

# Quick tour of the Biennial Transparency Report (BTR) Guidance and Roadmap tool

The BTR guidance and roadmap tool helps countries plan the preparatory process of their BTRs. It also helps them prepare a roadmap for implementing it, based on a simple assessment of the countries' institutional and technical capacity to address the Enhanced Transparency Framework (ETF) requirements.

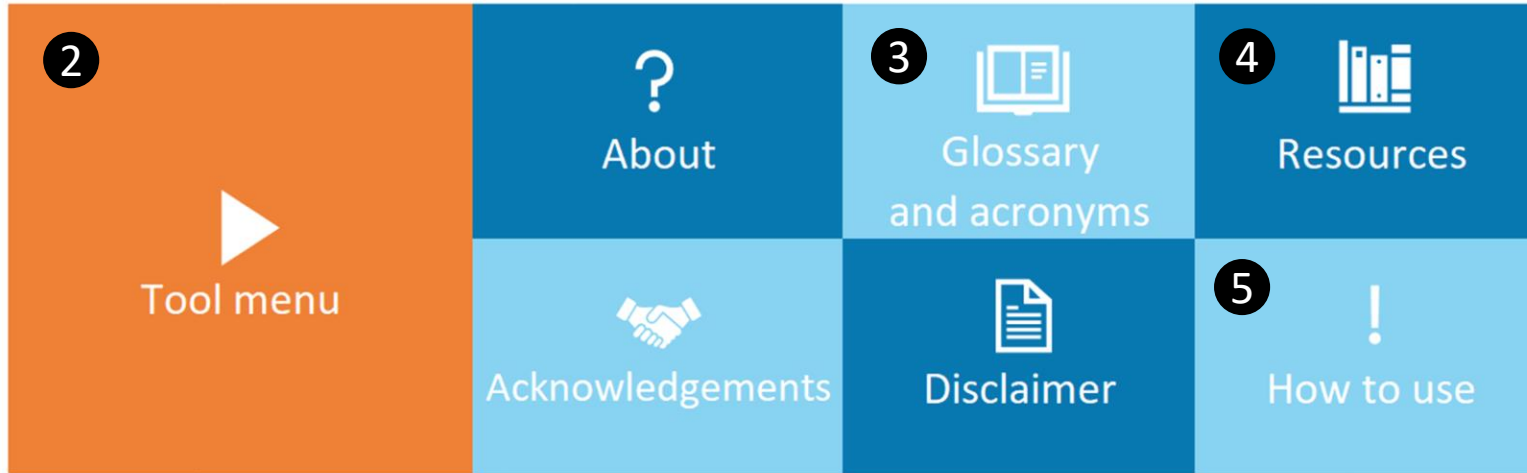
The tool provides guidance through a series of considerations and recommended actions for each step of the process. It also indicates several resources, guidance materials, articles and tools that can help the country build the required knowledge. The tool should be complemented by a more in-depth country-driven gap assessment which qualifies the main results of the tool with more details.

This document provides users with a quick look into the structure and content of the BTR guidance and roadmap tool.

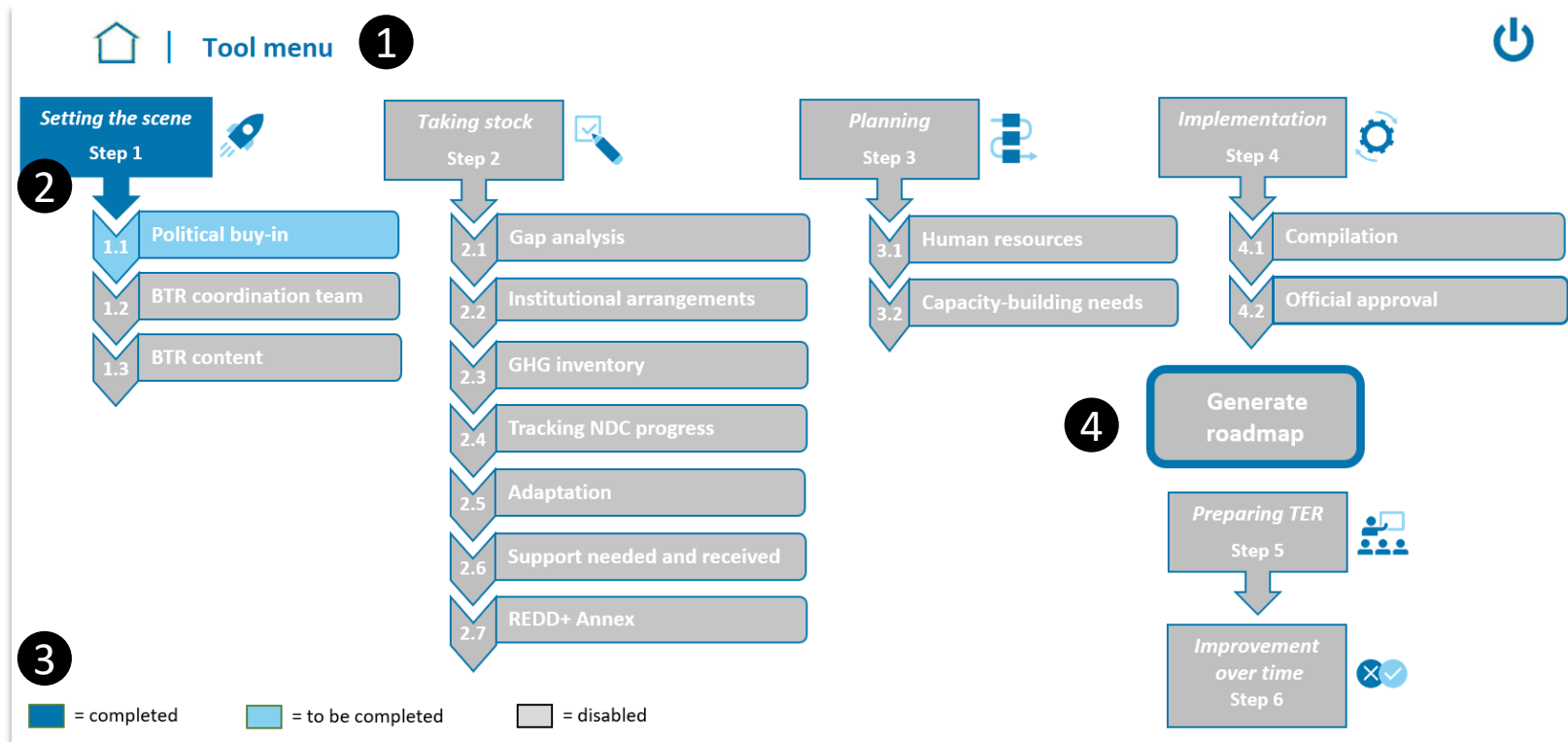
**Attention!** **Macros must be enabled** for the tool to function. Read the [Installation\\_Instructions.pdf](#) file to learn how to enable Macros in Excel.

# 1 Homepage

## Biennial Transparency Report Guidance and Roadmap Tool



- 1 Homepage: provides an overview and access to different parts of the tool
- 2 Tool menu: provides an overview of the different steps to quickly start using the tool
- 3 Glossary: defines terms and abbreviations
- 4 Resources: for additional materials
- 5 How to use: Explores the different functionalities of the tool and functions as a user manual



- 1 You can see all the steps and substeps of the process on the tool menu.
- 2 Click on Step 1 to start the process and continue the steps sequentially.
- 3 In order to access each substep, the previous one should be completed.
- 4 You can generate a roadmap for the preparation of the BTR in step 4.
- 5 Find out more about each step in the next page of this document.

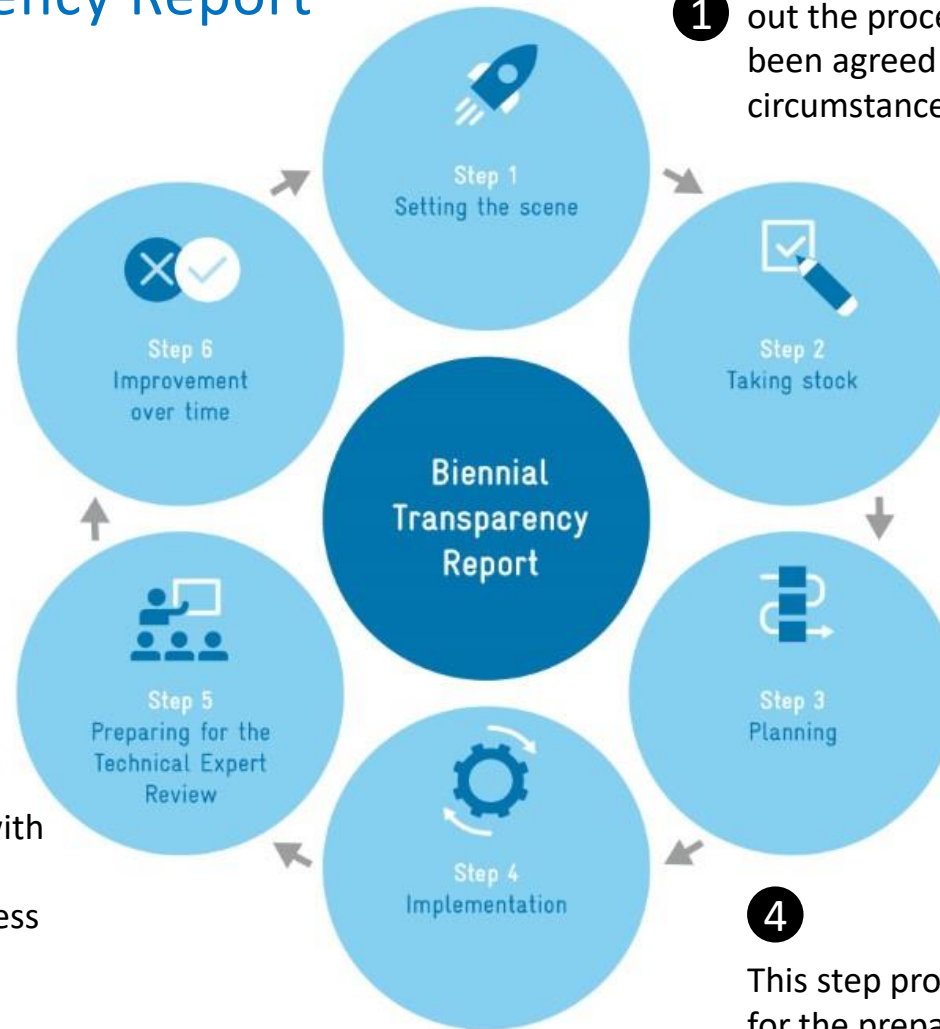
# 6-Step Guidance and Roadmap towards the Biennial Transparency Report

6

In this step, users will use the lessons learned from the process to improve the quality of BTR submissions and transparency systems in the future.

5

In this step, users will benefit from the experience of international experts and other countries in ensuring that the information reported in the BTR is consistent with the Modalities, Procedures and Guidelines (MPGs); and the progress towards, and achievement of, the NDCs.



1

This step sets the foundations and initiates the BTR process: ensuring that there is political buy-in; that a coordination team has been appointed to carry out the process; and the content of the BTR has been agreed upon, based on national priorities and circumstances.

2

This step helps users understand which structures, technical capacities and relevant information for the BTR process already exist in the country (e.g. information on the GHG inventory, nationally determined contributions (NDC) progress, climate change impacts and adaptation, support needed and received, and the REDD+ Annex) taking institutional arrangements into consideration.

3

This step helps users plan effectively for the operationalisation of the transparency system and compilation of BTRs, taking into account the team size and expertise, and the capacity-building activities required.

4

This step provides users with an indicative timeline for the preparation and compilation of the main components of the BTR and the operationalisation of the transparency system.

1

Step 1. Getting started: setting the scene and appointing the BTR coordination team

What is this step?

This step will set the foundations and “initiate” the BTR process.

The first crucial action is to ensure that there is the political “buy-in” in the preparation of the BTR from relevant country stakeholders. Once the political consensus is secured, the country should consider appointing an overall **BTR coordination team**. The compilation of the BTR is a key task and the team responsible for such activity must be fully aware of all of the components of the BTR process, including the BTR reporting requirements and ensure its quality before submitting it to the UNFCCC. The coordination team should be given the mandate and have the capacity to involve and manage further technical experts as necessary for the compilation of the BTR and to cooperate with other relevant stakeholders in the BTR process (e.g. ministries).

It is very important to then define the BTR’s content. As per the **modalities, procedures and guidelines** (MPGs) not all the elements of the BTR are mandatory in nature: each country should decide on the non-mandatory components to be included, based on national priorities and circumstances.

Why is this step important?





- Political buy-in positively affects the efficacy of the overall BTR process, making it easier to sustainably secure the institutional and financial backing the compilation process requires.
- A strong coordination team with a legally backed mandate and clear roles can help ensure the efficient delivery of the BTR.
- A well-thought-out definition of the content allows countries to emphasise their efforts in addressing climate change, monitoring the impacts, design well-informed policies and attract finance.

Completed

2

Substep 2.3 - GHG inventory

A report of the **national greenhouse gas inventory** (NGHGI) is one of the mandatory elements that need to be included in the BTR. In order to evaluate the greenhouse gas (GHG) inventory system, countries need to focus on three main aspects: data availability, technical capacity and use of relevant IPCC guidelines. Additionally, **quality assurance/quality control** (QA/QC) procedures are a key element in ensuring the quality of national GHG inventories in terms of **transparency, accuracy, comparability, consistency and completeness** (TACC) principles and should also be evaluated.

Questions for roadmap generation	Select your answer	Suggestions
2.3.1 Have you compiled recently a national GHG inventory?	 <div></div>	
2.3.2 Do you still have access to the data used for the GHG inventory compilation?	 <div></div>	
2.3.3 Have you retained the capacity to build a GHG inventory?	 <div></div>	
2.3.4 Have the 2006 IPCC guidelines been used for compiling the national GHG inventory?	 <div></div>	

3

Recommended actions

- Identify the institution and experts that can lead the implementation and the management of the national GHG inventory process and guarantee coordination among them.
- Assign clear roles, responsibilities, data sharing agreements and work schedules to each institution involved.
- Ensure the basis for methodological improvements and refinement and to maintain the integrity and quality of the inventory system.
- Facilitate the training of the national experts directly or indirectly involved in GHG inventories to review requirements, methods and inventory processes.
- Whilst estimating the uncertainty might be daunting, simple methods such as the error propagation equations of Approach 1 of the 2006 IPCC guidelines exist. When in doubt, seek the assistance of a statistician to validate the estimates for individual categories as well as for the totals, for both activity data and emission factors.
- Whenever there is a significant change in either the methods or assumptions, GHG inventory time series should be recalculated for all years together with an explanation and justification for changes in the time series as well as the impacts of these.
- Make sure to allocate enough time and resources to compile the national greenhouse gas inventory report.

Which tool can help you?

The [2006 IPCC guidelines for national greenhouse gas inventories](#) are the guidelines to be followed according to the MPGs to estimate GHG emissions and removals from all sectors.

The [2019 refinement to the 2006 IPCC guidelines for national greenhouse gas inventories](#) provides supplementary methodologies to estimate sources that produce emissions of greenhouse gases and sinks that absorb these gases. It also addresses gaps in the science that have been identified, new technologies and production processes that have emerged, or for sources and sinks that were not included in the 2006 Intergovernmental Panel on Climate Change (IPCC) guidelines. It should be noted that, at the current time, use of the 2019 Refinement has not been adopted by Parties for use of reporting GHG inventories in the BTR.

The [IPCC inventory software](#) allows for the preparation of a GHG inventory for all sectors consistent with the 2006 IPCC GL. The software is a valid instrument to implement the simplest Tier 1 methods for all sectors and Tier 2 methods for most categories under energy, industrial processes and product use (IPPU) and waste sectors as well as agriculture categories under the agriculture, forestry and other land use (AFOLU) sector in the 2006 IPCC guidelines for national greenhouse gas inventories. Additionally, it can create the UNFCCC reporting tables suitable for use in NCs and BURs.

The [training materials on national GHG inventories based on the 2006 IPCC guidelines](#) developed by the Consultative Group of Experts (CGE) and the [previous CGE training materials on the NGHGI](#) aims to provide the reader with the best possible synthesis of all the IPCC methodologies and tools available which could be of use for non-Annex I Parties and experts in the process of preparation of their national GHG inventories.

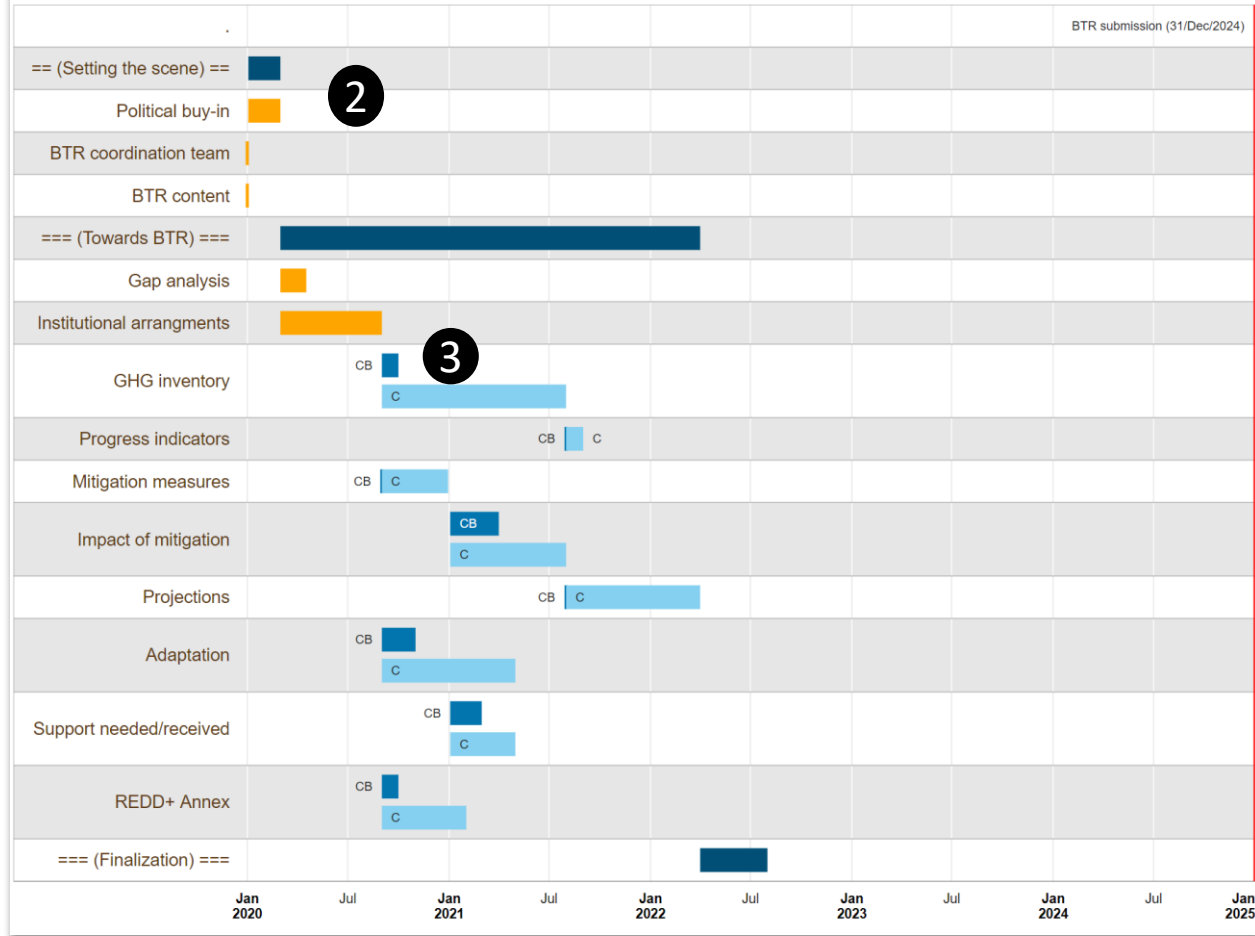
The e-learning course [Preparing a greenhouse gas inventory under the Enhanced Transparency Framework](#) helps understand the main element of the GHG inventory cycle. For a more technical guidance on estimation of GHG emissions and removals from the AFOLU sector, access the following e-learning courses [The national greenhouse gas inventory for agriculture](#) and [The national greenhouse gas inventory for land use](#).

- Each step page has a short description of the step and its importance in the context of the overall BTR process.
- Each substep starts with a short description and a series of questions that will allow users to generate the roadmap.
- Each substep ends with a series of considerations, recommended actions and a list of relevant resources.

1

## The Biennial Transparency Report Guidance and Roadmap Tool.

Congratulation! You are on track to complete and submit your BTR on time.



1 After completing Step 4, users can generate the BTR roadmap.

2 The corresponding time for each step is based on GIZ and FAO's experience in implementing activities, which are adjusted based on specific country circumstances.

3 The roadmap includes indications for capacity building requirements for speeding up the process.

BTRs must be submitted by 31 December 2024 at the latest  
which is not far in the future:  
the best way to prepare is to take action today.

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Food and Agriculture  
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**Partnership on Transparency**  
in the Paris Agreement