**National Inventory Coordinator: Responsibilities and Qualifications**

This document describes the potential responsibilities of the **National GHG Inventory Coordinator** **(NIC)**, depending on existing institutional arrangements and national circumstances. It also specifies the qualifications that the NIC ideally will possess in order to effectively manage and coordinate development of a National GHG Inventory.

This document is part of EPA’s [Toolkit for Building National GHG Inventory Systems](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit) (“Toolkit”), which key members of a national inventory team may use to design and develop a sustainable inventory system. In addition, it complements EPA’s *Templates for Creating a National GHG Inventory System Manual*, also within the Toolkit. Specifically, the NIC is encouraged to use this guide with Template 2: Institutional Arrangements, in which the NIC may indicate the designated inventory agency and inventory stakeholders (including the NIC, itself).

## NIC Preparation

The NIC is typically responsible for managing all aspects of National GHG Inventory development, including providing technical and coordination assistance to all members of the National GHG Inventory Team, ensuring funding is in place, briefing senior management, and establishing the overall National Inventory Schedule. The coordinator should have a comprehensive understanding of the UNFCCC reporting requirements, IPCC guidelines, and a general understanding of all GHG sectors.

* Review the UNFCCC Consultative Group of Experts (CGE) training materials on the preparation of GHG inventories for reporting obligations (e.g., national communications (NCs)). [[CGE Materials](http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/349.php)]
* Review the UNFCCC guidelines/manuals related to NCs and Biennial Update Reports (BURs). [[UNFCCC Guidance](http://unfccc.int/national_reports/non-annex_i_natcom/guidelines_and_user_manual/items/2607.php)]
* Review the BUR training materials on inventory arrangements. [[BUR Materials](http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/7915.php)]
* Review additional guidance on inventory arrangements and QA/QC in Volume 1 of the [2019 Refinement to the 2006 IPCC Guidelines](https://www.ipcc-nggip.iges.or.jp/public/2019rf/vol1.html) (e.g., Chapter 1: Introduction to National GHG Inventories).
* Review the IPCC Guidelines to understand the default methods, data sources, basic QA/QC, uncertainty assessment and reporting procedures. [[IPCC Guidelines](http://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html)]
* Review the inventory chapter of the previous NC or BUR and other materials relevant to the previous National GHG Inventory.
* Understand which GHG sources or sinks the previous inventory identified as key categories.
* Review UNDP’s [Managing the National Greenhouse Gas Inventory Process](http://ncsp.undp.org/document/managing-national-greenhouse-gas-inventory-process).
* Review the EPA’s [Toolkit for Building National GHG Inventory Systems](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit), which includes *Templates for Creating a National GHG Inventory System Manual* and additional resources.
* Review existing software packages for developing inventory estimates ([IPCC Inventory software](http://www.ipcc-nggip.iges.or.jp/software/) or country-specific software).
* Understand GEF funding options available for preparing NCs and BURs. [[GEF Funding Guidelines & Application Form](https://www.thegef.org/documents/templates)]

## NIC Responsibilities and Activities

The following list highlights the main responsibilities and activities of the NIC:

* Manage and support the National GHG Inventory staff, schedule, and budget in order to develop the inventory in a timely and efficient manner to meet national priorities, along with international reporting needs.
  + Prepare a detailed work plan for producing the National GHG Inventory, including interim deliverables/ outputs, in close consultation with inventory leads/coordinators and relevant data providers. To save time, the NIC may start with the sample work plan in EPA’s National GHG Inventory Inception Memorandum Template, referenced in Template 1: Overview within EPA’s [Toolkit](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit), and customize it as needed.
  + Establish internal processes and schedule to ensure that the national inventory team has sufficient time for to apply QA/QC procedures and assess uncertainties of emission estimates.
  + Develop Scope of Work documents and procure contracts with consultants to support inventory cross-cutting and report compilation tasks. To save time, the NIC may start with the National GHG Inventory Scope of Work template from EPA’s [Toolkit](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit), and customize it as needed. For record keeping, the NIC may also list the leads or consultants for each sector in Template 2: Institutional Arrangements within EPA’s [Toolkit](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit).
  + Oversee sector leads/consultants responsible for report compilation both at the sector level and at the level of aggregate results (reflect all sector estimates combined) to ensure incorporation of the inventory in the NC and BUR for submittal to the UNFCCC. Tables in Template 2: Institutional Arrangements within EPA’s [Toolkit](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit) should help the NIC manage this responsibility.
  + Schedule periodic meetings to check in on status of work and periodically brief inventory agency management on progress and results.
* Identify, assign, and oversee national inventory sector leads, recording their names and contact information in Template 2: Institutional Arrangements within EPA’s [Toolkit](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit). See the Sector Roles and Responsibilities guide for each sector (Energy, IPPU, Agriculture, LULUCF, and Waste), also in EPA’s [Toolkit](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit), for a comprehensive list of the typical responsibilities of the sector leads.
  + Assist sector leads to prepare and implement sector specific work plans, including interim outputs/deliverables, as well as identify, collect, and organize data for inclusion in the inventory.
  + Assist sector experts with the use of activity data and select and apply appropriate IPCC Good Practice Guidance to improve existing methodologies and emission factors.
  + Become familiar with Template 3: Methods and Data Documentation within EPA’s [Toolkit](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit), and invite or direct sector leads or experts to use it as a resource while performing their duties.
* Assign cross-cutting roles and responsibilities, including those for Quality Assurance/Quality Control (QA/QC), archiving, key category analysis (KCA), uncertainty analysis, and compilation of the inventory section of the NC and/or BUR. Record the assignments in Template 2: Institutional Arrangements within EPA’s [Toolkit](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit).
  + For all project activities (i.e., QA/QC, uncertainty analysis, archiving, etc.), coordinate with cross-cutting leads to convey responsibilities to sector leads, consultants, national agencies and institutions, and relevant international organizations, such as UNDP country offices, IPCC, UNFCCC, and GEF.
  + Manage QA processes and inventory review periods (if applicable) with support from the QA/QC Coordinator.
  + Manage implementation of QC procedures with support from QA/QC coordinator.
  + Become familiar with Template 4: QA/QC Procedures, Template 6: Archiving System, and Template 5: Key Category Analysis, within EPA’s [Toolkit](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit) in order to prepare to supervise these processes and activities.
* Maintain and implement a national GHG inventory improvement plan using Template 7: National Inventory Improvement Plan within EPA’s [Toolkit](http://ledsgp.org/resource/greenhouse-gas-inventory-system/?loclang=en_gb#ghg-toolkit). Foster and establish links with related national projects, and other regional, international programmes as appropriate.

## NIC Qualifications

The NIC should have a strong scientific or technical background. A policy background, while not imperative, may be helpful with respect to the communication of findings, though the inventory itself should be policy-neutral. It is essential for the candidate to possess the ability to work both independently and with a wide variety of members of governments, agencies, non-governmental organizations, and research institutions. A strong understanding of UNFCCC National GHG Inventory reporting and the IPCC Guidelines for National Greenhouse Gas Inventories is a prerequisite. The following list provides examples of the qualifications and knowledge desired for a NIC. These qualifications can be revised or modified to suit national circumstances.

* Relevant experience in the field of climate change, with a focus on GHG inventories;
* A science degree in a subject related to environmental science/management, chemical engineering, or similar (an advanced degree such as Masters or Ph.D. on processes or assessing emissions from specific GHG inventory sectors/categories could be beneficial);
* Demonstrated knowledge and application of the methodologies for preparing GHG inventories and familiarity with the IPCC Inventory guidelines (Good Practice Guidance reports, 2006 IPCC Guidelines, and other publications from the IPCC Task Force on GHG Inventories);
* Experience applying UNFCCC GHG inventory reporting guidelines;
* Familiarity with the content of National Communications, Biennial Update Reports and UNFCCC processes;
* Experience managing budget and distributing and balancing work among employees in accordance with the established workflow and employee skill levels and occupational specializations to assure timely accomplishment of the work unit’s mission; and,
* Experience working on a diverse team of individuals with different technical backgrounds and specialties.