

### **Decision 3/CP.8**

#### **Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention**

*The Conference of the Parties,*

*Recalling* the relevant provisions of the United Nations Framework Convention on Climate Change, in particular Article 4, paragraphs 1, 3 and 7, and Article 12, paragraphs 1, 5 and 7,

*Recalling* its decisions on communications from Parties not included in Annex I to the Convention (non-Annex I Parties), in particular decisions 10/CP.2, 11/CP.2, 2/CP.4, 12/CP.4, 8/CP.5 and 31/CP.7,

*Recognizing* that the preparation of national communications is a continuing process,

*Recognizing* also that the sharing of national, subregional and regional experiences is important in the process of improving the preparation of national communications by non-Annex I Parties,

*Reiterating* the importance of providing a forum for non-Annex I Parties to share national, subregional and regional experiences in the preparation of national communications,

*Acknowledging* with great satisfaction the excellent role that the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention played in improving the process of the preparation of national communications from non-Annex I Parties,

*Acknowledging further* the financial support provided by the Governments of Australia, Finland, Germany (through the Bonn Fund), Switzerland, the Netherlands and the United States of America for funding the workshops of the Consultative Group of Experts,

*Reiterating* the importance of providing relevant technical advice and support for the preparation of national communications,

1. *Decides* to continue the mandate of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, with the objective of improving the process of preparation of the second and subsequent national communications by providing technical advice and support to Parties not included in Annex I to the Convention, and where relevant of initial national communications from Parties which have not yet submitted them;
2. *Decides* that the Consultative Group of Experts shall have a new mandate in accordance with its revised terms of reference annexed to this decision;
3. *Decides also* that the mandate and revised terms of reference of the Consultative Group of Experts shall be reviewed at its thirteenth session;
4. *Decides* that arrangements for funding of the meetings of the Consultative Group of Experts should be provided in the budget of the secretariat as of 2004;
5. *Requests* the secretariat to facilitate the work of the Consultative Group of Experts, in accordance with Article 8, paragraph 2 (c), of the Convention and decision 17/CP.8, by:

- (a) Coordinating meetings and workshops of the Consultative Group of Experts and compiling reports on its meetings and workshops for consideration by the Subsidiary Body for Implementation;
  - (b) Providing technical support to the Consultative Group of Experts as required, particularly in the areas of national greenhouse gas inventories, vulnerability and adaptation assessments, mitigation assessments, research and systematic observation, education, training and public awareness, technology transfer and capacity-building, as they relate to the preparation of national communications;
  - (c) Enhancing communication among the members of the Consultative Group of Experts through the maintenance of an electronic bulletin board;
6. *Invites* Annex II Parties to contribute financial resources to support the organization of workshops to be conducted by the Consultative Group of Experts.

*8<sup>th</sup> plenary meeting  
1 November 2002*

ANNEX

**Terms of reference of the Consultative Group of Experts  
on National Communications from Parties not included  
in Annex I to the Convention**

1. The Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (non-Annex I Parties) shall continue to have the objective of improving the process of preparation of second and subsequent national communications from non-Annex I Parties and, as appropriate, and where relevant, initial national communications from Parties which have not yet submitted them, by providing technical advice and support to non-Annex I Parties.
2. The Consultative Group of Experts shall be composed of experts drawn from the roster of experts with expertise in greenhouse gas inventories, vulnerability assessment and adaptation, mitigation and other matters relating to the preparation of national communications.
3. The Consultative Group of Experts shall comprise 24 experts as follows:
  - (a) Five members from each of the regions of non-Annex I Parties, namely, Africa, Asia and the Pacific, and Latin America and the Caribbean;
  - (b) Six members from Parties included in Annex I to the Convention (Annex I Parties), including one from countries with economies in transition;
  - (c) One member from each of three international organizations with relevant experience in providing technical assistance to non-Annex I Parties in the preparation of national communications.
4. The experts referred to in paragraph 3 (a) and (b) above shall be appointed by the Parties from that region in order to ensure geographical balance. The experts from Annex I Parties shall be appointed by the Annex I Parties. In addition, one expert from each of three organizations with relevant experience in providing technical assistance to non-Annex I Parties shall be selected by the secretariat. The Chair of the Subsidiary Body for Implementation (SBI) shall be notified of these appointments. Additional experts shall be selected from the roster of experts on an ad hoc basis, when required, on the basis of their specific areas of expertise and in consultation with the Chair of the SBI, who will decide on their terms and lengths of service.
5. The members of the Consultative Group of Experts shall be nominated for a period of two years and shall serve a maximum of two consecutive terms. For reasons of continuity and institutional memory, two members of each regional group of the Consultative Group of Experts shall continue to serve for a period of one year. Thereafter, new members shall be nominated to replace those who have served their terms.
6. Representatives from the three regional groups of non-Annex I Parties shall serve as Chair and Rapporteur on a rotational basis. The Chair shall serve for a period of one year. The Rapporteur shall succeed in serving as Chair, at which time a new Rapporteur shall be nominated.
7. If a member of the Consultative Group of Experts resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Consultative Group of Experts may decide, bearing in mind the proximity of the next session of the Conference of the Parties, to request the group that had nominated the member to nominate another member to replace the said member for the remainder of that member's mandate. In such a case, the Consultative Group of Experts shall take into

account any views expressed by the group that had nominated the member and shall notify the Chair of the SBI of any replacement.

8. The Consultative Group of Experts shall meet not more than twice a year, each time in conjunction with meetings of the subsidiary bodies, or with scheduled workshops. Ad hoc meetings may be convened, subject to the availability of funds and in consultation with the Chair of the SBI, when deemed necessary to fulfil its mandate, depending on the number of national communications to be considered.

9. The Consultative Group of Experts shall be mandated:

(a) To identify and assess technical problems and constraints that have affected the preparation of initial national communications by non-Annex I Parties that have yet to complete them;

(b) To identify and assess, as appropriate, the difficulties encountered by non-Annex I Parties in the use of the guidelines and methodologies for the preparation of national communications and make recommendations for their improvement;

(c) To examine national communications submitted to the secretariat, in particular, the description of analytical and methodological issues, including technical problems and constraints in the preparation and reporting of greenhouse gas inventories, mitigation activities, vulnerability and adaptation assessments and other information, with a view to improving the consistency of the information provided, data collection, the use of local and regional emission factors and activity data and the development of methodologies;

(d) To provide technical advice and support, by organizing and conducting workshops, including hands-on training workshops at the regional or subregional level, on national greenhouse gas inventories, vulnerability and adaptation, and mitigation, as well as training on the use of the guidelines for the preparation of second and subsequent national communications by non-Annex I Parties;

(e) To review existing activities and programmes, including those of multilateral and bilateral funding sources, to facilitate and support the preparation of second and subsequent national communications by non-Annex I Parties;

(f) To provide, as appropriate, technical advice to the SBI on matters relating to the implementation of the Convention by non-Annex I Parties under the UNFCCC;

(g) To develop the agenda for workshops and meetings with the assistance by the secretariat, to ensure adequate coverage of issues identified in the mandate. Experts and resource persons at these workshops will be drawn from the roster of experts. If deemed necessary, other experts of international standing can be invited.

10. The Consultative Group of Experts shall encourage interaction on relevant technical issues among expert groups established under the Convention.

11. Recommendations of the Consultative Group of Experts on matters indicated in paragraph 9 above shall be forwarded for consideration by the SBI.

12. The secretariat shall support the activities of the Consultative Group of Experts, and facilitate the organization of meetings and preparation of background materials, documents and workshop reports, as appropriate, which will be made available to the Parties. The secretariat shall include on its web site information on activities and programmes that facilitate the preparation of national communications.