**Concept Note**

Seek support from the

**Transparency Helpdesk**

1. **Country**

Click or tap here to enter text

1. **Title**

*Please insert a title that summarizes the specific topic of the support request.*

Click or tap here to enter text

1. **Contact data**

|  |  |  |
| --- | --- | --- |
| **Mrs. / Mr. / Others (** Click or tap here to enter text) | **First names**  Click or tap here to enter text | **Last name**  Click or tap here to enter text |
| **E-mail address**  Click or tap here to enter text | **Phone number**  Click or tap here to enter text |  |
| **Name and address of the institution requesting support**  Click or tap here to enter text | | |
| **Title/position and responsibility within the institution**  Click or tap here to enter text | | |

1. **Support requested (type and purpose)**

*Please indicate the area of support you would like to request (i.e. institutional arrangement, data collection and analysis, climate finance tracking, drafting specific report on transparency, GHG inventories, mitigation or adaptation scenarios, etc.)*

Click or tap here to enter text

*Please describe the* ***type*** *of support activity you are requesting and what its purpose is, for example, for the type of activity: short-term consultancy services, training (online or face-to-face), preparation of a guidance, (peer) review of documents (e.g. GHG inventory), webinars, etc.*

Click or tap here to enter text

*Please describe the* ***purpose of the support****, e.g. improving institutional arrangements, developing specific technical capacities, etc.*

Click or tap here to enter text

1. **Current context**

*Please describe the current context in which the support activity will be carried out.*

Transparency/MRV: Reporting status (NC, BUR, BTR, etc.):

Click or tap here to enter text

Other ongoing support:

* + Other ongoing projects and strategies (NDC, LEDS/LTS, etc.):

Click or tap here to enter text

* + Support/funding received or expected on similar topics from other Implementing Agencies (e.g. GEF/CBIT, ICAT, UNFCCC, UNDP/GSP, UNEP, etc.)

Click or tap here to enter text

* + Key institutions (to) be involved

Click or tap here to enter text

* + Other information

Click or tap here to enter text

1. **What concrete actions or changes do you expect to achieve for your transparency / MRV system thanks to the requested support?**

*Please describe concrete actions or changes, which are tangible and achievable within 6 months of receiving assistance and which contribute to improving your country's transparency/MRV system. This could be for example: the BUR team is working on updating the GHG inventory using the 2006 IPCC guidelines/IPCC inventory software, a memorandum of understanding has been drafted with a ministry sector for data exchange, a roadmap for the preparation of the BUR/BTR is agreed, etc.*

*06 months after receiving the requested support, your contact person within the Transparency Assistance Mechanism will contact you in order to assess together the impact and the result of the support activity.*

Click or tap here to enter text

1. **Action plan and estimated budget (*in a table format***)

Click or tap here to enter text