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REPORTS

**Twenty-Seventh Meeting of the Bureau of the IPCC Task Force on National
Greenhouse Gas Inventories, 16 - 18 November 2015, Hayama, Japan**

(Submitted by the Acting Chair of the IPCC)

REPORTS

Twenty-Seventh Meeting of the Bureau of the IPCC Task Force on National Greenhouse Gas Inventories, 16 - 18 November 2015, Hayama, Japan

(Prepared by the Co-chairs of the Task force Bureau)

Introduction

The 27th Meeting of the Bureau of the IPCC Task Force on National Greenhouse Gas Inventories (TFB27) was held in Hayama, Japan, on 16 – 18 November 2015. The Task Force Bureau (TFB) is composed of 14 members including its Co-chairs. Its mandate is to assist and advise the Co-chairs of the IPCC Task Force on National Greenhouse Gas Inventories (TFI) with respect to preparation of the TFI methodology reports, management of TFI activities, including workshops and expert meetings, and scoping meetings, etc. The TFB27 was the first meeting of the TFB members elected at the 42nd Session of the IPCC, and therefore had two main objectives. Firstly, this meeting aimed to provide TFB members with background information about the work of the TFI and its operation. Secondly, this meeting aimed to discuss and agree the future activities of the TFI, both the short-term activities already planned for the coming year and the longer-term projects in the future, taking into account the outcome of discussion at the previous TFB meetings as well as the discussion at recent sessions of the IPCC. The TFI extends its appreciation to the Government of Japan for the support to hold this meeting.

An extract of the Roles and responsibilities of the TFB defined in the Terms of Reference of the IPCC Bureau is quoted in Annex 1 to this document. The meeting programme is in Annex 2 and the list of participants is in Annex 3 to this document.

Meeting Summary

Following adoption of the agenda, the Technical Support Unit (TSU) of the TFI gave a presentation on introduction to the TFI and TFB including history of the TFI, IPCC process and Terms of Reference of TFB and TSU, in order to provide TFB members with background information about the work of the TFI and its operation. This was followed by adoption of the minutes of the 26th Meeting of TFB held on 28-29 August 2014 in Ottawa, Canada.

The main subjects for discussion at this meeting were the following:

- Publication and translation of the *2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands (Wetlands Supplement)* and the *2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol (KP Supplement)*;
- Emission Factor Database (EFDB);
- IPCC Inventory Software;
- Cooperation with the Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC);
- Technical Assessment of IPCC Inventory Guidelines;
- Work plan and budget;
- Errors and corrigenda.

In relation to technical assessment of IPCC Inventory Guidelines, the TSU reported to the TFB that the IPCC Plenary, at the 42nd Session (IPCC-42) held in Dubrovnik, 5-8 October 2015, could not conclude consideration on production of a Methodology Report(s) and therefore the budget lines relating to it have been marked as “Contingency” in the IPCC Trust Fund Programme and Budget approved. The TFB agreed that this issue needs to be revisited at the IPCC-43 to be held in April 2016.

Main Meeting Recommendations

The TFB discussed each agenda item based on the information and explanation provided by the TSU and made conclusions to assist the TFI Co-chairs with respect to management of TFI activities. The main conclusions are the following:

- About the IPCC Inventory Software, the current budget for the work to implement Tier 2 and *Wetlands Supplement* may not be enough and if that is the case, the TFI needs to propose a revised budget to the IPCC. Some TFB members stressed that translation to other UN languages would help users and promote the use of the software. It was also noted that activity data from other sources (e.g. FAO) could be included in software, if possible.
- In relation to technical assessment of IPCC Inventory Guidelines, it was agreed that the production of a new Methodology Report(s) must NOT be revision of the *2006 IPCC Guidelines for National Greenhouse Gas Inventories*. The proposal submitted to IPCC-42 (the document IPCC-XLII/INF. 9, Corr.2) should be revised with more elaboration on possible options of format, timing and justification to organize a scoping meeting.
- About the mechanism to enable more frequent update of Tier 1 (default) EFs, it was agreed to continue discussion in a broader context – considering whether the current IPCC Procedures are appropriate for TFI Methodology Reports with regard not only to updating default values but also to other aspects.
- The following two expert meetings for technical assessment of IPCC Inventory Guidelines will be held back-to-back with each other on 25-29 April 2016, Sydney, Australia. One is to follow-up on specified issues from the 2015 expert meetings, and the other is to discuss cross-sectoral issues. Since these meetings have the same basis and purpose as expert meetings held in 2015, it was agreed that participants for the expert meetings will be selected from the nominations received for the on-line questionnaire survey and expert meetings held in Geneva and Sao Paulo in 2015, with some other experts additionally recommended by TFB if necessary.

Roles and responsibilities of the TFB defined in the Terms of Reference of the IPCC Bureau

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4. With respect to IPCC Assessment Reports and other IPCC Products the IPCC Bureau and the individual Working Group and Task Force Bureaus will:

- a. advise the Panel on the Work Programme of the IPCC and the coordination of work between the Working Groups;
- b. develop and agree on the list of authors, review editors and expert reviewers, taking into account the balance of expertise, geographical coverage and gender;
- c. engage with the wider scientific community, both globally and regionally;
- d. oversee scientific quality; and
- e. participate in the response to possible errors, as described in the "IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports.

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6. The Working Group and Task Force Bureaus will assist and advise the Working Group and Task Force on National Greenhouse Gas Inventories (TFI) Co-chairs with respect to:

- a. preparation of working group and TFI assessment reports and methodology guidelines;
- b. identification and selection of authors, review editors and expert reviewers;
- c. management of working group and TFI activities, including workshops and expert meetings, and scoping meetings;
- d. selection of participants for workshops, expert meetings, and scoping meetings; and
- e. communication of working group and TFI report outcomes.

Meeting Programme

27th Meeting of the Bureau of the Task Force on National Greenhouse Gas Inventories (TFB27)
16-18 November 2015, Hayama, Japan

	Opening of the meeting <ul style="list-style-type: none"> ➤ Welcome remarks by MoEJ ➤ Welcome remarks by IGES ➤ Self-introduction of TFB members and TSU members 	
1	Adoption of agenda	TFB27/Doc.1
2	Introduction to IPCC Task Force on National Greenhouse Gas Inventories (TFI) and its Bureau (TFB) <ul style="list-style-type: none"> ➤ Mandate of TFI ➤ History of TFI and its products [Short presentation] ➤ Any other relevant issues that may arise from the 42nd Session of IPCC and the 50th Session of IPCC Bureau 	TFB27/Doc.2
3	Minutes of TFB26	TFB27/Doc.3
4	Publication and Translation of Wetlands Supplement and KP Supplement <ul style="list-style-type: none"> ➤ Report on publication of Wetlands Supplement and KP Supplement ➤ Progress in translation of Wetlands Supplement and KP Supplement 	TFB27/Doc.4
5	Emission Factor Database (EFDB) <ul style="list-style-type: none"> ➤ Introduction to EFDB [Short presentation] ➤ Progress in collection of new data ➤ Plan of selection of new members of the Editorial Board for 2016 and 2017 ➤ Plan for 13th Editorial Board meeting (EB13) and data meetings to be held immediately after TFB27 ➤ Plan for further work 	TFB27/Doc.5
6	IPCC Inventory Software <ul style="list-style-type: none"> ➤ Introduction to IPCC Inventory Software [Short presentation] ➤ Progress in the work to improve and enhance the usefulness of the Software ➤ Report on Expert Meetings on the Software and EFDB in Hayama (Oct 2014) and Okinawa (Mar 2015), and other efforts for promotion of Software ➤ Plan for Expert Meeting on the Software and EFDB in Japan in January 2016 ➤ Plan for further development (Tier 2 modules, Wetlands Supplement Tier 1 module) 	TFB27/Doc.6
7	Cooperation with UNFCCC Secretariat <ul style="list-style-type: none"> ➤ Memorandum of Understanding between IPCC Secretariat for TFI TSU and UNFCCC Secretariat 	TFB27/Doc.7
8	Technical Assessment of IPCC Inventory Guidelines <ul style="list-style-type: none"> ➤ Background ➤ Report on Expert Meeting on Energy, IPPU and Waste Sectors in Geneva ➤ Report on Expert Meeting on AFOLU Sector in Sao Paulo ➤ Plan for relevant expert meetings in 2016 ➤ Future refinement work 	TFB27/Doc.8
9	Work Plan and Budget <ul style="list-style-type: none"> ➤ Work plan and budget approved and noted by IPCC at its 42nd Session ➤ Schedule and possible venues of expert meetings 	TFB27/Doc.9
10	Errors and corrigenda <ul style="list-style-type: none"> ➤ Introduction to IPCC Error Correction Protocol ➤ Status on issuance of corrigenda for the errors identified in the IPCC Guidelines ➤ Pending error claims 	TFB27/Doc.10
11	Any other business <ul style="list-style-type: none"> ➤ Plan for a side event during COP21 ➤ Date and place of the next meeting 	

List of Participants

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Department of Environment

Benin

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Comoros

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Japan

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Institute for Global Environmental Strategies
(IGES)

Kazakhstan

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of the Republic of Kazakhstan, Almaty office

Peru

Eduardo Calvo Buendia (TFI Co-chair)
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Thailand

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IPCC TFI TSU

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