REPORTING & DOCUMENTATION GUIDELINES



Reporting Guidance for UNDP I&FF Methodology

Purpose of the Reporting & Documentation Guidelines

- To reference how results were derived, steps & processes should be documented for interpretation of outcomes & for future submissions
- The report will contain condensed information regarding investments in greenhouse has mitigation & climate change adaptation
- Target audience: National policy makers & national negotiators
- Ongoing activity, not starting at the end of assessment

Introduction

I&FF Report Outline

- Executive Summary
- Chapter 1: Introduction
 - Objectives, Background
 - Methodology & Terminology
 - Report Roadmap
 - References
- Chapter 2: Assessment of I&FF for Mitigation, Sector A
 - Sectoral scope, Methodology & Data Inputs
 - Results
 - References

I&FF Report Outline (continued)

- Chapter 3: Assessment of I&FF for Mitigation, Sector B
- Chapter 4: Assessments of I&FF for Adaptation, Sector B
- Chapter 5: Assessments of I&FF for Adaptation, Sector C
- Chapter 6: Cross-Sectoral Conclusions (4-6 pages)
 - Consistency with development & other national priorities,
 Cross-sectoral linkages & overlaps, references
- Annex 1: Additional Info, Sector A (Mitigation)
- Annex 2: Additional Info, Sector B (Mitigation)
- Annex 3: Additional Info, Sector B (Adaptation)
- Annex 4: Additional Info, Sector C (Adaptation)

Conventions of the Reporting & Documentation Guidelines

- Numerical units
 - Costing data US\$, inflation adjusted values for the year 2015, discounting future costs
 - Other data metric units: meters, square kilometers, liters, tonnes, kilowatt hours, degree Celsius
- Presentation of numerical data
 - Data to be presented in tables & graphs
- Data Documentation & Archiving
 - Include all information & explanation to make an outsider understand how the assessment was done

Executive summary (4-6 pages)

- Objectives of assessment
- Selected sectors, (Adaptation) or (Mitigation), & why chosen
- Previous analyses used
- Summary of each sectoral assessment
- Discussion of cross-sectoral results
- 2 tables as the following:

Table 1: Incremental Cumulative IF & FF for All Investments in Each

Sect	Sector, by Investment Entity & Funding Source (simplified)				
Category of		Incremental Cumulative Investments (mil			
	Source of I&FF Funds	Mitigation	Adaptation		

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Category of		Incremental Cumulative (2015-2030) Sectoral Investments (million 2015US\$)				
Investment Source of I&FF Funds		Mitig	jation	Adap	tation	
Entity		C . A	C . D	6 . D		

Category of		Incremental Cumulative (2015-2030) Sectoral Investments (million 2015US\$)				
Investment	Source of I&FF Funds	Mitig	jation	Adap	tation	
Entity		Sector A	Sector B	Sector B	Sector C	

 Δ IF

Domestic

domestic)

Domestic

Foreign

Domestic

Foreign

Total (all investment entities & all sources)

Total Household Funds (all

Total Corporation Funds

Total Government Funds

Households

Corporations

Government

 ΔFF

ΔIF

 ΔFF

 Δ IF

 $\Delta \mathsf{IF}$

 ΔFF

 ΔFF

Sector C

 ΔFF

 $\Delta \mathsf{IF}$

Table 2: Incremental Annual IF & FF for All Investments in Each

Sector (simplified)
Incremental Annual Sectoral Investments

	Incremental Annual (million 2	Sectoral Investments 2015US\$)
Year	Mitigation	Adaptation

 ΔFF

 $\Delta \mathsf{IF}$

 $\Delta \mathsf{FF}$

Year		(million 2	2015US\$)	
	Mitigation		Adapto	
	Sector A	Sector B	Sector B	

 ΔIF

 $\Delta \mathsf{IF}$

2015

2016

2017

2018

2019

2028

2029

2030

 ΔFF

Chapter 1: Introduction (2-3 pages)

- Objectives
 - Plus: which sectors & why chosen, which measures
- Background
 - Include previous analyses, institutional arrangements
- Methodology & Terminology
 - Plus: How benefits & non-investm. costs were addressed
- Report Roadmap
 - List of chapters & annexes
- References

Sectoral Assessment Chapters (24-40 pages each)

- 1 per sector, describe:
- Sectoral Scope
 - What scope & why chosen
- Methodology & Data Inputs
 - Assessment period & cost accounting parameters, analytical approach, historical IF FF & O&M data, baseline scenario, mitigation/adaptation scenario
- Results
 - Baseline costs, mitigation/adaptation scenario costs, policy implications, key uncertainties
- References

Chapter: Cross-sectoral conclusions (4-6 pages)

- Consistency with development & other national priorities
 - Discuss results for all sectors regarding development& national priorities
- Cross-sectoral linkages & overlaps
 - Discuss cross-sectoral linkages & overlaps, including synergies & potential reductions in IF&F due to synergies
- References

Annexes & process documentation

Attach all additional information on the assessment of each sector

- Annex 1: Assessment of I&FF for Mitigation in the "A"
 Sector Additional Information
- Annex 2: Assessment of I&FF for Adaptation in the "B"
 Sector Additional Information
- □ Annex 3: etc.

These annexes will contain tables as the following:

IF

2015

FF

Total

I&FF

Historical IF & FF for All Investment Types (million 2015US\$)

2014

FF

Total

I&FF

Table 3: Historical IF & FF Data for All Investments, By Investment Entity & Funding Source (simplified)

Total

I&FF

IF

2013

FF

IF

	l
Invest-	
ment	
IIIEIII	l

Entity

House-

Corpo-

rations

Govern-

ment

Total

holds

Source of I&FF Funds

Total Household Funds

Total Corporation Funds

Total Government Funds

Domestic

Domestic

Foreign

Domestic

Foreign

(all domestic)

Type 3

FF

IF

Type 4

IF

FF

Table 4: Base Year IF & FF Data, By Investment Type, Investment

	Entity, & Funding Source (simplified)						
Invest-	Base Year (2015) IF & FF for Each Investment Type (million 2015US\$)						
ment	Source of I&FF Funds	Investment	Investment	Investment	Investment		

IF

Type 1

FF

Type 2

IF

IF

In

Entity

House-

Corpo-

rations

Govern

ment

Total

holds

Domestic

Domestic

Foreign

Domestic

Foreign

Total Household Funds (all domestic)

Total Corporation Funds

Total Government Funds

Investment

Type 4

뀨

₩

0&M

All Invest.

Types

뀨

₩

Table 5: Baseline Scenario: Cumulative IF, FF, & O&M Estimates, by

Inve	estment	Type,	Inve
Invest-			
ment	Source of L	&FF Fun	de

House-

Corpo-

rations

Govern

ment

Total

holds

Entity

(all domestic)

Domestic

Foreign

Domestic

Foreign

Domestic

Total Household Funds

Total Corporation Funds

Total Government Funds

Inve	estment Type, Inve	estment E	intity, & F	funding S	ource (si	mplit.)
		Cumulat	ive IF, FF, & O	&M Estimates	For Baseline	Scenario
Invest			(m	illion 2015US	5\$)	
1.03.70.01						

₩

Investment

Type 2

뀨

0&M

Investment

Type 3

뀨

₩

0&M

Investment

Type 1

뀨

₩

0&M

0&M

₩

뀨

Types

뀨

Table 6: Baseline Scenario: Annual IF, FF, & O&M Estimates by

Investment Type (simplified)	
Annual IF, FF, & O&M Estimates for Baseline Scenario	
/million 2015UC\$\	

0&M

₩

		investment	Type (simpli	riea)	
			D&M Estimates for		
		_	(million 2015US\$)		
V	Investment	Investment	Investment	Investment	All Invest.

₩

	(million 2015US\$)								
Year	Investment	Investment	Investment	Investment					

0&M

뀨

0&M

₩

₩

2015

2016

2017

2018

2019

2028

2029

2030

 Δ **O**

&M

IF

Types

FF

 Δ **O**

&M

Table 7: Incremental IF & FF Estimates, By Investment Type,

 Δ **O**

&M

IF

FF

 Δ **O**

&M

 Δ

IF

FF

	Investment Entity, & Funding Source (simplified)							
		I	ncremental Cun (ı	nulative IF, FF, 8 million 2015US		e s		
Invest- ment	Source of I&FF Funds	Investment Type 1	Investment Type 2	Investment Type 3	Investment Type 4	All Investment		

FF

 Δ **O**

&M

IF

FF

Δ

IF

Invest- ment Entity	Source of I&F Funds
---------------------------	------------------------

House-

holds

Corpo

rations

Gover

nment

Total

Domestic

Domestic

Foreign

Domestic

Foreign

Tot. Hous. Funds

Tot. Corp. Funds

Tot. Gov. Funds

&M

 Δ **O**

&M

Table 8: Incremental Annual IF & FF Estimates by Invesmtent Type

	(sim	plified)	-				
Incremental Annual IF, FF, & O&M Estimates (million 2015US\$)							
In a salar and	Increase and True	In.,, a alma a mil	Investment	All laves stars and			

&M

	Incremental Annual IF, FF, & O&M Estimates (million 2015US\$)														
Year	Investment Type 1			Investment Type 2			Investment Type 3		Investment Type 4			All Investm Types			
	Δ IF	Δ FF	ΔΟ	ΔIF	Δ FF	ΔΟ	Δ IF	Δ FF	ΔΟ	Δ IF	Δ FF	ΔΟ	ΔIF	ΔFF	

&M

&M

2015

2016

2017

2018

2019

2028

2029

2030

		Incremental Annual IF, FF, & O&M Estimates (million 2015US\$)							
Year	Investment	Investment Type	Investment	Investment	All Investmen				

Introduction

Quality control & quality assurance

- Quality control: Done by the I&FF team identify & fix
 - Errors in input data & calculations
 - Errors, omissions, lack of clarity in reporting & documentation
 - Incomplete archives
- Quality assurance: External & independent verification
 - That the assessment objectives are met
 - That methodologies are appropriate & robust
 - That the I&FF report is clear, correct, & complete
 - → Should both be done throughout the assessment

Q&A CLARIFICATIONS

