory compilation cycle |  |  |
| 1. Methods and Data Documentation (Template 3)

Example: Sector/Category Leads; At the beginning and at the end of the inventory compilation cycle |  |  |
| 1. Any files used for calculations and recalculations (e.g., spreadsheets, models)

Example: Sector/Category Leads; At the end of the inventory compilation cycle |  |  |
| 1. Uncertainty assessment files (category-level and overall)

Example: Sector/Category Leads, NIC; At the end of the inventory compilation cycle |  |  |
| 1. QA/QC Procedures (Template 4)

Example: NIC; At the end of the inventory compilation cycle |  |  |
| 1. Results of quality control processes (Template 4)

Example: Sector/Category Leads; At the end of the inventory compilation cycle |  |  |
| 1. Key Category Analysis (Template 5)

Example: NIC; At the end of the inventory compilation cycle |  |  |
| 1. Draft and final versions of the inventory report

Example: NIC; After each version of the report is compiled |  |  |
| 1. Internal and external review comments and responses

Example: NIC; At the end of the inventory compilation cycle |  |  |
| 1. Archiving System (Template 6)

Example: Archiving Coordinator; At the end of the inventory compilation cycle |  |  |
| 1. National Inventory Improvement Plan (Template 7)

Example: NIC; At the end of the inventory compilation cycle |  |  |
| 1. Contacts and contact information for data sources

Example: Sector/Category Leads; At the end of the inventory compilation cycle |  |  |
| 1. Communication with data sources and the data obtained

Example: Sector/Category Leads; At the end of the inventory compilation cycle |  |  |
| 1. Decision-making documents related to the compilation process (e.g., minutes of meetings of the GHG inventory compilers, email communication, minutes of phone communication, any documentation of official consideration and approval processes that precede submission to the UNFCCC )

Example: NIC and Sector/Category Leads; Whenever communication has taken place |  |  |

# Archiving checklist

To ensure a successful archiving system, a comprehensive checklist showing documents to be archived, responsibilities and dates can be helpful.

*Table 3 below contains a list of proposed information to be archived. Adjust or complete the list (e.g. listing sectors or categories individually, as appropriate), changing/adding information to be archived as appropriate and inserting the name of the staff who should provide the information. Make sure that information for all the sectors is included in the archive.*

Table 3: Archiving checklist

| Archiving tasks | Role responsible | *Date Due* | *Responsible staff member/ Completed by* | *Status**(insert “done” when task is completed)* | *Date* |
| --- | --- | --- | --- | --- | --- |
| *Setting-up and documenting archiving system* |  |  |  |  |  |
| Create official archive, back-up and access requirements | Archiving Coordinator |  |  |  |  |
| Generate folder structure and naming convention | Archiving Coordinator |  |  |  |  |
| Update the archiving plan and deadlines | Archiving Coordinator |  |  |  |  |
| Communicate archive structure, naming convention, access, archiving plan to the inventory compilers  | Archiving Coordinator |  |  |  |  |
| **Collecting and archiving relevant materials** |  |  |  |  |  |
| Archive documents describing methodologies and data to be collected (Template 2) | Sector leads (for all sectors) |  |  |  |  |
| Archive inventory compilation plan (Template 1) | Inventory Lead |  |  |  |  |
| Archive any files used for calculation, e.g. spreadsheets, models  | Sector leads (for all sectors) |  |  |  |  |
| Archive the QA/QC plan (Template 3) and results of QA/QC assessments | Inventory Lead |  |  |  |  |
| Archive results of quality control processes | Sector leads (for all sectors) |  |  |  |  |
| Archive the key category analysis  | Inventory Lead |  |  |  |  |
| Archive drafts and final electronic versions of the inventory report  | Sector leads (for all sectors) |  |  |  |  |
| Archive external review comments and responses. | Inventory Lead |  |  |  |  |
| Archive the archiving plan (Template 4) | Inventory Lead |  |  |  |  |
| Archive the improvement plan (Template 5) | Inventory Lead |  |  |  |  |
| Archive relevant communication with data sources and data obtained | Sector leads (for all sectors) |  |  |  |  |
| Archive raw data related to activity data, emission factors, other factors | Sector leads (for all sectors) |  |  |  |  |
| Archive documents indicating decision-making related to the compilation process, e.g. minutes of meetings of the GHG inventory compilers, email communication | Inventory Lead |  |  |  |  |
| *[List additional tasks]* |  |  |  |  |  |
| *[List additional tasks]* |  |  |  |  |  |

**Revision History**

June 2022: Updated text and graphics for clarity. Updated formatting to improve accessibility and usability. Added Appendix 2.

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)