



# Consultancy service: "Preparation of Biennial Transparency Reports"

## Executive summary

Developed by:



Climate Change Management and  
Communication

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# 1. Gap Analysis

The consultancy service "Preparation of Biennial Transparency Reports" is the result of the need of the Pacific Alliance member countries to develop capacities and systems to support climate action. Therefore, Gold Standard, in support of the Subgroup on MRV and Climate Change of the Pacific Alliance (SGT-MRV), has contracted the consulting company Libelula to assist in the implementation of the project, which aims at preparing the technical teams of the Pacific Alliance (PA) member countries and Ecuador for the preparation and submission of their Biennial Transparency Reports.

For the national technical teams of the PA member countries and Ecuador to develop the capacity and understanding to prepare and submit the Biennial Transparency Report (BTR), it began with a gap analysis of both the **level of understanding of the BTR requirements** and the **information currently collected by the countries**, both from reporting under the Kyoto Protocol and those of the Paris Agreement, based on or referring to existing public information or reports, as available, **and the information required to complete the BTR.**

To meet the objective of the gap analysis, the first process was the literature review, which focused on analysing existing studies and documentation and considered three sets of inputs: i) decisions adopted by the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement, ii) reporting instruments to the UNFCCC such as NDCs, National Communications (NCs), Biennial Update Reports (BURs), National Adaptation Plans (NAP) and the NGHGI of each country, and iii) the study on the initial assessment of Transparency Capacities conducted by The Capacity-building Initiative for Transparency - Global Support Programme (CBIT-GSP).

The second process was information gathering, which focused on the perspectives of the countries' focal points, for which surveys and interviews were developed. For the design of both tools and considering the collaborative methodological approach, the study "Initial evaluation for transparency capacities" developed by CBIT-GSP and the "BTR guidance and roadmap tool" developed by the Alliance for Transparency in the Paris Agreement (PATPA) were used as inputs.

As a result of these processes, the following was obtained:

## Level of understanding of BTR requirements and training needs

- The main capacity-building needs of the PA countries and Ecuador are related to the effects of mitigation actions, the preparation of GHG projections, the identification of progress indicators for the tracking of NDCs, the tracking of NAPs, filling in tabular formats (CTF), application of flexibility and the identification of climate finance supply.
- Regarding the tabular formats, two main ones are identified on which capacity-building efforts could focus: those related to the NDC tracking indicators and the ones related to the funding required for NDC

implementation.

### Information currently collected by countries and the information required to complete the BTR

- The BTR requirements are found in decision 18/CMA.1. These differ from the national reports consulted mainly in which the BTRs require information on how national circumstances and institutional arrangements affect each of the four parts of the report (GHG emissions and removals over time; NDC tracking and achievement; climate change effects and adaptation; financial and non-financial support received and required); with regard to the measurement of GHG emissions and sinks, both the NCs and the BUR reported by presenting a GHG inventory and common reporting tables. Additionally, the BUR includes a summary of the GHG inventory; in the BTR, a national inventory report will be submitted, composed of a national inventory document and common reporting tables (CRT). Regarding NDC tracking and progress, Parties, for the first time, will have to report on the implementation and achievement of their mitigation targets using indicators. Finally, the sections on adaptation, support received, needed and provided, and Annex I. Technical Annex on REDD+ results, indicated in the MPD, are non-mandatory sections whose content is linked to other national reports.
- Annex IV: Information on the country's participation in cooperative approaches is a result of decision 2/CMA.3 and will be the first report of its kind, so there will be considerable flexibility in its preparation.

## 2. Capacity-Building Workshop

Based on the results of the Gap Analysis regarding the main training needs of the technical teams of the PA countries and Ecuador, a co-creation session was held to determine the specificity of each identified ailment and thus prioritise those topics to be addressed in the workshop: i) filling in the required funding tabular format and ii) identifying progress indicators for tracking the NDCs.

The general objective of the Capacity-Building Workshop (TFC, for its Spanish acronym) sessions was to raise awareness about the requirements of the BTR. This was expected to provide the necessary tools for the PA countries and Ecuador to submit their first BTR within the timeframe set by the United Nations Framework Convention on Climate Change and with the best possible quality.

Experts from the UNFCCC Secretariat provided support in submitting the tabular formats interactively and providing examples of indicators in the framework of tracking NDC progress. In addition, the Libelula team made a presentation on the progress of the reference guide for the preparation of the BTR, which was developed in the margins of the consultancy service. Finally, a group activity regarding the "Checklist of information needed for the BTR" was carried out, where the countries indicated their level of progress concerning each section of the Report.



The training sessions were held on Monday 25 and Friday 29 September 2023 virtually (Zoom platform), lasted 3 hours and were attended by 47 and 24 representatives, respectively, of the technical teams of the PA countries and Ecuador, who, through testimonies via chat and exit surveys, affirmed their satisfaction after each session.

### 3. Reference guide for the preparation of BTRs

The reference guide for the PA countries and Ecuador constitutes a deliverable of the consultancy service whose general objective is to harmonise a format of the first Biennial Transparency Report (BTR), which will facilitate the tracking of progress in terms of reporting the national greenhouse gas inventory, the implementation and achievement of the nationally determined contributions (NDCs) and the application of flexibility in this first round of reporting.

The information in the document contains the minimum requirements and best practices for each chapter of the BTR. However, it can be adapted by the countries depending on different national circumstances.

Finally, there is a section with additional information for users detailing a proposal of the preparation process of the BTR, the relevant stakeholders in the process and the toolbox resulting from the consultancy service.

The toolbox includes the documents available to users and which will be valuable inputs in their BTR development process:

1. [Gap analysis on the requirements for the submission of BTRs](#)
2. [Reference guide for the preparation of the BTR](#)
3. Training on relevant topics
  - a. [Capacity-Building Workshop Report](#)
  - b. [Recording of indicator session to track NDC progress](#)
  - c. [Recording of the session regarding filling in the tabular formats](#)
4. [Achievement Tracking Matrix of BTR Requirements by Country](#)
5. [Executive summary](#)

