



UNITED
NATIONS



**Framework Convention
on Climate Change**

Distr.
GENERAL

FCCC/SBI/2009/INF.2
15 May 2009

ENGLISH ONLY

SUBSIDIARY BODY FOR IMPLEMENTATION

Thirtieth session

Bonn, 1–10 June 2009

Item 10 of the provisional agenda

Reporting and review of information submitted by Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol

Activities relating to the review of information submitted by Annex I Parties under the Kyoto Protocol on greenhouse gas inventories and other elements of annual reporting, including the training of review experts, planning and conduct of the reviews and organization of lead reviewers' meetings

Note by the secretariat

Summary

This document presents information requested by the Subsidiary Body for Implementation on the Kyoto Protocol reporting and review activities planned and prioritized for 2010–2011. It covers information on the lead reviewers' meetings, the training activities, how review activities are planned and conducted, and the further development of the greenhouse gas information system, and provides an assessment of the commensurate resource requirements for these activities. The information provided for these activities is presented for two options, namely a baseline option and a comprehensive option.

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I. Introduction

A. Mandate

1. The Subsidiary Body for Implementation (SBI), at its twenty-ninth session,¹ considered the status of submission and review of the initial reports submitted in accordance with decision 13/CMP.1 by Parties included in Annex I to the Convention (Annex I Parties) that are also Parties to the Kyoto Protocol, including information on possible approaches aimed at further improving the effectiveness, efficiency and consistency of the review process under the Article 8 review guidelines.²

2. The SBI acknowledged the importance of the training programme for inventory review experts under the Kyoto Protocol and noted that the secretariat is in the process of updating and completing the training programme under the Kyoto Protocol. The SBI requested that Parties consider, at its thirtieth session, what means should be used to strengthen the secretariat's capacity to further develop and deliver the training programme for inventory review experts under the Kyoto Protocol, taking into account the outcomes of the sixth meeting of the lead reviewers, held from 16 to 17 March 2009.

3. The SBI noted the importance of the timely completion by the secretariat, subject to the availability of resources, of the new module of the CRF Reporter software for the tables for reporting activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol.

4. The SBI acknowledged that managing the review process, including the training of inventory review experts, planning and conducting the reviews and organizing the lead reviewer meetings, is placing considerable demand on the secretariat and requires considerable resources, while also acknowledging the urgent need to prioritize these fundamental activities. The SBI requested the secretariat to prepare a note describing how these activities are planned and prioritized for 2010–2011, and identifying commensurate resource requirements, for consideration at its thirtieth session.

B. Scope of the note

5. This document presents information requested by the SBI on reporting under the Kyoto Protocol and review activities planned and prioritized for 2010–2011. This information is presented in five parts and for two options, namely a **baseline option** and a **comprehensive option**. The first part (chapter II) deals with the lead reviewers' meetings, the second part (chapter III) deals with training activities, the third part (chapter IV) deals with how review activities are planned and conducted, the fourth part (chapter V) deals with the further development of the greenhouse gas (GHG) information system (GHGIS) and the fifth part (chapter VI) provides an assessment of the commensurate resource requirements.

6. The **baseline option** outlines a plan to strengthen the capacity of the secretariat to carry out the following tasks and activities:

- (a) Facilitating the work of lead reviewers, including by organizing the annual lead reviewers' meetings and preparing analytical materials on review activities;
- (b) Developing and implementing an updated training programme under the Kyoto Protocol;
- (c) Managing the reporting and review processes.

7. Development and maintenance of the GHGIS, including the ongoing support of the CRF Reporter software, preparation of annual reports and tools to support the review process and the developing of

¹ FCCC/SBI/2008/19, paragraphs 113 and 114.

² "Guidelines for review under Article 8 of the Kyoto Protocol".

database system for the annual compilation and accounting of emissions inventories and assigned amounts are also activities with the highest priority. Some of these activities are described in this document but have not been included in the assessment of the resource requirements of the two options (see chapter VI below) as they are managed using existing secretariat resources.

8. The **comprehensive option** includes all the elements of the baseline option. In addition, it includes plans to further strengthen the capacity of the secretariat to prepare analytical materials on review activities for the lead reviewers' meetings through the use of consultants, and to enhance the training activities by providing additional instructors.

9. The two options presented in this document for the Kyoto Protocol take into account the two options presented in document FCCC/SBSTA/2009/INF.2 prepared by the secretariat, which describes how the fundamental activities relating to managing the reporting under the Convention and review processes are planned and prioritized for 2010–2011, and identifies commensurate resource requirements. That document was requested by the Subsidiary Body for Scientific and Technological Advice (SBSTA) at its twenty-ninth session. The resource requirements provided for the two options for the Kyoto Protocol are in addition to the resource requirements provided for the relevant options under the Convention.

C. Possible action by the Subsidiary Body for Implementation

10. The SBI may wish to take note of the information provided in this document with a view to providing guidance to Parties and the secretariat on this matter, and to prepare a draft decision for consideration and adoption by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) at its fifth session, if appropriate.

II. Meetings of lead reviewers

11. The Conference of the Parties, by its decision 12/CP.9, requested the secretariat to organize meetings of lead reviewers participating in the technical review of GHG inventories from Annex I Parties. The objective of these meetings is to consider methodological and procedural issues relating to inventory reviews, with a view to developing a common approach to these issues among the expert review teams (ERTs) and making recommendations to the secretariat on ways to improve the effectiveness and efficiency of the technical review of GHG inventories.

12. According to the Article 8 review guidelines, lead reviewers must prepare an annual report to the SBSTA containing suggestions on how to improve the review process. In addition, according to the terms of service for lead reviewers,³ they should attend regularly scheduled meetings to perform the duties described in the Article 8 review guidelines. Among these duties, lead reviewers should ensure that the reviews that they participate in are performed according to the guidelines and consistently across Parties by each ERT, ensuring the quality and objectivity of the technical assessments and providing for continuity, comparability and timeliness of the reviews.

13. The secretariat organized six meetings of lead reviewers between 2003 and 2009, and since 2005 these meetings have addressed procedural and technical issues related both to the annual review of GHG inventories of Annex I Parties under the Convention and to the reviews of information submitted under the Kyoto Protocol. The results of these meetings clearly demonstrated that recommendations of the lead reviewers are instrumental in shaping and strengthening the review process. Due to their importance, organization of annual meetings of the lead reviewers and their supporting actions, with the exception of the consultancy on adjustments for activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol

³ Decision 23/CMP.1.

indicated in paragraph 15 below, are included in the **baseline option** for 2010–2011. This will involve a number of activities outlined in paragraphs 14 and 15 below.

14. As reflected in the plans presented in document FCCC/SBSTA/2009/INF.2 on review activities under the Convention, the secretariat envisages an increase in the number of experienced experts, who are currently not serving as lead reviewers, attending the annual meetings of lead reviewers. It also envisages the inclusion in the agenda of these meetings of consideration of methodological and procedural aspects of the review of higher tier methodologies and models. At its twenty-ninth session, the SBI noted that issues relating to the review of higher tier methodologies and consistency between reviews under the Convention may also apply to reviews under the Kyoto Protocol and requested the lead reviewers to include, in their discussion at their sixth meeting, consideration of these issues in the context of the Kyoto Protocol, as appropriate.⁴ In accordance with this request, the secretariat envisages that at their meetings in 2010 and 2011, the lead reviewers would continue to consider the issue of consistency in the review process under the Convention and the Kyoto Protocol and provide recommendations on ways to further strengthen the consistency of the reviews.

15. In accordance with the conclusions of the SBSTA at its twenty-second session,⁵ the secretariat plans to launch during the 2009 review cycle a process to enable ERTs to gain experience with the methods for adjustments of estimates resulting from land use, land-use change and forestry (LULUCF) activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol using real inventory data voluntarily submitted by Parties. Lead reviewers could then discuss their experiences at the 2010 meeting, with a view to providing recommendations for a more effective and consistent approach to the use of methodologies and the process for calculating adjustments for LULUCF activities. For this task the secretariat needs to increase its capacity, and therefore would contract a consultant to collect data and prepare an analysis of the methods and tools used to calculate adjustments for activities under Article 3, paragraphs 3 and 4, during the 2009 inventory review process. This activity is included in the **comprehensive option** and could be undertaken in early 2010 to allow the consultant to prepare a document for consideration during the lead reviewers' meeting in that year.

III. Training activities

16. Decision 24/CMP.1 requested the secretariat to develop and implement a training programme for ERT members participating in the initial reviews under Article 8 of the Kyoto Protocol, including requirements for the testing of experts, and to give priority to a final seminar for the course on application of adjustments.

17. In implementing this decision, the secretariat has prepared three mandatory e-learning courses under the Kyoto Protocol, on national systems, application of adjustments and modalities for accounting of assigned amounts under Article 7, paragraph 4, of the Kyoto Protocol. These Kyoto Protocol courses and the related exams have been available online since 2006, and participants in the application of adjustments course were supported by an instructor in 2006. The Kyoto Protocol courses continued to be online in 2007–2009, and a number of online examinations were organized during this period. The implementation of the activities related to these courses was subject to availability of resources (supplementary funding).

18. In addition, the SBI, at its twenty-seventh session,⁶ noted that the review process needed further strengthening, in particular through the participation of an increased number of well-trained review experts and more support from the secretariat, and requested the secretariat to update and complement the training programme, in particular in relation to the review of activities under Article 3, paragraphs 3 and

⁴ FCCC/SBI/2008/19, paragraph 111.

⁵ FCCC/SBSTA/2005/4, paragraph 38.

⁶ FCCC/SBI/2007/34, paragraphs 99–100.

4, of the Kyoto Protocol, the review of national registries and the review of information on assigned amounts, including the standard electronic format tables. In implementing this request, the secretariat is preparing in 2009 two new Kyoto Protocol courses, on review of national registries and information on assigned amounts, and review of activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol. The courses include online exams and will be available for reviewers in the second half of the year.

19. The secretariat has prepared a draft of the updated training programme under the Kyoto Protocol, which includes the two new Kyoto Protocol courses, and a plan of activities to implement it up to 2014. These are included in the annex to this document.

20. For the **baseline option** for training activities it is assumed that they should continue without interruption in the future, and the secretariat plans to maintain the full set of Kyoto Protocol courses and related exams available online in 2010 and 2011. This would allow new review experts who have passed the Convention training courses to take the relevant Kyoto Protocol courses and be ready to participate in the reviews under Article 8 of the Kyoto Protocol. In addition, the secretariat plans to make exams available online four times a year (for three days each time) to facilitate this process.

21. The **comprehensive option** includes elements envisaged in the baseline option. In addition, it envisages, for the purpose of reinforcing the learning process, providing instructors for one period in a year for the following courses:

- (a) Application of adjustments;
- (b) Review of national registries and information on assigned amounts;
- (c) Review of activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol.

22. Document FCCC/SBSTA/2009/INF.2 on activities under the Convention proposes, as part of the comprehensive option, increased Professional staff support for coordination and implementation of the training activities under the Convention. As part of the **comprehensive option**, these staff could also coordinate and implement the training programme under the Kyoto Protocol.

IV. Planning and conducting review activities

23. Decision 19/CP.8 requested the secretariat to plan and coordinate the expert review of annual inventory submissions under the Convention. This process sets the basis for the reviews of information submitted under Article 7 of the Kyoto Protocol.

24. The Article 8 review guidelines require that each Annex I Party which is also a Party to the Kyoto Protocol is subject to a review of information submitted under Article 7 of the Protocol; this process should encompass any existing review under the Convention. In addition, the ERTs should perform annual reviews of these annual inventories to ensure that they conform with Article 5, paragraph 2, of the Kyoto Protocol and the provisions for reporting supplementary information required under Article 7, paragraph 1. The ERTs are to be coordinated by the secretariat. For this purpose and in line with the provisions of decisions 19/CP.8 and 22/CMP.1, the secretariat plans to organize in both 2010 and 2011 eight in-country and eight centralized annual reviews of information submitted by Annex I Parties that are also Parties to the Kyoto Protocol, to be conducted in conjunction with the reviews conducted under the Convention.

25. As part of its role in the review process, the secretariat is required to (1) plan, coordinate and conduct review activities, by convening ERTs comprising experts from the UNFCCC roster of experts who have completed the required training; (2) provide support to ERTs; and (3) facilitate the finalization of the ERTs' annual review reports. This is to ensure that each review provides an objective, thorough,

transparent and comprehensive technical assessment of annual information submitted under Article 7 of the Kyoto Protocol. It also assists the lead reviewers to ensure that reviews are consistent across Parties.

26. In carrying out this role, the secretariat has had to intensify its efforts in the recent review cycles. This is the direct result of the rigour of the review process and the substantial increase in the amount of information submitted by Parties in their annual inventory submissions as well as the supplementary information submitted under Article 7, paragraph 1, of the Kyoto Protocol. The latter point is important in that it has placed an extra burden on ERTs. The secretariat has managed to alleviate this to some extent by providing numerous data reports and review tools that synthesize elements of an annual inventory submission. The increased demand on the secretariat relating to review activities and the need to strengthen the capacity of the secretariat to manage these activities was acknowledged by the SBI at its twenty-ninth session.⁷

27. Document FCCC/SBSTA/2009/INF.2 on activities under the Convention proposes, as part of the comprehensive option, enhanced secretarial support to review activities and a new function of quality assurance, which is envisaged to be performed by the expanded Professional staff. These staff could also manage the related tasks under the Kyoto Protocol as part of the **comprehensive option**.

V. Further development of the greenhouse gas information system

28. In 2010 and 2011, the secretariat will continue to improve information systems and processes that support the reporting and review of Parties' annual submissions under the Kyoto Protocol. This includes the ongoing development work on CRF Reporter, support to Parties in its use and preparation of annual reports and tools to support the review process. The activities envisaged by the secretariat in this area are described in paragraphs 29–34 below. All of the activities are crucial for the review process and will be managed using existing secretariat resources, except for the CRF Reporter workshop noted in paragraph 30 below, and are therefore not included in the assessment of commensurate resource requirements presented in chapter VI below.

A. A CRF Reporter module to report activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol and related tools

29. The CMP, by its decision 6/CMP.3, requested the secretariat to develop, subject to availability of supplementary funding, a module of the CRF Reporter software for tables to be used by Parties for reporting information on LULUCF activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol. Currently, the secretariat is working to include the reporting tables for these activities in the software and plans to continue its support in 2010 and 2011 for CRF Reporter development and the development of related tools, subject to availability of resources.

30. To this end, the secretariat plans to organize during 2009 a CRF Reporter workshop on Parties' experiences in using the reporting module for activities under Article 3, paragraph 3 and 4, of the Kyoto Protocol, subject to availability of resources. Based on the outcomes from this workshop, the secretariat could then address the issues identified and improve or add additional functionality of this software tool in late 2009 and early 2010.

B. Preparation of annual reports and tools supporting the review process

31. Another priority for the secretariat is to improve the annual reports and tools that it prepares in support of the review process (i.e. the annual status reports; the annual synthesis and assessment (S&A) report, parts I and II; the outlier detection software results; and the locator tool) in order to take into account the review requirements under the Kyoto Protocol for 2010 and 2011. In particular, the secretariat will strive to enhance the usefulness of part II of the S&A report (or review transcript) by

⁷ FCCC/SBI/2008/19, paragraphs 113 and 114.

giving it a new database structure with the capacity to track the history of the issues included in previous review transcripts for the Party concerned and provide clear information on issues previously resolved and recommendations for future ERTs.

32. For the period 2009–2010, the secretariat plans further development and improvement of the submission portal that Parties use to submit to the secretariat their Kyoto Protocol reporting and review-related information, including any additional information provided in response to the identification of potential problems during the review process. This work will take into account the experience of Parties with the portal, as well as requirements of ERTs and review officers.

C. Database system for the annual compilation and accounting of emissions inventories and assigned amounts

33. Activities relating to the development of a database system for the annual compilation and accounting of emissions inventories and assigned amounts with regard to Article 3, paragraphs 7 and 8, of the Kyoto Protocol were mandated by decision 13/CMP.1. These activities are essential for the implementation of decisions 14/CMP.1, 15/CMP.1, 22/CMP.1 and 27/CMP.1. Currently the compilation and accounting database (CAD) is fully operational.

34. However, there is a need to enhance the CAD system in line with the requirements of the Kyoto Protocol. The secretariat plans to:

- (a) Enhance the capabilities of the CAD by including information relating to the reporting of supplementary information (in particular information on activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol) and the standard electronic format tables;
- (b) Introduce the necessary changes to reflect the experience of the annual reviews under the Kyoto Protocol conducted in 2009 and 2010;
- (c) Further develop the capabilities of the CAD to include information relating to the true-up period following decision 13/CMP.1.

VI. Assessment of the commensurate resource requirements

35. The secretariat has assessed the commensurate resource requirements for the activities under the two options presented in this document.

36. The resources needed for a CRF Reporter workshop on Parties' experiences in using the reporting module for activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol (see para. 30 above) are estimated at USD 50,000, but they are not included in the assessment of either option as this workshop must take place in 2009 (subject to availability of resources) in order to facilitate Parties' mandatory reporting on these activities which starts in 2010, whereas the options cover the period of 2010–2011. In addition, as noted in paragraphs 7 and 28 above, the assessment does not include resources required for the further development of the GHGIS, including the CRF Reporter software and review tools. Finally, the assessment is provided only for the activities under the Kyoto Protocol that are additional to those outlined in document FCCC/SBSTA/2009/INF.2 on activities under the Convention.

37. The **baseline option** entails annual costs of USD 15,000 to cover maintaining the online training courses. The **comprehensive option** would include all the elements of the baseline option, but would require an additional USD 30,000 annually for training activities and supporting lead reviewers' meetings. Activities under this additional option could continue to be funded by supplementary funds. These resource requirements are reflected in the proposed programme budget for the biennium 2010–2011 (see document FCCC/SBI/2009/2 and Add.1 for the baseline option and document FCCC/SBI/2009/2 and Add.2 for the comprehensive option).

Annex

Updated training programme for members of expert review teams for the reviews under the guidelines for review under Article 8 of the Kyoto Protocol

A. Details of the training programme

1. The courses are intended to train reviewers of greenhouse gas inventories in the review of information submitted under Article 7 of the Kyoto Protocol. All training courses will be available online. For trainees without easy access to the Internet, courses will be distributed on CD-ROM; for courses that are facilitated by an instructor, trainees will communicate with the instructor by e-mail. At the request of a Party, the courses will also be made available for others interested in the review process, provided that this does not require additional resources. All courses will be available, without instructor, to trainees all year round.
2. A seminar for experienced inventory reviewers may be offered annually as a refresher, subject to the availability of resources. These seminars may be offered in conjunction with meetings of lead reviewers to complete the training for lead reviewers and other experienced reviewers.
3. All training courses will include an examination. Examination procedures should be standardized, objective and transparent.
4. For courses which have a final seminar, the examination will generally take place during the seminar. In exceptional circumstances, other arrangements for examinations will be made, provided that the examinations take place under the supervision of the secretariat and that this does not require additional resources. For other courses, the examination will take place online.
5. New review experts who successfully complete the relevant requirements of the training programme will be invited to participate in a centralized or in-country review, working alongside experienced inventory reviewers.
6. Experts who do not pass an examination for a course at the first attempt may re-take the examination one additional time, provided that the expert has fulfilled all of the tasks assigned during the course in a timely manner, and that the retake does not require the secretariat to incur additional costs.
7. Experts with relevant expertise will be invited to act as instructors for courses of the training programme, ensuring that their skills cover the subjects addressed in each course. They will provide advice and support by e-mail or other electronic means. The secretariat will seek to achieve a geographical balance among the instructors participating in the training programme.

B. Courses of the training programme

1. National systems

Description: This course covers guidelines for review of national systems under Article 5, paragraph 1, of the Kyoto Protocol and related parts of guidelines under Articles 7 and 8 of the Kyoto Protocol

Preparation: 2006

Implementation: 2006–2014

Target audience: Lead reviewers, generalists and reviewers who have successfully completed the basic course for review of greenhouse gas inventories

Type of course: E-learning, without instructor

Examination requirements and format: All reviewers and lead reviewers must pass the examination before participating in expert review teams. Online examination

2. Application of adjustments

Description: This course covers decisions of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and technical guidance on methodologies for adjustments under Article 5, paragraph 2, of the Kyoto Protocol and related parts of guidelines under Articles 7 and 8 of the Kyoto Protocol

Preparation: 2006

Implementation: 2006–2014

Target audience: Lead reviewers, experienced reviewers and reviewers who have successfully completed the basic course for review of greenhouse gas inventories

Type of course: E-learning, facilitated by an instructor

Examination requirements and format: All reviewers and lead reviewers must pass the examination before participating in expert review teams. Online examination

3. Modalities for the accounting of assigned amounts under Article 7, paragraph 4

Description: This course provides guidance for expert review teams reviewing information provided in the initial report, the calculation of the assigned amount pursuant to Article 3, paragraphs 7 and 8, of the Kyoto Protocol, the commitment period reserve, and the national registries for conformity with the modalities for the accounting of assigned amounts under Article 7, paragraph 4

Preparation: 2006

Implementation: 2006–2014

Target audience: Reviewers of national registries and assigned amount information, generalists and lead reviewers

Type of course: E-learning, without instructor

Examination requirements and format: Optional. Online examination

4. Review of national registries and information on assigned amounts

Description: This course provides guidance for expert review teams reviewing annual information on assigned amounts pursuant to Article 3, paragraphs 7 and 8, of the Kyoto Protocol; information on Kyoto Protocol units and the standard electronic format for conformity with Article 7, paragraph 4, of the Kyoto Protocol. In addition, the course provides guidance on the review of national registries, including changes in the national registries reported by the Parties in accordance with decision 15/CMP.1 and conformity with the technical standards for data exchange between registry systems

Preparation: 2009

Implementation: 2009–2014

Target audience: Reviewers of national registries and assigned amount information, generalists and lead reviewers

Type of course: E-learning, facilitated by an instructor, subject to the availability of resources

Examination requirements and format: Generalists, lead reviewers and any reviewers who will review national registries and annual information on assigned amounts must pass the examination before participating in expert review teams. Online examination

5. Review of activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol

Description: This course provides guidance for expert review teams reviewing information provided during the commitment period for land use, land-use change and forestry (LULUCF) activities under

Article 3, paragraphs 3 and 4, of the Kyoto Protocol for conformity with the requirements of decision 15/CMP.1, including procedures for adjustments under Article 5, paragraph 2, of the Kyoto Protocol

Preparation: 2009

Implementation: 2009–2014

Target audience: LULUCF review experts and lead reviewers

Type of course: E-learning, facilitated by an instructor, subject to the availability of resources

Examination requirements and format: LULUCF reviewers must pass the examination before participating in expert review teams. Online examination

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