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SIXTH ASSESSMENT REPORT (AR6) PRODUCTS

Outline of the Methodology Report(s) to refine the 2006 IPCC Guidelines for National Greenhouse Gas Inventories

Information note on the organization of the scoping meeting

(Submitted by the Secretary of the IPCC)

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Information note on the organization of the scoping meeting

(Prepared by the Co-Chairs of the Task Force Bureau)

1. Introduction

The 26th Meeting of Task Force Bureau (TFB) (28 - 29 August 2014, Ottawa) concluded that:

- The *2006 IPCC Guidelines for National Greenhouse Gas Inventories (2006 IPCC Guidelines)* provide a technically sound methodological basis of national greenhouse gas inventories, and therefore fundamental revision is unnecessary.
- To maintain the scientific validity of the *2006 IPCC Guidelines*, certain refinements may be required, taking into account scientific and other technical advances that have matured sufficiently since 2006.

Following these conclusions by the TFB, and in accordance with the IPCC Trust Fund programme and budget for the year 2015 and 2016 (approved by the IPCC at its 40th Session and its 42nd Session, respectively), the IPCC Task Force on National Greenhouse Gas Inventories (TFI) carried out a technical assessment of IPCC Inventory Guidelines through an on-line questionnaire survey and four expert meetings in 2015^{1,2} and 2016^{3,4}. This work was to assess where science and data availability had developed sufficiently since the *2006 IPCC Guidelines* to support the refinement or development of methodological advice for specific categories and gases, with a view to identifying any specific areas or issues to be prioritized. Another aim was to conduct technical assessments on cross-sectoral issues, including improvement of user-friendliness of other inventory tools of the IPCC with a view to contributing to capacity development programmes. The technical assessment revealed that there had been abundant new scientific and empirical knowledge published since 2006 which the IPCC should take into account, particularly with respect to data for emission factor development for some categories and gases. Consequently, the necessity and usefulness of *refinement* of the current methodological guidance (e.g. updating default emission factors) was recognized by TFB.

With this background, a proposal on “Refinement of 2006 IPCC Guidelines for National Greenhouse Gas Inventories, including production of a Methodology Report(s)” was considered by the IPCC at its 43rd Session (11-13 April 2016, Nairobi, Kenya). The Panel approved the proposal⁵, and decided to consider the outline of the Methodology Report(s) at the 44th Session of the IPCC in October 2016 and to consider the draft Methodology Report(s) at a Plenary session of the IPCC in May 2019⁶.

¹ Expert Meeting for Technical Assessment of IPCC Inventory Guidelines (Energy, IPPU, Waste Sectors), 29 June - 1 July 2015, Geneva, Switzerland

² Expert Meeting for Technical Assessment of IPCC Inventory Guidelines (AFOLU Sector) 13-16 July 2015, São Paulo, Brazil

³ Expert meeting for Technical Assessment of IPCC Inventory Guidelines: follow-up on specified issues from the 2015 expert meetings, 25-26 April 2016, Wollongong, Australia

⁴ Expert meeting for Technical Assessment of IPCC Inventory Guidelines (Cross-sectoral issues), 27-29 April 2016, Wollongong, Australia

⁵ Decision IPCC/XLIII-8 “Update of methodologies on National Greenhouse Gas Inventories”

⁶ Decision IPCC/XLIII-7. Sixth Assessment Report (AR6) Products. Strategic Planning

In accordance with these decisions, a scoping meeting for a Methodology Report(s) to refine the *2006 IPCC Guidelines* was held on 29-31 August 2016, followed by the 28th meeting of TFB on 1-2 September, both in Minsk, Belarus. The TFI extends its appreciation to the Government of Belarus for the support to hold these meetings.

2. Call for nominations

A call for nominations was issued to IPCC Member States and Observer Organizations on 12 May 2016 by the IPCC Secretariat. Expertise sought is shown in Section C-3 of the nomination form which was attached to the letter to IPCC Member States and Observer Organizations. (See Annex 1 to this document.) 198 nominations were received, corresponding to a total of 197 experts (one expert was nominated by more than one nominator), from 59 Member States, 11 Observer Organizations, and members of IPCC Bureau and TFB.

3. Participant selection

A selection process based on IPCC procedures was agreed upon by the TFB. The process is documented in Annex 2 with a summary and statistics of nominees, invitees (selected nominees who were invited to the meeting), and participants (invitees who participated in the meeting). The selection was conducted by the TFB with assistance of the TFI Technical Support Unit (TFI TSU). Members of the TFB were invited to participate in the scoping meeting taking advantage of the 28th meeting of the TFB being held back to back to the scoping meeting.

4. List of participants

The final list of participants consisted of 94 experts, 14 members of TFB, and 7 members of TFI TSU. An analysis of the composition of the list of participants is provided in Annex 2. The list of participants, together with the members of TFB and TFI TSU staff present at the meeting, is provided in Annex 3.

5. Scoping meeting

The scoping meeting aimed to consider the scope and format of the Methodology Report(s), and to prepare draft terms of reference (TOR), draft table of contents (TOC) and draft work plan for the Methodology Report(s). To achieve these aims, the scoping meeting took full account of issues identified by the four technical assessment expert meetings held in 2015 and 2016 as well as decisions taken at the 43rd Session of the IPCC.

The consideration and discussion on the scope and format of the Methodology Report(s) was carried out according to the agenda shown in Annex 4 which was agreed upon by the meeting at the beginning. At the first plenary, scene-setting presentations were delivered by the TFI TSU so that all the participants could share understanding of objectives and expected outcome of the meeting. Discussion on the format of the Methodology Report(s) and some other issues followed the presentations by TFI TSU. Subsequently the meeting split into the following 5 break-out groups (BOGs) for further detailed discussion particularly on the draft TOC based on the annotated list of issues prepared by TFI TSU. Some of these BOGs split into smaller sub-groups during the discussion.

- BOG1: TOC for cross-sectoral issues (Vol. 1 of 2006 Guidelines)
- BOG2: TOC for issues on Energy Sector (Vol. 2 of 2006 Guidelines)
- BOG3: TOC for issues on IPPU Sector (Vol. 3 of 2006 Guidelines)
- BOG4: TOC for issues on AFOLU Sector (Vol. 4 of 2006 Guidelines)
- BOG5: TOC for issues on Waste Sector (Vol. 5 of 2006 Guidelines)

At the final plenary, conclusions of discussion during the BOG session were reported by each BOG, followed by final discussion on overall issues including the draft TOR for the production of the Methodology Report(s), the draft work plan and the draft instructions to experts and authors.

6. Conclusions

The scoping meeting concluded to recommend the following to the TFB:

- The format should be one single Methodology Report comprising an Overview Chapter and five volumes following the format of the *2006 IPCC Guidelines*.
- The title of the Methodology Report should be “*2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories*”.

Regarding the draft TOC and the draft TOR including the work plan and the instructions to experts and authors, the scoping meeting recognized that further work is required to harmonize and integrate the outputs from each BOG as well as to reflect discussion at the final plenary. The scoping meeting agreed that TFI TSU should undertake that work in consultation with the TFB.

Following this agreement by the scoping meeting, the TFI TSU worked in consultation with the TFB on the draft TOC and the draft TOR including the work plan and the instructions to experts and authors after the scoping meeting, and circulated these drafts to the participants of the scoping meeting for their review. The drafts were further amended by TFI TSU to take into account the comments received from the participants.

All the conclusions mentioned above as well as the draft TOC and the draft TOR including the work plan and the instructions to expert and authors were agreed by the TFB, and submitted to the Panel for consideration at the 44th Session as contained in the document IPCC-XLIV/Doc. 12.

Nomination form for the Scoping Meeting for a Methodology Report(s) to refine the 2006 IPCC Guidelines

<i>Submission Date:</i>	
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Scoping Meeting for a Methodology Report(s) to refine the 2006 IPCC Guidelines Nomination Form

Section A-1: Person Nominating

Surname/Family Name	First/Given Name, and Other Initials	
Country or Organisation		
Telephone (including country code)	Fax (including country code)	
Email Address	Are you an IPCC Government Focal Point?	
	Yes	No
Email Address (secondary, if relevant)		

Section A-2: Contact Person for All Nominations (if different from Person Nominating)

Surname/Family Name	First/Given Name and Other Initials	
Country or Organisation		
Telephone (including country code)	Fax (including country code)	
Email Address	Are you an IPCC Government Focal Point?	
	Yes	No
Email Address (Secondary, if relevant)		

Section B: Person Being Nominated

Surname/Family Name	First/Given Name and Initials	
Gender (Female or Male)		
Citizenship		
Country of residence		
Birthday (optional)		
Institution		
Postal Address		
Telephone (including country code)	Fax (including country code)	
Primary Email Address	Secondary Email Address (if relevant)	

Section C: Employment, Education, and Expertise of Person Being Nominated

Section C-1: Current Employment

Employer:		Brief description of activities and responsibilities (limited to 350 characters)
Position or Job Title:		
Since (Year)		
Sector (check one or more)		
	Academia/Research	
	Private Sector/Industry	
	Environmental/NGO	
	Other (please specify) =>	
Please describe up to 5 relevant professional activities (include relevant employment experience and professional leadership and communication roles) (limited to a total of 2,000 characters)		
1		
2		
3		
4		
5		

Section C-2: Educational Background and Expertise

Degree Name:		Subject:		
Institution:		Year:		
Areas of Expertise (limited to 1000 characters)				
Other degrees of different subjects from the one specified above (limited to three)				
	Degree Name	Subject	Institution	Year
1				
2				
3				
Other qualifications, such as diploma, or vocational training certificates (limited to three)				
1				
2				
3				
Languages spoken well		Languages written well		

Section C-3: Experience in Inventory Preparation and Expertise Specifically Relevant to Inventory Sectors

Kindly inform for the person nominated his/her experience and expertise relevant to the following items.
(Please tick in the relevant cells.)

Experience in inventory preparation <i>(Please indicate for how many years the person nominated have been working for inventory preparation.)</i>	More than 5 years				
	3 - 5 years				
	1 - 3 years				
	Less than 1 year				
Cross-sectoral issues <i>(relevant to Volume 1 of the 2006 IPCC Guidelines)</i>	Approaches to data collection (relevant to Chapter 2, Vol.1)	Uncertainties (relevant to Chapter 3, Vol.1)		Methodological choice and identification of key categories (relevant to Chapter 4, Vol.1)	
	Time series consistency (relevant to Chapter 5, Vol.1)	Verification (relevant to Section 6.10.2, Chapter 6, Vol.1)		Estimation of indirect CO2 emissions (relevant to Section 7.2.1.5, Chapter 7, Vol.1)	
Energy <i>(relevant to Volume 2 of the 2006 IPCC Guidelines)</i>	Fugitive emissions (relevant to Chapter 4, Vol.2)				
	Solid fuels (coal mining, etc)	Oil and natural gas systems		Unconventional oil and gas production (e.g., shale gas, shale oil, tight gas, tight oil and CBM)	
	Fugitive emissions (relevant to Chapter 4, Vol.2)			Stationary combustion (relevant to Chapter 2, Vol.2)	
	Other emissions from Energy Production (category 1.B.3): <i>fuel transformation, linkages with fugitives emissions in IPPU</i>			Emissions from charcoal production	
Industrial Processes and Product Use <i>(relevant to Volume 3 of the 2006 IPCC Guidelines)</i>	Chemical industry (relevant to Chapter 3, Vol.3)		Electronics industry (relevant to Chapter 6, Vol.3)		Emissions of fluorinated substitutes for ODS (relevant to Chapter 7, Vol.3)
	Nitric acid production	Fluorochemical production	Semiconductor industry		Refrigeration and Air Conditioning
	Metal industry (relevant to Chapter 4, Vol.3)				Other
	Iron and steel production	Aluminium production	Magnesium production	Production of rare earth elements	Hydrogen production

Agriculture, Forestry and Other Land Use (relevant to Volume 4 of the 2006 IPCC Guidelines, and 2013 Wetlands Supplement)	Enteric fermentation (relevant to Chapter 10, Vol.4)	Manure management (relevant to Chapter 10, Vol.4)	Rice cultivation (relevant to Chapters 5 and 11, Vol.4)		Direct and indirect N2O emissions from managed soils (relevant to Chapter 11, Vol.4)
			N2O emissions	CH4 emissions	
	Forests - Biomass (relevant to Chapters 2 and 4, Vol.4)				
	Tropical	Temperate	Boreal	Specify region, if necessary	
	Forests - Dead Organic Matter (relevant to Chapters 2 and 4, Vol.4)				
	Tropical	Temperate	Boreal	Specify region, if necessary	
	Forests - Soils (relevant to Chapters 2 and 4, Vol.4)				
	Tropical	Temperate	Boreal	Specify region, if necessary	
	Consistent representation of lands (relevant to Chapter 3, Vol.4)			Cropland, Soils (relevant to Chapter 2 and Section 5.2.3 in Chapter 5, Vol. 4)	Grassland, Soils (relevant to Chapter 2 and Section 6.2.3 in Chapter 6, Vol. 4)
	Remote sensing and GIS data	Other (e.g., ground observation, reference data, sampling design)			
	Flooded land (reservoir, etc: relevant to Chapter 7, Appendices 2 and 3, Vol.4 & 2013 Wetlands Supplement)				
Tropical	Temperate	Boreal	Specify region, if necessary		
Waste (relevant to Volume 5 of the 2006 IPCC Guidelines, and 2013 Wetlands Supplement)	Wastewater Treatment and Discharge (relevant to Chapter 6, Vol.5 & Chapter 6 of 2013 Wetlands Supplement)				
	Domestic wastewater		Industrial wastewater		

Section C-4: Publications

List the full citation details (including information on publisher and year of publication, etc) of up to 10 relevant publications (attach additional files, if absolutely necessary)

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Some technical hints:

- a. When you wish to make plural lines in a cell, enter <Alt and enter> after a line.*
- b. Since this form contains many combined cells, you can not copy & paste from the other computer file (such as the other text file). If you wish to do so, click the target cell, and then paste the text to the formula bar (not to the cell). With enter, the text will appear in the respective cell.*

Process of participant selection and statistics of nominees, invitees and participants

Objective

The objective of the selection process was to select around 100-110 experts considering criteria stated in Appendix A of Principles Governing IPCC Work.

Timeline

The time line for the selection process was as follows.

Date	Step
12 May	Issuance of a call for nominations to IPCC Member States and Observer Organizations
10 June	Due date for nomination
13 June	Compilation of nominations and circulation of the compiled list among TFB members by TFI TSU
20 June	Due date for submission of 'ranking' by each TFB member (1 st round selection)
27 June	Compilation of the 'Long List' based on 'ranking' provided by TFB members, and proposal on how it could be shortened, by TFI TSU for further consideration by TFB members
6 July	Agreement by TFB on the list of invitees (1 st batch), issuance of an invitation letter to those invitees
11 July	Agreement by TFB on the list of additional invitees (2 nd batch), issuance of an invitation letter to those additional invitees

Nominations

198 nominations were received, corresponding to a total of 197 experts (one expert was nominated by more than one nominator), from 59 Member States, 11 Observer Organizations, and members of IPCC Bureau and TFB.

Selection process

The selection was implemented by the TFB with assistance of the TFI TSU through the following process.

- 1) First, all the nominations received were compiled by the TFI TSU into a spreadsheet for consideration by the TFB.
- 2) Each TFB member was asked to provide a 'ranking' focusing primarily on the nominees within their region. It was brought to the attention of TFB members that some nominees had been nominated by a country in a region which is different from his/her citizenship, or by an international organization.
 - In this step, each TFB member was asked to consider the nominations carefully and provide up to a maximum of 20 selections, using a rank of '1' to indicate a 'high priority' (up to 10 selections), and a rank of '2' to indicate a 'secondary priority' (up to 10 selections).
 - There was purposely no '3' or 'low priority' as the intention was not to produce a 'hierarchical ranking', but a focused highlighting of key individuals that would address the needs of the meeting, given the TFB members' expertise and regional representation.

- The 'ranking' was intended as a way to identify overlaps and agreement across the selections by the TFB members.
 - Each TFB member could also provide optional 'Comments' to allow for additional detail not captured in the nomination, if desired, with a view to sharing additional relevant information with other TFB members so as to help them better understand why those nominees had been ranked as high or secondary priority.
 - TFB members could suggest nominations at this stage in case key gaps were identified.
- 3) The TFI TSU compiled a 'Long List' based on the TFB members' selections, highlighting overlap, and a list of additional nominations. Every nominee receiving a '1' or '2' was incorporated into the 'Long List'.
 - 4) The 'Long List' became the working pool of nominations. Those who did not make it to the 'Long List' were not dropped and the full list remained available so as to ensure full consideration and ease substitutions as needed to achieve balance across expertise, geographical and gender balance, etc.
 - 5) The 'Long List' contained 146 experts and it was too large. This list was carefully analyzed by TFI TSU to identify overlaps and gaps. Then the TFI TSU considered and came up with a proposal on how the list could be further shortened, based on the analysis mentioned above, taking account of balance of expertise, geographical representation, etc.
 - 6) The TFB considered the 'Long List' with the proposal made by the TFI TSU and discussed to finalize the list of invitees. The list of invitees (1st batch) was agreed by the TFB on 6 July and the list of additional invitees (2nd batch) was agreed on 11 July 2016. The number of invitees was 111 in total.

Participation of invitees

Out of 111 invitees, 99 accepted the invitation while 12 declined. Out of 99 invitees who accepted the invitation, 5 could not participate in the scoping meeting due to health problems, etc. Therefore, the scoping meeting was attended by 94 experts. The List of participants, together with the members of TFB and TFI TSU staff present at the meeting, is provided in Annex 3.

Statistics of nominees, invitees and participants

The statistics of nominees (197 in total), invitees (111 in total) and participants (94 in total) are shown in Figures 1-3 below.

Figure 1 – Distribution of nominees, invitees and participants by region

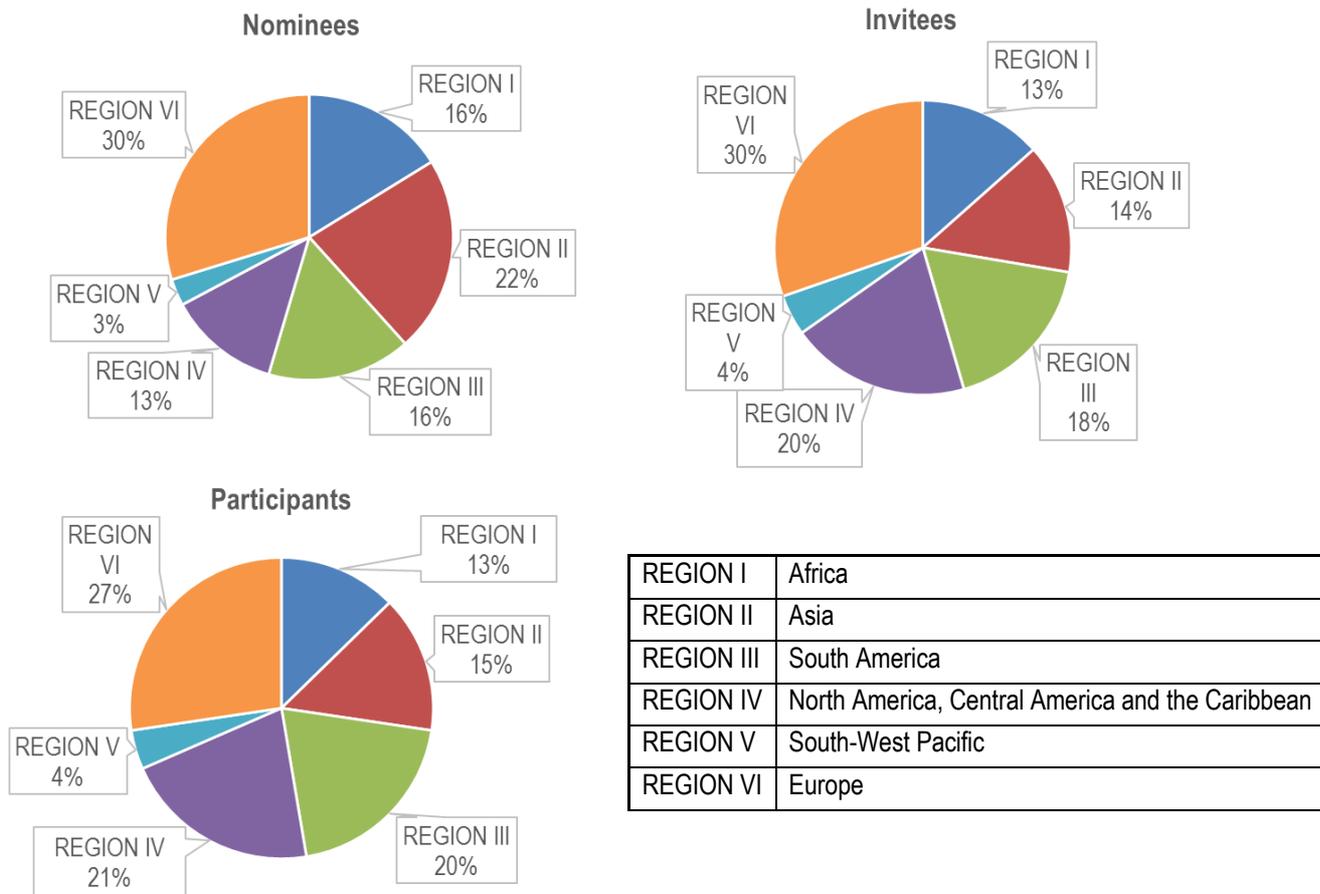


Figure 2 – Balance in nominees, invitees and participants from developed and developing/EIT countries

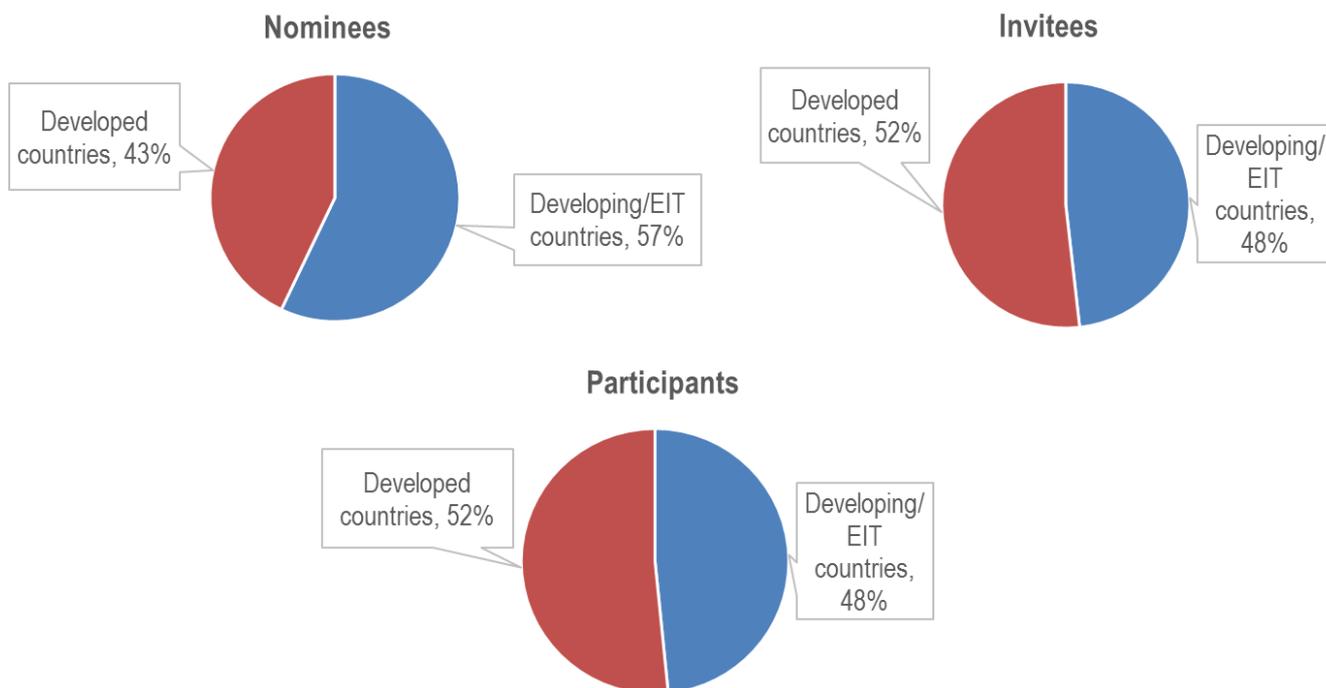
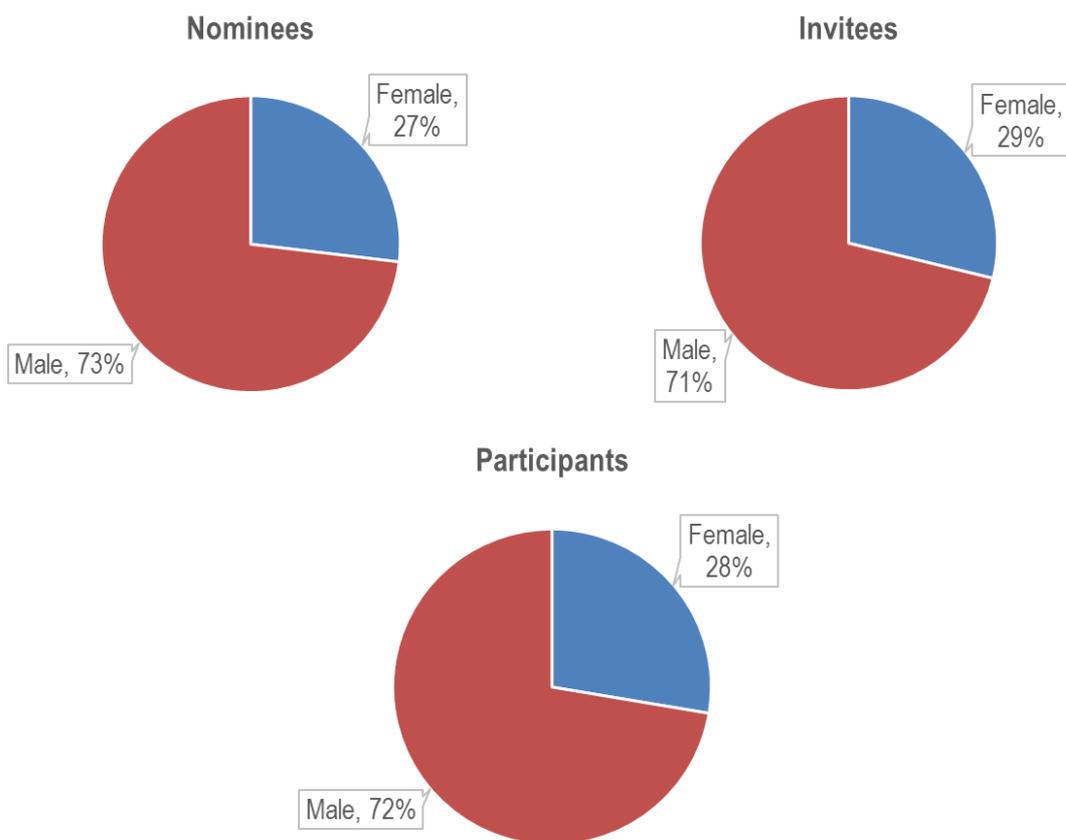


Figure 3 – Gender balance in nominees, invitees and participants



List of Participants

David Buluku Adegü

Ministry of Environment & Natural Resources
Kenya

Andrea Vanina Afranchi

Energy Performance SRL
Argentina

Naikoa Aguilar-Amuchastegui

World Wide Fund for Nature (WWF)

Rehab Ahmed Hassan

Higher Council for Environment and Natural
Resources
Sudan

Hiroko Akiyama

National Agriculture and Food Research
Organization
Japan

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INIA
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Jukka Alm

Natural Resources Institute Finland (Luke)
Finland

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Cote d'Ivoire

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Instituto Forestal
Chile

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Institute of Biology Science
Brazil

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Eastern Research Group, Inc.
USA

Martial Bernoux

FAO

Kathrine Loe Bjønness

Statistics Norway
Norway

Andrea Brandon

Ministry for the Environment
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Edwin Castellanos

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Universidad del Valle de Guatemala
Guatemala

Michael Roger Czerniak

Edwards Vacuum Limited
UK

Laura Elena Dawidowski

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International Aluminium Institute (IAI)

Michael Strogies

Federal Environment Agency
Germany

Samir Tantawi

United Nation Development Programme
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Fábrica Éthica Brasil
Brazil

Francesco Nicola Tubiello

USA

Jason Alan Tullis

University of Arkansas
USA

Gabriel Vazquez-Amabile

AACREA (Argentine Association of Regional
Consortiums for Agricultural Experimentation)
Argentina

John David Watterson

Ricardo Energy & Environment
UK

Melissa Weitz

U.S. Environmental Protection Agency
USA

Jongikhaya Witi

Department of Environmental Affairs
South Africa

Jung Hun Woo

Department of Advanced Technology Fusion
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Republic of Korea

Jong Su Yim

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IPCC Task Force on National Greenhouse Gas Inventories (TFI)

Task Force Bureau (TFB)

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JSC "Zhasyl Damu", the Ministry of Energy, Almaty office
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C/O Institute for Global Environmental Strategies (IGES)

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Baasansuren Jamsranjav

Sekai Ngarize

Pavel Shermanau

Toru Matsumoto

Eriko Nakamura

Koh Mikuni

Agenda of the scoping meeting (agreed at the beginning of the meeting)

Monday 29 August	9:00 - 9:30	Registration
	9:30 - 10:00	Welcome Address <ol style="list-style-type: none"> 1. Dr. Andrei Kovkhuto, the Minister of the Natural Resources and Environmental Protection of the Republic of Belarus 2. TFI Co-Chairs
	10:00 – 10:30	Photo session Coffee break for Press interview / informal dialogue among Co-chairs, the Government guests, Participants, Journalists
	10:30 - 13:00	<p>Plenary session (Presentations followed by Q&A and discussion)</p> <ol style="list-style-type: none"> 1. Introduction (background and objectives of the meeting) 2. Decisions taken at IPCC-43 and proposal for IPCC-44 3. Procedures for the preparation, review, acceptance, approval, adoption and publication of IPCC reports 4. Technical Assessment of IPCC Inventory Guidelines (survey, experts meetings and outcomes): <ul style="list-style-type: none"> • Cross-sectoral issues • Sectoral issues 5. Expected outcome of the Scoping Meeting: <ul style="list-style-type: none"> – Recommendation on the format of the Methodology Report(s) – Draft terms of reference (TOR) – Draft table of contents (TOC) – Draft work plan – Draft instructions to authors – Any other recommendations <p>Discussions:</p> <ul style="list-style-type: none"> • Format of the Methodology Report(s) • Key questions to be considered at this meeting (consistency across chapters, significant difference of EFs, etc.)
	13:00 - 14:30	<i>Lunch break</i>
14:30 – 16:00	<p>Plenary session (continuation)</p> <ul style="list-style-type: none"> • Formation of break-out groups (BOGs). The BOG formation provisionally suggested by TSU: 	

		<p>BOG1: TOC for cross-sectoral issues (Vol. 1 of 2006 Guidelines)</p> <p>BOG2: TOC for issues on Energy Sector (Vol. 2 of 2006 Guidelines)</p> <p>BOG3: TOC for issues on IPPU Sector (Vol. 3 of 2006 Guidelines)</p> <p>BOG4: TOC for issues on AFOLU Sector (Vol. 4 of 2006 Guidelines)</p> <p>BOG5: TOC for issues on Waste Sector (Vol. 5 of 2006 Guidelines)</p> <p><i>(BOG formation depends on the result of discussion on the format of MR(s). Some BOGs may wish to split into sub-BOGs. Other BOG(s) may be considered necessary in addition to these 5 BOGs)</i></p>
	16:20 – 18:00	<p>Break-out Group (BOG) session</p> <p>Each BOG will consider draft TOC as well as the following:</p> <ul style="list-style-type: none"> • Issues that need to be addressed in the draft TOR • Issues that need to be addressed in the draft instructions to authors • Any other issues for discussion at the plenary
Tuesday 30 August	09:00 - 10:00	<p>Plenary session</p> <p>Discussion on cross-BOG issues that have arisen during the BOG session:</p> <ul style="list-style-type: none"> • Issues that need to be addressed in the draft TOR • Issues that need to be addressed in the draft instructions to authors • Any other issues for discussion at the plenary
	10:00 – 13:00	<p>BOG session (continuation from Day 1)</p> <p>Each BOG will consider draft TOC as well as the following:</p> <ul style="list-style-type: none"> • Issues that need to be addressed in the draft TOR • Issues that need to be addressed in the draft instructions to authors • Any other issues for discussion at the plenary
	13:00 - 14:30	<i>Lunch break</i>
	14:30 - 17:00	<p>BOG session (continuation)</p> <p>Each BOG will consider draft TOC as well as the following:</p> <ul style="list-style-type: none"> • Issues that need to be addressed in the draft TOR • Issues that need to be addressed in the draft instructions to authors • Any other issues for discussion at the plenary <p><i>A small group will revise the draft TOR and draft instructions to authors in parallel to this BOG session.</i></p>
	17:00 – 18:00	<p>Plenary session</p> <p>Discussion on cross-BOG issues that have arisen during the BOG session:</p> <ul style="list-style-type: none"> • Issues that need to be addressed in the draft TOR • Issues that need to be addressed in the draft instructions to authors • Any other issues for discussion at the plenary <p><i>If this plenary discussion is not considered necessary, BOG session will continue.</i></p>

Wednesday 31 August	09:00 - 13:00	<p>BOG session (continuation from Day 2)</p> <p>Each BOG will consider draft TOC as well as the following:</p> <ul style="list-style-type: none"> • Issues that need to be addressed in the draft TOR • Issues that need to be addressed in the draft instructions to authors • Any other issues for discussion at the plenary <p><i>A small group will revise the draft TOR and draft instructions to authors in parallel to this BOG session.</i></p>
	13:00 - 14:30	<i>Lunch break</i>
	14:30 – 17:30	<p>Plenary session (Discussion based on reports from BOGs & wrap-up)</p> <ul style="list-style-type: none"> • Presentation of draft TOC from each BOG • Presentation of draft TOR, draft instructions to authors, and draft work plan • Discussion • Wrap-up discussion to agree on recommendations to Task Force Bureau • Closing remarks

Coffee break: 11:00 – 11:20 and 16:00 – 16:20 every day