

REPORTING & DOCUMENTATION GUIDELINES



UNDP ENVIRONMENT & ENERGY GROUP



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 gas mitigation & climate change adaptation
 - Target audience: National policy makers & national negotiators
- ➔ Ongoing activity, not starting at the end of assessment

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 Sector, by Investment Entity & Funding Source (simplified)

Category of Investment Entity	Source of I&FF Funds	Incremental Cumulative (2015-2030) Sectoral Investments (million 2015US\$)							
		Mitigation				Adaptation			
		Sector A		Sector B		Sector B		Sector C	
		Δ IF	Δ FF	Δ IF	Δ FF	Δ IF	Δ FF	Δ IF	Δ FF
Households	Domestic								
	Total Household Funds (all domestic)								
Corporations	Domestic								
	Foreign								
	Total Corporation Funds								
Government	Domestic								
	Foreign								
	Total Government Funds								
Total (all investment entities & all sources)									

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:

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

