

3rd Meeting of the Editorial Board & 2nd Meeting of the Steering Group of the IPCC EMISSION FACTOR DATABASE

22-24 March, 2005, Rio de Janeiro, Brazil,

Hotel Rio Internacional

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Rio de Janeiro, Brazil

Meeting Report

Introduction

1. This joint meeting of the IPCC Emission Factor Database (EFDB)) Editorial Board and Steering Group was held on 22-24 March 2005 with the following objectives:
 - To decide any pending emission factor proposals
 - To agree on revised data evaluation procedures and improved database population
 - i. To discuss the causes of delay in data evaluation – current delays will prevent the database from being effective, and to consider alternative modalities to facilitate EFDB evaluation
 - ii. To consider issues related to long-term development of the EFDB, including the management structure of the EFDB*
 - To consider strategies for population of the EFDB and cooperation with other organisations *
 - To discuss future improvements in the database
 - i. To evaluate the development of the database since the 2nd Session of the Editorial Board Meeting, including data incorporation of GPG-LULUCF emission factors and other parameters, and to discuss EFDB further development*,
 - ii. To discuss issues related to the ongoing project of the 2006 Guidelines, in particular procedures to include the new/revised emission factors and parameters contained in the 2006 Guidelines in the EFDB*
 - iii. To improve user friendliness *
2. The participants were members of the IPCC EFDB Editorial Board and Steering Group together with Invited Experts from the UNFCCC secretariat and the UNECE Task Force on Emission Inventories and Projections (list of participants attached). The meeting was hosted by Government of Brazil and organised by the Technical Support Unit of the IPCC National Greenhouse Gas Inventories Programme.
3. Presentations were made by the TSU on:
 - The status of the EFDB, its developments and status of new data approval.
 - A new proposed management and data evaluation procedure.
 - The potential inclusion of the FAO database as an example of bulk data entry.
 - The relationship between the EFDB and the IPCC 2006 Guidelines on National

* These items were considered by the steering group, with editorial board participation

Greenhouse Gas Emission Inventories.

4. Sectoral groups considered all the outstanding proposed new data and reached decisions on them all (some of these decisions were pending additional information from data providers).

Results

5. The Meeting identified the following problems:
 - The small number of data added beyond the IPCC Guidelines and CORINAIR reduces the utility of the database.
 - The time taken to decide on data proposals is too long.
 - Users find the existing procedures to submit data too complicated and, where they want to submit many data items, submission of all required parameters is far too time consuming.
6. In order to address these issues, the meeting agreed to a new procedure for evaluating data proposals. This is described in the separate document “Proposed Data Evaluation Procedure”. This was agreed by the meeting and a finalised draft will be circulated within two weeks. This document will be presented to the TFB for their approval.
7. A revised Terms of Reference (ToR) of the Editorial Board will be drafted by the TSU, following finalisation of the proposed procedure, and will be circulated to Editorial Board members. The new ToR will be presented to the TFB for their approval.
8. A management plan, including ToR of the Management Group, will be drafted by the TSU based on these documents for presentation to the TFB. This will need to include targets and resource issues.
9. A number of specific actions were agreed at the meeting:
 - ***Simplified data entry.*** This will be considered by the Editorial Board Co-Chairs and a proposed simple form circulated to Editorial Board members for comment.
 - ***Procedures to update existing records?*** This arises where there is a need to correct an entry or to add additional information. The approach should be to update the record and to record this update action in the “date posted” field (in reverse chronological order). This only applies to the addition of data, or the correction of mistakes, updated information **MUST** be entered in a new record with the existing record marked as “superseded”.
 - ***Simplified user guide.*** In order to address this, two steps will be undertaken by the TSU and Editorial Board Co-Chairs. Initially, a simplified web page will be prepared to direct users to the information and to emphasise the properties field. In the longer term, an improved user guide, focussing on data entry, is needed. When resource issues are resolved this will be addressed.
 - ***How to deal with entries that are equations not data points?*** This will be considered by the Editorial Board Co-Chairs and TSU and a proposal circulated to the Editorial Board within a month
 - ***Entry of FAO database.*** This will be considered by the TSU and Editorial Board Co-Chairs proposing the best way to include equations in the EFDB. The Editorial Board Co-Chairs and TSU will continue to evaluate the FAO data submissions, and a draft decision will be prepared for evaluation and approval by the Editorial Board.
 - ***Remind 2006 Guidelines CLAs of need to fill in data form.*** This will be brought to the attention of the CLAs by the TSU.
 - ***The status of 1996 and 2006 Guidelines data*** . Default and higher tier data from the 2006 Guidelines will be included without further evaluation by the Editorial Board (review and agreement by the Lead Authors, Expert reviews and Government Review is judged to be sufficient). Where this data supersedes data from the 1996 Guidelines or the two good practice reports the earlier entries need to be revised to include a note indicating they are “obsolete”, “updated” or “revised in 2006 guidelines” as appropriate. Data for higher tiers in the 2006 Guidelines that are not included in the

Guidelines themselves should, in principle, be included after evaluation by the Editorial Board in the normal way. However, it should be noted that where these have been compiled by the appropriate authors of the Guidelines and documentation provided, they will be very likely accepted. To this end, TSU should check the status of 1996 Guidelines data in consultation with CLAs.

Nominations

10. The NGGIP will ask governments to nominate the Editorial Board for a new term starting in November 2005¹. Existing members can be re-nominated and governments should be reminded, in the invitation letter for nominations, of the need of continuity as experience is developing in the running of the EFDB.

¹ It should be noted that the Co-chairs of the Editorial Board are to become the members of the Management Group.