

Annex III

Draft methods and procedures for the technical review of air pollutant emission inventories reported under the Convention and its protocols

Introduction

1. This note describes methods and procedures for the annual review of the air pollution emission data submitted by Parties to the Convention and its protocols in accordance with their emission reporting obligations. The process is intended to be simple and transparent and carried out in close cooperation with national experts.
2. The review will check and assess Parties' data submissions with a view to improving the quality of emission data and associated information reported to the Convention. The review also seeks to achieve a common approach to prioritizing and monitoring inventory improvements under the Convention with those of other organizations with similar interests such as the United Nations Framework Convention on Climate Change and the European Union National Emission Ceilings (NEC) Directive.

I. THE APPROACH

3. The technical review process will be in three stages and carried out stage by stage. At each stage, experts will have the opportunity to clarify issues or provide additional information. They may also express their views at meetings of the Task Force on Emission Inventories and Projections.
4. Parties to the Convention submit air pollution emission data annually to the secretariat. Submissions consist of both quantitative and qualitative information. Quantitative data should be in accordance with the EMEP reporting templates and in line with the Convention's Emission Reporting Guidelines. Qualitative data, including methodologies, may be included in informative inventory reports (IIR). The three stages of the annual review, covering both kinds of data, are:
 - (a) **Stage 1:** An initial check of submissions for timeliness and completeness;
 - (b) **Stage 2:** A synthesis and assessment of all national submissions with respect to consistency and comparability of data with recommendations for data quality improvement;
 - (c) **Stage 3:** In-depth reviews of selected inventories, by pollutant, country or sector, as in the workplan agreed by the Executive Body.

II. RESPONSIBILITIES FOR THE REVIEW PROCESS

5. Those responsible for the annual review are listed below.

(a) *Parties' designated emission experts* shall calculate emissions and respond to review questions and comments as well as make available any additional information required for the review process.

(b) *The Task Force on Emission Inventories and Projections* shall guide, evaluate and report on the review process. It will follow up the review and will suggest solutions to problems encountered. The Task Force will propose recommendations to the Steering Body for further improvements in emission inventories;

(c) *The secretariat* shall carry out stage 1 of the review by making an initial check of each national submission making use of REPDAB, the interactive data-checking tool developed by MSC-West. It will send a detailed reply letter to the designated emission expert, drawing attention to missing data and to the REPDAB results. It will prepare a "status report" summarizing this information;

(d) *The Review Team of Experts* shall carry out stage 2 of the review. The members of the Review Team will be:

- (i) A Co-Chair of the Task Force (who will lead the Review Team);
- (ii) The head of MSC-West, or his/her representatives, who will assist by organizing meetings and preparing reports;
- (iii) The heads of CIAM, MSC-East and CCC, or their representatives;
- (iv) A member of the secretariat.

The Co-Chairs of the Task Force may invite additional experts to participate in the work of the Review Team. Representatives of the European Environment Agency, its European Topic Centre on Air and Climate Change and the European Commission's Joint Research Centre will be invited to participate in the work of the team. The Review Team will test and implement methodologies for review, consult with national experts and make proposals for improving data quality. It shall submit reports to the Task Force;

(e) *MSC-West* shall provide support to the Review Team of Experts (as above). It will

facilitate the reporting and revision of emission data by national experts through maintaining and updating WEBDAB, the EMEP database of submitted emissions, and REPDAB.

III ASSESSMENT OF ANNUAL SUBMISSIONS

A. Stage 1: Initial check of submissions

6. The secretariat shall conduct the initial check of each submission of emission data received from Parties' designated experts noting the timeliness, completeness and adherence to the correct format (using REPDAB) and summarize this in status reports to the Parties. It will prepare a report summarizing the results of the reporting round for presentation to the EMEP Steering Body Bureau; it will request re-submissions when necessary and transmit all files and an overview of submissions to MSC-West for processing and loading to WEBDAB. It will afterwards forward each original submission together with re-submissions, correspondence with experts and complete data files to MSC-West and MSC-East for processing, analysis and review.

7. The timetable for the above shall be as follows:

(a) The secretariat will send country-specific status reports to the designated emission experts by e-mail within two weeks from the date of receipt of the submission;

(b) The designated emission experts will provide comments on the status report to the secretariat within two weeks of receipt. Re-submissions by experts due to error or modification should be received by the secretariat within three weeks from the due date for submission. Late re-submissions (i.e. later than three weeks from the due date for submission) will not be included in the annual inventory review, EMEP modelling exercises, or loaded to WEBDAB.

B. Stage 2: Synthesis and assessment of reported data

8. In stage 2, the Review Team of Experts will carry out a more detailed assessment of the submitted data than in the initial check and prepare a synthesis and assessment report (see below). The Co-Chair of the Task Force in collaboration with MSC-West will prepare the Review Team's report to the Task Force.

9. The aim of the synthesis and assessment report will be to:

- (a) Develop a better understanding and level of confidence in submitted emissions;
- (b) Identify inconsistencies between and within Parties' inventories;

(c) Highlight issues for further consideration, including further review of individual air emission inventories or analysis of specific sectors;

(d) Draw attention to problematic sources and obstacles to comprehensive, high-quality emission reporting and propose solutions.

10. Synthesis and assessment reports shall include:

(a) An overview of key sources per country;

(b) Review of consistency between inventories on the basis of sector-implied emission factors, key sector pollutant ratios and sector and national totals in other reported inventories (e.g. the National Emissions Ceiling Directive and the United Nations Framework Convention on Climate Change);

(c) Assessment of completeness and consistency of the time-series;

(d) Checks against previously reported inventories for recalculations and changed estimates to determine whether methods and data have been applied consistently across the latest time series;

(e) An implementation and testing of review approaches in line with priorities identified in the Task Force workplan; the content of the report may change to reflect these priorities.

11. Part I of the synthesis and assessment will consist of country-specific questions based on the inventory data checks above. These will be sent electronically to designated emission experts for bilateral correspondence with the Review Team via a password-protected website.

12. Part II of the synthesis and assessment will be an overview report of the review results with regard to the timeliness, completeness, consistency and transparency of inventory data submissions by region. It will also contain recommendations for future work and will, if necessary, include annexed details on findings from part I together with comments by the designated experts. The report will also note unresolved issues within source categories requiring further consideration or clarification by designated experts. The synthesis and assessment report will be submitted to the Task Force for consideration and forwarded to the EMEP Steering Body for approval.

13. The Review Team of Experts will carry out the review cycle annually, according to the following timetable:

(a) The Review Team will prepare part I of the synthesis and assessment report including country-specific questions within 11 weeks from the due date for submissions.

MSC-West will make the country-specific questions available via a password-protected website;

(b) Designated emission experts should comment on the country-specific questions (part I of the synthesis and assessment report) using the website within three weeks of it being made available;

(c) The Review Team will conduct bilateral correspondence with the designated experts;

(d) The Review Team will prepare part II of the synthesis and assessment report within 5 months from the due date of submission, for consideration by the Task Force.

C. Stage 3. In-depth reviews

14. Following completion of the initial checks and the synthesis and assessment reports, the Review Team of Experts or the Task Force may wish to propose topics for in-depth reviews of selected submissions. The nature of these reviews may depend on the topic. Proposals for in-depth reviews will be considered by the EMEP Steering Body, which shall submit its plans to the Executive Body for inclusion in the annual workplan.

15. Possible detailed reviews may include:

(a) Examining whether good practice was applied, as indicated in the Emission Reporting Guidelines and in the EMEP/CORINAIR Emission Inventory Guidebook;

(b) Reviewing the transparency of the inventories, including explanations of recalculations, methodologies, use of notation keys and missing or aggregated sources; and

(c) Reviewing other required data including activity, gridded and point source data;

16. The Task Force will propose methods and timing for in-depth reviews to the Steering Body.