

**GEF Policy Guidelines for the financing of biennial  
update reports for Parties not included in Annex I to  
the United Nations Framework Convention on Climate  
Change**

## Introduction

1. The Conference of the Parties at its sixteenth session (COP 16) decided that developing countries, consistent with their capabilities and the level of support provided for reporting, should also submit biennial update reports containing updates of national greenhouse gas inventories, including a national inventory report and information on mitigation actions, needs and support received
2. The seventeenth session of the Conference of Parties (COP 17) of the United Nations Framework Convention on Climate Change (UNFCCC) adopted guidelines for the preparation of biennial update reports by Parties not included in Annex I to the Convention (non-Annex I Parties)
3. Parties at COP 17 decided that the adopted guidelines should be used as a basis to provide guidance to an operating entity of the financial mechanism for funding the preparation of biennial update reports from non-Annex I Parties and, in the case of the first biennial update report, the Global Environment Facility (GEF).
4. Accordingly, the GEF was requested to make available support to non-Annex I Parties preparing their first biennial update reports as early as possible in 2012 and on the basis of agreed full cost funding.
5. Non-Annex I Parties, consistent with their capabilities and level of support provided for reporting, should submit their first biennial update report by December 2014. Non-Annex I Parties shall submit a biennial update report every two years, either as a summary of parts of their national communication in the year when national communication is submitted or as a stand-alone update report. Least Developed Countries and small island developing States may submit biennial update reports at their discretion.
6. The first biennial update report submitted by non-Annex I Parties shall cover, at a minimum, the inventory for the calendar year no more than four years prior to the date of submission or more recent years if information is available, and that subsequent biennial update reports shall cover a calendar year that does not precede the submission date by more than four years.
7. This policy guideline has been prepared in response to the decisions taken at COP 16 and COP 17 for the preparation of biennial update reports by non-Annex I Parties.

## **Scope and Content of Biennial Update Reports from Non-Annex I Parties**

8. COP 17 determined the scope and content of biennial update report. The scope of biennial update reports is to provide an update to the most recent submitted national communication in the following areas:
  - (a) Information on national circumstances and institutional arrangements relevant to the preparation of the national communications on a continuous basis;
  - (b) The national inventory of anthropogenic emissions by sources and removal by sinks of all greenhouse gases (GHGs) not controlled by the Montreal Protocol, including a national inventory report;
  - (c) Information on mitigation actions and their effects, including associated methodologies and assumptions;
  - (d) Constraints and gaps, and related financial, technical and capacity needs, including a description of support needed and received;
  - (e) Information on the level of support received to enable the preparation and submission of biennial update reports;
  - (f) Information on domestic measurement reporting and verification;
  - (g) Any other information that the non-Annex I Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its biennial update report.

## **Eligibility for GEF Support**

9. All non-Annex I Parties, including least developed countries and small island developing states who may submit biennial update reports at their discretion, will be eligible to receive financing for the preparation of biennial update reports.
10. In accordance with the COP 17 decisions, the biennial update reports can be submitted either as a summary of parts of their national communication in the year when national communication is submitted or as standalone reports. Biennial update reports will be financed as part of the national communications process either as a standalone project or as a component of a national communications project.
11. Current GEF 5 guidelines for financing national communications allow countries to access up to US\$500,000 through a GEF Agency or via direct access from the

climate change focal area set aside. If countries require additional resources, they can utilize resources from their respective STAR allocation.

12. For the biennial update reports, countries can access up to US\$352,000 through a GEF Agency or via direct access. Table 1 below provides an indicative guide for the budget of biennial update reports. If a country requires more than US\$352,000, then the resources will be deducted from the countries STAR Allocation.

### **Submission of Project Proposals**

13. For those Parties that wish to work with GEF Agencies to complete the biennial update reports, they can submit project proposals using the current enabling activities template, which can be accessed on the GEF website. (<http://www.thegef.org/gef/content/gef-5-enabling-activity-template-sept-2011>). For countries that wish to use the direct access modality, they can submit project proposals using the direct access template, which can be found on the GEF website.

Table 1 Budget Table for Biennial Update Reporting  
 Figures are indicative only (except for Project Management)

Components of Biennial Reporting	Suggested funding for biennial reporting components (\$)
(a) Information on national circumstances and institutional arrangements relevant to the preparation of the national communications on a continuous basis	~10,000
(b) National inventory of anthropogenic emissions by sources and removal by sinks of all GHGs not controlled by the Montreal Protocol, including a national inventory report	~120,000
(c) Information on mitigation actions and their effects, including associated methodologies and assumptions	~100,000
(d) Constraints and gaps, and related financial, technical and capacity needs, including a description of support needed and received	~5,000
(e) Information on the level of support received to enable the preparation and submission of biennial update reports	~5,000
(f) Information on domestic measurement reporting and verification	~45,000
(g) Any other information that the non-Annex I Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its biennial update report	~5,000
(h) Monitoring, reporting and preparation financial audits	~15,000
(i) Publication and submission of biennial update report	~15,000
<b>Sub Total</b>	<b>320,000</b>
(j) Project Management (maximum -10% of project total)	32,000
<b>Total</b>	<b>352,000</b>