



# Technical Support to Regional Climate Action Transparency Hub (ReCATH) in Central Africa

CFP-11875-2024-02

REPORT OF MEETINGS (VIRTUAL AND IN-PERSON) OF THE DIFFERENT THEMATIC WORKING GROUPS AND PROGRESS ACHIEVED

Deliverable D2.4



**ICAT**

Initiative for  
Climate Action  
Transparency



© October 2024

## AUTHORS

FOKABS

## DATE

30 October 2024

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## PREPARED UNDER

The Initiative for Climate Action Transparency (ICAT), supported by Austria, Canada, Germany, Italy, the Children's Investment Fund Foundation, and the Climate Works Foundation.



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Supported by:



 Federal Ministry  
Republic of Austria  
Climate Action, Environment,  
Energy, Mobility,  
Innovation and Technology

on the basis of a decision  
by the German Bundestag



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# 1. INTRODUCTION

## 1.1. Background

Central African countries, despite contributing minimally to global greenhouse gas emissions, have pledged to conserve, protect, and restore their ecosystems' health and integrity, adhering to the principle of common but differentiated responsibilities as outlined in the Paris Agreement. However, these nations are encountering challenges in meeting their commitments and are finding it increasingly difficult to access essential funding due to unmet initial obligations, resulting in a vicious cycle.

In response to this challenge, the Economic Community of Central African States (ECCAS) Commission has recently initiated the Regional Climate Action Transparency Hub (ReCATH). This initiative aims to support Central African states in meeting the transparency requirements set forth by the Paris Agreement, which all member states have ratified. ReCATH is backed by the Initiative for Climate Action Transparency (ICAT). The primary objective of the regional hub is to consolidate information, data, and strengthen regional expertise in climate transparency.

Since its inception, the hub has identified regional deficiencies in the development of transparency frameworks and the capacity of states to prepare and submit crucial transparency reports, essential for demonstrating compliance with the Paris Agreement. Recognizing these challenges, the regional hub has devised an ambitious action plan outlining strategic initiatives and actions for the short and medium term. These initiatives include the establishment of regional thematic technical groups, tailored to identified thematic areas of transparency and capacity-building needs, to address these gaps and ensure the effective enhancement of expertise in the region. The objective is to foster a comprehensive understanding of climate data in Central Africa, promote a culture of accountability among ECCAS member states, and ultimately achieve the preparation and submission of high-quality transparency reports in the region.

To achieve this mission, ReCATH benefits from technical assistance provided by the international firm Fokabs, as per the contract established between ICAT and Fokabs on July 18, 2024. This agreement mandates the submission of a quarterly report detailing the activities of the RTWGs. The report focuses on the following transparency thematics: Greenhouse Gas Inventories and Projections; MRV and NDC Tracking; Climate Risks and Vulnerabilities; Monitoring of Adaptation and Mitigation Actions and Policies; and Support, Finance, and Wider Impact.

This report relates to the first quarter, covering the period from contract signing in 18 July 2024 to 30 September 2024.

## 1.2. Objective

This report aims to present an overview of the progress in capacity building activities conducted by the Regional Thematic Working Groups (RTWGs) from July 2024 to September 2024.

## 2. PROGRESS TOWARD THEMATIC GROUP OBJECTIVES

This section presents the activities carried out in each regional thematic working group during the first quarter. There are five groups aligned with the thematic areas of climate transparency. :

- Greenhouse Gas Inventories and Projections;
- NDC Tracking;
- Climate Risks and Vulnerabilities;
- Monitoring of Adaptation and Mitigation Actions and policies, and
- Support, Finance and Wider Impact.

At the start of contract of the international technical partner, Fokabs, with ICAT, and based on the 2024 Annual Work Plan activities of the Hub, no activities related to the Regional Thematic Working Groups (RTWGs) were scheduled for the first quarter. However, due to the critical importance of RTWGs in the development and implementation of transparency frameworks (MRV systems) in each country of the region, Fokabs has made some progress through the following actions to revitalize all the RTWGs:

- Fokabs thematic experts have liaised with the members of each Regional Thematic Working Groups and they are ready for the next steps;
- The concept note of each Regional Thematic Working Group (RTWG) has been updated (**see annex 1 to 5**), and;
- The working agendas of each RTWG have been developed and proposed for amendment and adoption within the various Regional Thematic Working Groups (**see annex 6 to 10**).

## 3. CHALLENGES FACED AND WAYS TO ADDRESS THEM

- I. **Challenge:** Poor internet connection quality during online meetings with members of various regional technical working groups presents a significant challenge for Fokabs, as most sessions will be conducted online.  
**Proposed solution:** Drawing from its experience in Central Africa, Fokabs recognizes that internet connectivity is generally more reliable in the early morning and late afternoon. Therefore, the team has decided to schedule webinars or virtual sessions during these times to ensure a more stable connection.
- II. **Challenge:** High-quality internet access is expensive for participants in Central Africa.  
**Proposed solution:** To mitigate this issue, Fokabs has recommended the Hub's decision to cover internet connection fees for national experts participating in regional thematic technical groups.
- III. **Challenge:** While expertise in the identified thematic areas of climate transparency in the region is still developing, there are still significant gaps in expertise across the

six thematic areas of climate transparency. The regional workshop in Brazzaville highlighted these gaps.

**Proposed solution:** Intensify efforts within regional thematic working groups to build experience in each country of the region.

IV. **Challenge:** It takes longer to agree on a date for the thematic groups virtual / physical trainings.

**Solution proposed:** In order to carry out virtual activities in thematic groups in the last quarter of 2024, early and further consultation between the Hub Coordination and the Member State participants is needed to find the dates that work for most, if not all, participants.

## 4. NEXT STEPS TOWARDS RTWG FOR 2024 QUARTER 4

This section outlines the activities to be carried out in the Regional Thematic Working Groups during 2024 Quarter 4.

The proposed work plan for the second quarter of the project's implementation, from October 1 to December 30, 2024, aligns with the 2024 Annual Work Plan of the Hub by facilitating the execution of three key components: support for the Hub's training program, Support for improving transparency systems, and transparency reporting support.

2024 Quarter 4 Activities	Oct	Nov	Dec
<b>Training Programme Support</b>			
<b>Activity 1:</b> Support the Regional Hub in organizing a virtual meeting for the TWG on GHGI on the reporting tables of the new version of the IPCC2006 V2.93 software (CRT, CTF).			
<b>Activity 2:</b> Support the Hub in organizing a virtual meeting of TWG on finance and wider Impact, dedicated to tracking climate finance using ICAT tools and methodologies and sharing experiences from countries as a BTR component.			
<b>Activity 3:</b> Support the Hub in organizing a virtual meeting for the TWG on climate risks and vulnerability, focused on the various modeling tools for risk and vulnerability and loss and damages.			
<b>Activity 4:</b> Support the Hub in organizing a virtual meeting for the TWG on Adaptation/Mitigation, dedicated to reporting on adaptation within the framework of BTR development: An explanation of the guidelines.			
<b>Activity 5:</b> Support the Regional Hub in organizing a virtual meeting for the TWG on MRV/NDC Tracking, focused on developing indicators for monitoring NDC implementation, including reporting CTFs			

The agenda for the different thematic working groups for the year 2025 is presented in Annexes 6 to 11.

## 5. ANNEXES

### Annex 1: Concept Note of the RTWG “Monitoring of Mitigation Actions”

**Economic Community of  
Central African States  
(ECCAS)**



**Regional Transparency  
Climate Action**

#### CONCEPT NOTE OF THE REGIONAL THEMATIC WORKING GROUP ON MITIGATION

##### 1. Background and rationale

Article 13 of the UNFCCC Paris Agreement requires signatories to put in place enhanced transparency frameworks, with the aim of consolidating mutual trust and promoting the effective implementation of the Agreement. All the States of the Economic Community of Central African States (ECCAS) have joined the UNFCCC and are signatories to the Paris Agreement and are therefore committed to implementing its obligations. All countries must submit a biennial transparency report by the end of 2024, a key element of which is to report on the progress they have made in mitigating and adapting to climate change.

The Regional Climate Action Transparency Hub (ReCATH) for Central African States was created by the Initiative for Climate Action Transparency (ICAT) to help ECCAS member states meet the transparency requirements of the Paris Agreement by establishing and maintaining sustainable monitoring, reporting and verification (MRV) systems. The Hub is becoming a centre of excellence in the region and encourages knowledge sharing between ECCAS member states. As part of the regional Hub's activities, several Regional Thematic Working Groups (RTWGs) on specific thematic areas are being set up to provide in-depth technical support and facilitate discussions and the sharing of experience and good practice between national experts from ECCAS Member States. To this end, each thematic group will draw up its ToR specifically for its tasks. This ToR is specifically addressed to the Regional Thematic Working Group on Monitoring Mitigation Actions (GTTRat).

Implementing the Nationally Determined Contribution (NDC) and meeting the reporting requirements to the UNFCCC requires the integration of mitigation actions into the transparency systems of each member country. These include the country's policies, programmes, projects, measures and actions to reduce GHG emissions. The results of these actions must also be carefully monitored and reported in order to assess progress against international commitments and to coordinate national climate action efforts. The creation and/or implementation of this group is an essential step in strengthening the capacity of each member country to meet these challenges. Its mission will be to support the implementation and monitoring of mitigation actions, and to help prepare experts to meet various reporting requirements (NC, BTR, NDC, NIR).

The GTTRat was launched at the Regional technical training workshop on mitigation and adaptation actions. Members took part in preparatory activities prior to the workshop, including attending an online session and providing the information requested. The GTTRat will continue the discussions and exercises started at the workshop, based on the needs and priorities identified at previous national workshops.



## 2. Objectives

The overall objective of the GTTRat is to build the capacity of national experts to implement and monitor mitigation actions and to implement a "train the trainer" approach to create a network of experts in the different countries of the Central African region.

The specific objectives of the GTTRat are as follows:

- a) Set up a regional expert group on mitigation measures;
- b) Review and assess existing mitigation measures in the region to understand the scope and nature of actions;
- c) Contribute to the establishment of consistent quality in the collection, processing and sharing of high-value mitigation data;
- d) Build up a database of possible mitigation measures - including policies and interventions, their effects and impacts, and data on associated activities and emissions;
- e) Strengthen the capacity of national experts to contribute to improving data flows and tools used in the region for analysing mitigation actions, including improving the quality, accuracy and relevance of associated data;
- f) Work closely with the GHG Inventory and Projections Working Group to identify possible mitigation measures and analyse the potential and actual impacts of these measures;
- g) Develop the skills of the group of national experts to support Governments in their strategies for adopting laws or regulations to combat climate change, and in their strategies for implementing data-based mitigation measures;
- h) Facilitate collaboration and information exchange between relevant sectoral stakeholders, with a particular focus on developing a view of wider impacts;
- i) Develop strategies to engage stakeholders in acquiring the necessary resources at national and sub-national levels to successfully integrate mitigation into national strategies and implement identified actions;
- j) Carefully select the most appropriate tools for implementing and monitoring mitigation measures in each country;
- k) Facilitating the sharing of experience between countries;
- l) Ensure quality control of reporting (NC, BTR, NIR).

## 3. Structure, composition and membership

The GTTRat will be composed of a minimum of two - ideally four - national experts from each ECCAS member state with relevant expertise and experience in the thematic area, and/or the capacity and willingness to learn about mitigation measures.

Membership of the GTTRat is based on inviting individuals from the public administration who meet the relevant criteria in terms of experience and role in mitigation activities in the context of national and/or sub-national transparency.

These criteria are as follows:

- a) The level and relevance of expertise;
- b) Past and present roles and responsibilities;
- c) Mandate to influence change in their country or region;

- d) Willingness to get involved in Hub and working group activities;
- e) Willingness to participate proactively.

A chair will be appointed on a rotating basis (following the order in which ECCAS takes office) to lead the GTTRat meetings and coordinate activities. Equatorial Guinea will therefore hold the initial chairmanship.

#### **4. Duties and scope of work**

Members of the GTTRat should be willing to learn or have a thorough knowledge of the methodologies, tools, data flows and engagement activities used in their country to implement mitigation measures and assess their impact.

Experts will be expected to devote time to assessing and communicating national mitigation strengths and weaknesses, as well as supporting and training other experts in the region. RTWG members will be expected to participate in and contribute regularly to training, knowledge sharing and other activities of the Regional Hub.

Specialist training for GTTRat members will be based on a "train the trainer" approach. In return, members are expected to use the training received to build capacity on mitigation in their country and, more broadly, to establish a regional network of experts working in this field.

Group members will work to improve data collection and processing to facilitate reporting on mitigation activities, as well as decision-making at sub-national, national and regional levels. This work will contribute to the development, implementation and monitoring of ambitious climate policies and actions that reduce GHG concentrations in the atmosphere and strengthen climate resilience, while having broader positive effects on sustainable development at the national level.

This work will include the identification of data flows and datasets needed for activities, the expertise required, systems and tools for analysis and reporting, and stakeholder engagement. Throughout this process, the experts will make recommendations to improve data collection, analysis and reporting, which will be incorporated into national and regional action plans to improve transparency.

GTTRat members will proactively engage in coordination and information sharing to avoid duplication of effort and to encourage more effective decision-making through the sharing of experiences and lessons learned.

#### **5. Meetings and communication**

The GTTRat will meet at least once a quarter, either face-to-face to coincide with a relevant ReCATH event, or online. In an emergency, the Chair may call an extraordinary meeting. The Chair will decide on the agenda and format of the session each quarter and provide logistical information (e.g. meeting venue or link to online meeting). The agenda and any preparatory work or material will be provided at least one week before the meeting so that participants have time to prepare. For online meetings, a good Internet connection is therefore essential for effective and proactive participation.

The resources required to run the GTTRat will be provided by the Regional Hub.

Between meetings, GTTRat members will be encouraged to communicate with each other via email / videoconference / WhatsApp . All members will have access to the Hub's knowledge management system, which will be set up to store all relevant documents, meeting notes and other outputs. Members will be able to view and download these documents and outputs. There will also be a space where members can upload reports, documents and other relevant materials to share with all GTTRat members.

## **6. Reports**

The GTTRat will provide a bi-annual report on its activities and achievements. This report should include details of:

- a) Specific activities carried out by the members of the working group;
- b) Proposed recommendations and activities;
- c) Stakeholders who took part in the working group's activities.

## **7. Collaboration with ReCATH and other working groups**

The GTTRat is one of the thematic working groups set up by the Regional Hub. It will support the Hub by providing expertise and mentoring as required on mitigation. GTTRat members will also be expected to attend and actively participate in Hub events and meetings, disseminating information more widely to their country teams.

The GTTRat will also work towards the common goal of strengthening the region's capacity for climate action. It will share relevant information with other WGTRs and meet at regional events to share knowledge, ideas and expertise. The GTTRat will also collaborate with other relevant organisations and projects, such as the Central African Forest Commission (COMIFAC), UNFCCC Consultative Group of Experts (CGE), NDC Partnership, ICAT and other technical groups, in order to share information, avoid duplication of effort and work in an efficient and sustainable manner.

## Annex 2: Concept note of the RTWG on NDC tracking

**Economic Community of  
Central African States  
(ECCAS)**



**Regional Transparency  
Climate Action  
-HuRTAC-**

### **CONCEPT NOTE OF THE REGIONAL THEMATIC WORKING GROUP ON NDC TRACKING**

#### 1. Background and rationale :

Article 13 of the UNFCCC Paris Agreement requires signatories to set up Enhanced Transparency Frameworks to strengthen mutual trust and promote the effective implementation of the Agreement. All the ECCAS States have acceded to the UNFCCC and are signatories to the Paris Agreement, and are therefore committed to implementing its obligations. Implementing the NDCs requires fundamental changes in the economies of member countries through the adoption of low-carbon development trajectories. Monitoring and follow-up of the implementation of the NDCs is therefore essential to assess progress in meeting international commitments and to track and coordinate national efforts on climate action.

In order to help ECCAS Member States meet the transparency requirements of the Paris Agreement, by establishing and maintaining sustainable monitoring, reporting and verification (MRV) systems, the ECCAS Commission has created a Regional Hub for Climate Action Transparency (HuRTAC) for Central African States, with initial support from the Climate Action Transparency Initiative. Since the launch of its activities and in line with its objectives, the Hub is becoming a centre of excellence in the region and encourages knowledge sharing between ECCAS Member States. Participants in the Hub's activities have launched working groups on specific thematic areas, to provide in-depth technical support and facilitate discussions and the sharing of experience and good practice between national experts from ECCAS Member States.

Several Regional Thematic Groups will be created. At the regional technical training workshop on the monitoring of NDCs and the projection of greenhouse gas emissions in January 2024 in Riaba, Equatorial Guinea, and in view of the challenges facing these issues this year, the participants decided to officially launch two Thematic Working Groups.

#### 2. Aim and objectives :

The overall objective of the NDC monitoring working group is to build the capacity of national experts in NDC monitoring and to implement a "train the trainer" approach to create a network of experts in the region.

#### **The specific objectives of the working group are as follows**

- a) Set up a group of experts from the various Member States, responsible for monitoring the NDC in their respective countries;
- b) Review and evaluate existing NDC monitoring activities in the region.
- c) Identify gaps, challenges and opportunities in NDC monitoring activities.

- d) Capacity building to help improve data flows and the tools used in the region to monitor NDCs.
- e) Develop strategies and advise national governments on improving the quality, accuracy and relevance of NDC monitoring.
- f) Facilitate collaboration and the exchange of information between the stakeholders concerned.

### **3. Structure, composition and membership :**

The Working Group on NDC Monitoring will be composed of national experts from each ECCAS member state who have relevant expertise and experience in the thematic area, and/or a capacity and willingness to learn about NDC monitoring.

Membership of the working group is based on inviting individuals who meet the relevant criteria on experience and their role in national and/or sub-national transparency activities. These criteria are as follows:

- the level and relevance of expertise
- Past and present roles and responsibilities
- Mandate to influence change in their country or region
- Willingness to get involved in Hub and working group activities
- the time and resources available to participate proactively.

A chair will be appointed to lead the working group meetings and coordinate activities. The initial chair will be appointed by the Hub Coordinator for one year.

### **4. Duties and scope of work :**

The members of the NDC monitoring working group must have a thorough understanding of the approach, tools, organisations and data used in their country for NDC monitoring.

Experts will be expected to devote time to assessing and communicating national strengths and weaknesses in NDC monitoring, as well as supporting and training other experts in the region. Working group members will be expected to participate in and contribute regularly to training activities, knowledge sharing activities and other activities of the regional centre.

Specialist training for working group members will be based on the "Training the Trainers" approach. It is intended that members will use the training to build capacity for monitoring NDCs in their countries and, more widely, to establish a regional network of experts working in this field.

Working group members will work to improve data collection and processing to support mandatory reporting on NDC monitoring, which provides information on the reduction of GHG concentrations in the atmosphere and enhances climate resilience, as well as having broader positive effects on sustainable development at the national level.

This work will include identifying the data flows and datasets needed, the expertise required, the systems and tools for analysis and reporting, and stakeholder engagement. Throughout this process, the experts will compile recommendations to improve data collection, analysis and

reporting, which will be incorporated into national and regional action plans to improve transparency. It is also envisaged that the members of the working group will ensure and verify the quality of national NDC monitoring activities.

Members of the NDC Monitoring Working Group will proactively engage in coordination and information sharing in order to avoid duplication of effort and encourage more effective decision-making through the sharing of experiences and lessons learned.

#### **5. Meetings and communication :**

The NDC Monitoring Working Group will meet at least once a quarter, either in person to coincide with a relevant regional \*Hub event, or online. A good internet connection is therefore essential for effective and proactive participation. The Chair will decide on the agenda and format of the session each month and distribute logistical information (e.g. meeting venue or link to online meeting). The agenda and any preparatory work or material will be distributed at least one week before the meeting so that participants have time to prepare.

Between meetings, working group members will be encouraged to communicate with each other by email/videoconference. All members will have access to the Hub's knowledge management system which will be used to store all documents, meeting notes and other relevant outputs. Members will be able to view and download these documents and outputs. There will also be a space where members can upload reports, documents and other relevant materials to share with all members of the working group.

#### **6. Reports :**

The NDC Monitoring Working Group will provide a six-monthly report on its activities and achievements. This report should include details of

- specific activities undertaken by members of the working group
- the stakeholders involved in the working group's activities

#### **7. Collaboration with the ReCATH Hub and other working groups :**

The NDC Monitoring Working Group is one of the thematic working groups set up by the Regional Hub. Together, these working groups will support the Regional Hub by providing expertise and mentoring as required. Working group members will also be expected to attend and actively participate in Hub events and meetings, disseminating information more widely to their country teams.

The four working groups will also work together towards the common goal of strengthening the region's capacity for climate action. They will share relevant information with other working groups and meet at regional events to share knowledge, ideas and expertise. The working group will also collaborate with other relevant organisations and projects, such as the Central African Forest Commission (COMIFAC), the Consultative Group of Experts (CGE), the NDC Partnership, the Climate Action Transparency Initiative (CATI) and other technical groups, in order to share information, avoid duplication of effort and work in an efficient and sustainable manner.

## Annex 3: Concept Note of the RTWG “Monitoring of Adaptation Actions”

**Economic Community of  
Central African States  
(ECCAS)**



**Regional Transparency  
Climate Action  
-HuRTAC-**

### CONCEPT NOTE OF THE REGIONAL THEMATIC WORKING GROUP ON ADAPTATION ACTIONS

#### 1. Background and rationale

Article 13 of the UNFCCC Paris Agreement requires signatories to put in place enhanced transparency frameworks, with the aim of consolidating mutual trust and promoting the effective implementation of this agreement. All the States of the Economic Community of Central African States (ECCAS) have joined the UNFCCC, are signatories to the Paris Agreement and are therefore committed to implementing its obligations. All countries must submit a biennial transparency report by the end of 2024, a key element of which is to report on the progress they have made in mitigating and adapting to climate change.

The Regional Climate Action Transparency Hub (ReCATH) for Central African States was created by the Initiative for Climate Action Transparency (ICAT) to help ECCAS member states meet the transparency requirements of the Paris Agreement by establishing and maintaining sustainable Measurement, Reporting and Verification (MRV) systems. The Hub is becoming a centre of excellence in the region and encourages knowledge sharing between ECCAS member states. As part of the regional Hub's activities, four Regional Thematic Working Groups (RTWGs) on specific thematic areas are being set up to provide in-depth technical support and facilitate discussions and the sharing of experience and good practice between national experts from ECCAS Member States.

Implementing the Nationally Determined Contribution (NDC) and complying with reporting requirements requires the integration of mitigation and adaptation actions into each member country's transparency systems. These include actions - policies, measures, projects and interventions - that are required to mitigate the country's GHG emissions, as well as actions required to build resilience and adaptation to climate risks and vulnerabilities. The results of these actions must also be carefully monitored and reported in order to assess progress against international commitments and to coordinate national climate action efforts. The creation and/or implementation of a WGTR on adaptation is an essential step in strengthening the capacity of each member country to meet these challenges. Its mission will be to support the implementation and monitoring of adaptation actions, and to help prepare experts to meet the submission requirements of national BTRs.

The RTWG on adaptation actions (GTTR-Ad) was launched at the regional technical training workshop on mitigation and adaptation actions. Members were involved in preparatory activities prior to the workshop, including participating in an online training session and providing the

information requested. The GTTR-Ad will continue the discussions and exercises begun at the workshop, based on the needs and priorities identified at previous national workshops.

## **2. Objectives**

The overall objective of the GTTR-Ad is to strengthen the capacity of national experts to implement and monitor adaptation actions, and to put in place a "train the trainers" approach in order to create a network of experts in the various countries of the region.

The specific objectives of the working group are as follows:

- a) Set up a regional expert group on adaptation measures ;
- b) Review and assess existing adaptation measures in the region to understand the scope and nature of the action;
- c) Helping to establish consistent quality in the collection, processing and sharing of high-value data on adaptation;
- d) Build up a pool of information on possible adaptation actions - including policies and interventions, their effects and impacts, and data on adaptation activities;
- e) Strengthen the capacity of national experts to contribute to improving the data flows and tools used in the region to analyse adaptation actions, including improving the quality, accuracy and relevance of the associated data;
- f) Develop advisory skills to support national governments in their strategies to adopt laws or regulations to combat climate change, and in their strategies to implement data-based adaptation actions;
- g) Facilitate collaboration and information exchange between relevant sectoral stakeholders, with a particular focus on developing a view of wider impacts;
- h) Develop strategies to encourage stakeholders to acquire the necessary resources at national and sub-national levels to successfully integrate adaptation into national strategies and to implement the actions identified;
- i) Rigorously select the most appropriate tools for implementing and monitoring adaptation actions in each country.

## **3. Structure, composition and membership**

The GTTR-Ad will be composed of a minimum of two - ideally four - national experts from each ECCAS member state who have relevant expertise and experience in adaptation, and/or the capacity and willingness to learn about adaptation actions.

Membership of the GTTR-Ad is based on an invitation to individuals who meet the relevant criteria in terms of experience and role in national and/or sub-national transparency activities. These criteria are as follows:

- a) The level and relevance of expertise ;
- b) Past and present roles and responsibilities ;
- c) Mandate to influence change in their country or region;
- d) Willingness to get involved in Hub and working group activities;
- e) The time and resources available to participate proactively.



A Chair will be appointed to lead the AWWG-Ad meetings and coordinate activities. The Chair will be appointed by the Hub Coordinator for one year.

#### **4. Duties and scope of work**

Members of the GTTR-Ad should have an in-depth knowledge of the methodologies, tools, data flows and engagement activities used in their country to implement adaptation actions and assess their impact.

Experts will be expected to devote time to assessing and communicating national strengths and weaknesses in adaptation actions, as well as supporting and training other experts in the region. Members of the WGRI-Ad will be expected to participate in and contribute regularly to training, knowledge sharing and other activities of the Regional Hub.

Specialist training for members of the GTTR-Ad will be based on a "training the trainers" approach. It is expected that members will use the training to build the capacity of adaptation actors in their countries and, more broadly, to establish a regional network of experts working in this field.

Group members will work to improve data collection and processing to facilitate reporting on mitigation and adaptation activities, as well as decision-making at sub-national, national and regional levels. This work will contribute to the development, implementation and monitoring of ambitious climate policies and actions that reduce GHG concentrations in the atmosphere and strengthen climate resilience, while having broader positive effects on sustainable development at the national level.

This work will include the identification of data flows and datasets needed for activities, the expertise required, systems and tools for analysis and reporting, and stakeholder engagement. Throughout this process, the experts will make recommendations to improve data collection, analysis and reporting, which will be incorporated into national and regional action plans to improve transparency.

Members of the RTWG on Mitigation and Adaptation will proactively engage in coordination and information sharing in order to avoid duplication of effort and encourage more effective decision-making through the sharing of experiences and lessons learned.

#### **5. Meetings and communication**

The RTWG on Mitigation and Adaptation will meet at least once a month, either in person to coincide with a relevant ReCATH event, or online. A good internet connection is therefore essential for effective and proactive participation. The Chair will decide on the agenda and format of the session each month and distribute logistical information (e.g. meeting venue or link to online meeting). The agenda and any preparatory work or materials will be distributed at least one week before the meeting so that participants have time to prepare.

Between meetings, RTWG members will be encouraged to communicate with each other via email / videoconference / WhatsApp, WhatsApp group. All members will have access to the Hub's knowledge management system which will be set up to store all relevant documents, meeting notes and other outputs. Members will be able to view and download these documents and outputs. There will also be a space where members can upload reports, documents and other relevant material to share with all RTWG members.

#### **6. Reports**

The RTWG on Mitigation and Adaptation will provide a bi-annual report on its activities and achievements. This report should include details of :

- a) Specific activities carried out by the members of the working group;

- b) Stakeholders who took part in the working group's activities.

## **7. Collaboration with ReCATH and other working groups**

The RTWG on Mitigation and Adaptation is one of the thematic working groups set up by the Regional Hub. Together, these RTWGs will support the Regional Hub by providing expertise and mentoring as required. RTWG members will also be expected to attend and actively participate in Hub events and meetings, disseminating information more widely to teams in their countries.

The five RTWGs will also work together to achieve the common goal of strengthening the region's capacity for climate action. They will share relevant information with other RTWGs and meet at regional events to share knowledge, ideas and expertise. RTWGs will also collaborate with other relevant organisations and projects, such as the Central African Forest Commission (COMIFAC), UNFCCC Consultative Group of Experts (CGE), NDC Partnership, ICAT, and other technical groups, in order to share information, avoid duplication of effort and work in an efficient and sustainable manner.

## Annex 4: Concept Note of the RTWG “Support, Finance and Wider Impact”

**Economic Community of  
Central African States  
(ECCAS)**



**Regional Transparency  
Climate Action  
-HuRTAC-**

### **CONCEPT NOTE OF THE REGIONAL THEMATIC WORKING GROUP ON SUPPORT, CLIMATE FINANCE, AND WIDER IMPACTS**

#### **1. Background and rationale:**

Article 13 of the UNFCCC Paris Agreement requires signatories to put in place Enhanced Transparency Frameworks, to strengthen mutual trust and promote the effective implementation of this Agreement. All states of the Economic Community of Central African States (ECCAS) have joined the UNFCCC and are signatories to the Paris Agreement and have therefore committed to implementing its obligations.

The Regional Climate Action Transparency Hub (ReCATH) for Central African States was created by the Initiative for Climate Action Transparency (ICAT), to support ECCAS Member States meet the transparency requirements of the Paris Agreement by establishing and maintaining sustainable Monitoring, Reporting and Verification (MRV) systems. The Hub is becoming a Centre of Excellence in the region and is encouraging knowledge-sharing between ECCAS Member States. As part of the Regional Hub activities, four Regional Thematic Working Groups (RTWGs) on specific thematic areas are being established to allow in-depth, technical support to be provided and facilitate discussions and sharing of experience and best practice between national experts from the ECCAS Member States.

The RTWG on Support, Climate Finance, and Wider Impacts will be established in April 2024, and will be based on the needs and priorities identified during previous national workshops and country action plans. The analysis identified a collective need of member countries to strengthen capacity in the development of institutional and regulatory frameworks for accessing and tracking mechanisms for implementation including climate finance, ensuring adequate climate technologies are provided, and assessing and monitoring wider impacts of national actions. There is particular need for capacity building in identifying and implementing the proper tools and systems facilitate these activities, including data sharing mechanisms. The implementation of a RTWG on these thematic areas is an essential step in preparing each member country to meet these requirements.

#### **2. Objectives**

The overall objective of the RTWG on Finance, Climate Technology and Wider Impacts is to build the capacity of national experts to access funding mechanisms for implementing climate actions, monitor and measure the global impacts of climate action, and ensure adequate climate technology transfer to meet national needs; and to implement a "train the trainer" approach in order to create a network of experts in the different countries in the region.

The specific objectives of the Working Group are to:

- a) Establish a group of experts from different Member States and use a “train the trainer” approach to build experts’ capacities to support their countries in identifying, accessing and

utilising funding for fulfilling climate actions; facilitating necessary technology transfer; and assessing and monitoring global impacts of climate action;

- b) Ensure countries have identified individuals who are responsible for tracking progress towards NDC targets and the related inward financial flows, with specified roles, and who possess sufficient knowledge of the types of information to be reported and used to track developments, the tools to be used, the mechanisms of data provision and the types of funding available, including UNFCCC funds (GCF/GEF), national and local governments, private, bilateral and multilateral organizations. This is to be achieved using the training the trainers approach;
- c) Develop adequate national tools and systems – including data sharing agreements between finance, economy and planning ministries and sectoral ministries including the environment ministry, and templates and protocols for how data is practically shared and stored – for monitoring and measuring finance for implementation of climate actions and funding linked to NDC targets or other goals (including technology transfer);.
- d) Equip countries to identify, assess and communicate the wider impacts of climate action, including economic, social and environmental impacts – this will be done through linking the mechanisms on reporting of national climate action to its potential impacts on the SDGs within the training;
- e) Develop strategies for integrating technology transfer – including the sharing of knowledge and experience, and the provision of technologies – into relevant policies and decision-making processes on a national and sectoral level, using experience from example countries, and UNFCCC guidance;
- f) Contribute to the technology transfer necessary to adequately implement adaptation and mitigation actions – including providing support for Technology Action Plans (TAPs), prioritisation of technology pathways and evaluation of technology options, and promotion of technology innovation, through exposition of guidance and case studies;
- g) Support the reporting on support, climate finance and wider impacts within national reporting such as the Biennial Transparency Report (BTR) and National Communication (NC). All Parties should provide information on the financial, technology development and transfer and capacity-building support needed and received within the BTR and NCs. Parties who require flexibility may submit information at the Parties discretion. Parties may provide information on costs, non-GHG mitigation benefits and how multiple mitigation actions interact with each other.

### **3. Structure, Composition and Membership**

The RTWG Group on Support, Climate Finance, and Wider Impacts will be composed national experts – numbering between three and eight – from each ECCAS Member State who have relevant expertise and experience in the thematic area, and/or capacity and willingness to learn.

Membership of the RTWG is based on the invitation of individuals who meet the relevant criteria on experience and their role in national and/or sub-national transparency activities. These criteria are as follows:

- a) The level and relevance of the expertise;
- b) Past and current roles and responsibilities;
- c) Mandate to influence change in their country or region;
- d) Willingness to engage in the activities of the Hub and the Working Group;
- e) The time and resources available to proactively participate.

A Chair will be appointed to lead the meetings of the RTWG and coordinate activities. The Initial Chair will be appointed by the Hub Coordinator for one year.

#### **4. Duties and Scope of Work**

Members of the Support, Climate Finance, and Wider Impacts RTWG should have a thorough understanding of funding mechanisms for climate action, climate technology transfer, and impacts of country climate actions on a national and global scale.

Experts will need to devote time to assessing and communicating national strengths and weaknesses in accessing funding mechanisms, currently-used and still-required climate technologies, and tracking the global impacts of climate action, as well as supporting and training other experts in the region. Members of the RTWG will be expected to participate in and contribute regularly to training, knowledge-sharing and other activities of the regional centre.

The specialised training of the members of the RTWG will be based on the "train the trainers" approach. It is expected that members will use the training to build capacity for securing funding, climate technology transfer, and assessment of global climate action impacts in their countries and, more broadly, to establish a regional network of experts working in this field.

Group members will work to improve data collection and processing to support the procurement of funding, technology transfer and assessing climate action impacts, as well as to support sub-national, national, and regional decision making. This work will contribute to the development, implementation and monitoring of ambitious climate policies and actions that reduce atmospheric GHG concentrations and build climate resilience, while having broader positive impacts on sustainable development at the national level.

This work will include identifying the necessary data flows and datasets for activities, the expertise required, systems and tools for analysis and reporting, and stakeholder engagement. Throughout this process, experts will compile recommendations to improve data collection, analysis and reporting, which will be integrated into national and regional action plans to improve transparency.

Members of the Support, Climate Finance, and Wider Impacts RTWG will proactively engage in coordination and information sharing to avoid duplication of efforts and encourage more effective decision-making through the sharing of experiences and lessons learned.

#### **5. Meetings and Communication**

The Support, Climate Finance, and Wider Impacts TRWG will meet once a month, either in person to coincide with a relevant ReCATH event, or online. A good internet connection is therefore essential for effective and proactive participation. The Chair will decide on the agenda and format of the session each month and distribute logistical information (e.g. the location of the meeting or the link to the online meeting). The agenda and any preparatory work or materials will be distributed at least one week prior to the meeting so that participants have time to prepare.

Between meetings, RTWG members will be encouraged to communicate with each other via email/video conference/WhatsApp group. All members will have access to the ReCATH Hub's knowledge management system that will be created to store all documents, meeting notes, and other relevant outputs. Members will be able to view and download these documents and results. There will also be a space where members can upload reports, documents, and other relevant materials to share with all members of the RTWG.

## **6. Reporting**

The Support, Climate Finance, and Wider Impacts RTWG will provide a twice-yearly report on its activities and achievements. This report should include details on:

- a) the specific activities carried out by the members of the Working Group;
- b) stakeholders who have been involved in the activities of the Working Group.

## **7. Collaboration with ReCATH and other Working Groups**

The RTWG on Support, Climate Finance, and Wider Impacts is one of the thematic Working Groups set up by the Regional Hub. Together, these RTWGs will support the Regional Hub by providing expertise and mentoring services as needed. RTWG members will also be expected to attend and actively participate in Hub events and meetings, disseminating information more widely to teams in their country.

The four RTWGs will also work together towards the common goal of strengthening the region's capacity for climate action. They will share relevant information with other RTWG and meet at regional events to share knowledge, ideas and expertise. The RTWG will also need to collaborate with other relevant organizations and projects, such as the Central African Forest Commission (COMIFAC), UNFCCC Consultative Group of Experts (CGE), NDC Partnership, ICAT and other technical groups, to share information, avoid duplication of efforts, and work in an efficient and sustainable manner.

## Annex 5: Concept Note of the RTWG “Risks and vulnerabilities”

**Economic Community of  
Central African States  
(ECCAS)**



**Regional Transparency  
Climate Action  
-HuRTAC-**

### CONCEPT NOTE OF THE REGIONAL THEMATIC WORKING GROUP ON CLIMATE RISKS AND VULNERABILITIES

#### 1. Background and rationale

Article 13 of the UNFCCC Paris Agreement requires signatories to put in place Enhanced Transparency Frameworks, to strengthen mutual trust and promote the effective implementation of this Agreement. All states of the Economic Community of Central African States (ECCAS) have joined the UNFCCC and are signatories to the Paris Agreement and have therefore committed to implementing its obligations.

The Regional Climate Action Transparency Hub (ReCATH) for the States of Central Africa has been established by the Initiative for Climate Action Transparency (ICAT), to support ECCAS Member States meet the transparency requirements of the Paris Agreement by establishing and maintaining sustainable Monitoring, Reporting and Verification (MRV) systems. The Hub is becoming a Centre of Excellence in the region and is encouraging knowledge-sharing between ECCAS Member States. As part of the Regional Hub activities, four Regional Thematic Working Groups (RTWGs) on specific thematic areas are being established to allow in-depth, technical support to be provided and facilitate discussions and sharing of experience and best practice between national experts from the ECCAS Member States.

Regional workshops and analysis of country action plans identified a collective need of member countries to strengthen capacity in the development institutional and regulatory frameworks for monitoring and measuring risks and vulnerabilities, and ensuring the proper tools and systems exist to facilitate these activities. The creation and/or implementation of a RTWG is an essential step in building capacity in each member country to meet these challenges. Its mission will be to support the development of systems for identifying and assessing climate risks and vulnerabilities, and setting relevant indicators to for monitoring, measuring, and reporting.

The RTWG on Climate Risks and Vulnerabilities will be established in April, 2024, and will be based on the needs and priorities identified during previous national workshops and country action plans. These thematic areas will include adopting institutional and regulatory frameworks for monitoring and measuring risks and vulnerabilities and identifying and implementing systems and tools for these purposes, including how to build national and local capacity for using these systems and tools. Work will align with national thematic sectors identified as being highly vulnerable to climate change impacts, for instance agriculture, water resources and sanitation, health and infrastructure.

#### 2. Objectives

The overall objective of the RTWG on Climate Risks and Vulnerabilities is to build the capacity of national experts to conduct climate change risks and vulnerabilities assessments, and to implement a "train the trainer" approach in order to create a network of experts in the different countries in the region.

The specific objectives of the Working Group are to:

- a) Establish a group of experts from different Member States, in charge of identifying, assessing and reporting on climate risks and vulnerabilities in their countries;
- b) Review and analyse existing systems for assessing climate risks and vulnerabilities in the region – including the collection, processing, and analysis of data for these assessments;
- c) Identify gaps, challenges and opportunities in assessing and managing climate risks and vulnerabilities;
- d) Contribute to the consistent quality, accuracy and relevance in the collection and processing of data related to climate risk and vulnerabilities;
- e) Ensure there is a database for the monitoring of risks and vulnerabilities in identified thematic sectors, including tracking relevant indicators;
- f) Strengthen the capacity of national experts to contribute to the improvement of data flows and tools used in the region for analysing climate risks and vulnerabilities, including improving the quality, accuracy and relevance of associated data;
- g) Facilitate the training of national experts on modelling and methodologies to assess climate change risks and vulnerabilities, and set relevant indicators for different thematic sectors, to a level which equips the national experts to become the trainers on this subject matter in their respective countries;
- h) Develop strategies to advise national governments and key institutions on integrating climate risks and vulnerabilities into relevant policies and decision-making processes;
- i) Facilitate collaboration and exchange of information among relevant stakeholders, and enhance the capacities of stakeholders to understand the impacts of climate change and associated vulnerabilities;
- j) Rigorously select the most appropriate tools for assessing, monitoring and measuring climate risks and vulnerabilities in key national thematic sectors such as agriculture and livestock, water, forestry, energy and health.

### **3. Structure, Composition and Membership**

The RTWG Group on Climate Risks and Vulnerabilities will be composed of national experts – numbering between two and five – from each ECCAS Member State who have relevant expertise and experience in the thematic area, and/or capacity and willingness to learn about climate risks and vulnerabilities.

Membership of the RTWG is based on the invitation of individuals who meet the relevant criteria on experience and their role in national and/or sub-national transparency activities. These criteria are as follows:

- a) The level and relevance of the expertise;
- b) Past and current roles and responsibilities;
- c) Mandate to influence change in their country or region;
- d) Willingness to engage in the activities of the Hub and the Working Group;
- e) The time and resources available to proactively participate.

A Chair will be appointed to lead the meetings of the RTWG and coordinate activities. The Initial Chair will be appointed by the Hub Coordinator for one year.



#### **4. Duties and Scope of Work**

Members of the Climate Risk and Vulnerabilities RTWG should have a thorough understanding of the methodologies, systems and tools for quantifying, managing and reporting climate risk and vulnerability in their country.

Experts will need to devote time to assessing and communicating national strengths and weaknesses in identifying, analysing and monitoring climate risks and vulnerabilities, as well as supporting and training other experts in the region. Members of the RTWG will be expected to participate in and contribute regularly to training, knowledge-sharing and other activities of the regional centre.

The specialised training of the members of the RTWG will be based on the "train the trainers" approach. It is expected that members will use the training to build capacity for assessing and monitoring climate change risks and vulnerabilities in their countries and, more broadly, to establish a regional network of experts working in this field.

Group members will work to improve data collection and processing to support climate risk and vulnerability assessments, as well as to support sub-national, national, and regional decision making. This work will contribute to the development, implementation and monitoring of ambitious climate policies and actions that reduce atmospheric GHG concentrations and build climate resilience, while having broader positive impacts on sustainable development at the national level.

This work will include identifying the necessary data flows and datasets for activities, the expertise required, systems and tools for analysis and reporting, and stakeholder engagement. Throughout this process, experts will compile recommendations to improve data collection, analysis and reporting, which will be integrated into national and regional action plans to improve transparency.

Members of the Climate Risks and Vulnerabilities RTWG will proactively engage in coordination and information sharing to avoid duplication of efforts and encourage more effective decision-making through the sharing of experiences and lessons learned.

#### **5. Meetings and Communication**

The Climate Risks and Vulnerabilities TRWG will meet once a month, either in person to coincide with a relevant ReCATH event, or online. A good internet connection is therefore essential for effective and proactive participation. The Chair will decide on the agenda and format of the session each month and distribute logistical information (e.g. the location of the meeting or the link to the online meeting). The agenda and any preparatory work or materials will be distributed at least one week prior to the meeting so that participants have time to prepare.

Between meetings, RTWG members will be encouraged to communicate with each other via email/video conference/WhatsApp group. All members will have access to the ReCATH Hub's knowledge management system that will be created to store all documents, meeting notes, and other relevant outputs. Members will be able to view and download these documents and results. There will also be a space where members can upload reports, documents, and other relevant materials to share with all members of the RTWG.

#### **6. Reporting:**

The Climate Risks and Vulnerabilities RTWG will provide a twice-yearly report on its activities and achievements. This report should include details on:

- a) the specific activities carried out by the members of the Working Group;
- b) stakeholders who have been involved in the activities of the Working Group.

## **7. Collaboration with ReCATH and other Working Groups**

The RTWG on Climate Risks and Vulnerabilities is one of the thematic Working Groups set up by the Regional Hub. Together, these RTWGs will support the Regional Hub by providing expertise and mentoring services as needed. RTWG members will also be expected to attend and actively participate in Hub events and meetings, disseminating information more widely to teams in their country.

The five RTWGs will also work together towards the common goal of strengthening the region's capacity for climate action. They will share relevant information with other RTWG and meet at regional events to share knowledge, ideas and expertise. The RTWG will also need to collaborate with other relevant organizations and projects, such as the Central African Forest Commission (COMIFAC), UNFCCC Consultative Group of Experts (CGE), NDC Partnership, ICAT and other technical groups, to share information, avoid duplication of efforts, and work in an efficient and sustainable manner.

## Annex 6: Concept Note of the RTWG “GHG inventories and projections and NDC tracking”

**Economic Community of  
Central African States  
(ECCAS)**



**Regional Transparency  
Climate Action  
-HuRTAC-**

### CONCEPT NOTE OF THE REGIONAL THEMATIC WORKING GROUP ON GREENHOUSE GAS INVENTORIES AND PROJECTIONS OF FUTURE EMISSIONS.

#### 1. Background and rationale :

Article 13 of the UNFCCC Paris Agreement requires signatories to set up Enhanced Transparency Frameworks, with the aim of consolidating mutual trust and promoting the effective implementation of the Agreement. All the States of the Economic Community of Central African States (ECCAS) have joined the UNFCCC and are signatories to the Paris Agreement, and are therefore committed to implementing its obligations. The implementation of Nationally Determined Contributions (NDCs) requires fundamental changes in the economies of member countries through the adoption of low-carbon development trajectories. Monitoring and tracking the implementation of NDCs is therefore essential to assess progress towards meeting international commitments and to monitor and coordinate national efforts on climate action. Given the imperative of mitigating greenhouse gas (GHG) emissions, a reliable and accurate inventory of GHG emissions by ECCAS member states is a mandatory option. This inventory is the foundation on which any low-carbon development strategy is built. The creation and/or establishment of a Regional Thematic Working Group (RTWG) is an essential step. Its mission will be to promote the excellence and integrity of GHG inventories.

The GTTR on inventories and projections of future emissions is a structure of the Regional Transparency in Climate Action Transparency Hub (RecATH) for Central African States. Since the launch of ReCATH and in line with its objectives, the Hub is becoming a centre of excellence in the region and encourages knowledge sharing between ECCAS Member States. Participants in the Hub's activities have launched working groups on specific thematic areas, to provide in-depth technical support and facilitate discussions and the sharing of experience and good practice between national experts from ECCAS member states.

At the regional technical training workshop on NDCs, GHG inventories and the projection of greenhouse gas emissions held in **Riaba, Equatorial Guinea**, in January 2024, and in view of the challenges facing these issues this year, the participants decided to officially launch two sub-thematic Working Groups, including the Regional Thematic Working Group on Inventories and Projections of Future Emissions.

#### 2. Objectives

The overall objective of the GHG Emissions Inventories and Projections Working Group is to build the capacity of national experts in GHG emissions estimation and to implement a "train the trainer" approach to create a network of experts in the region.

The specific objectives of the working group are as follows:

- a) Create a regional expert group in charge of GHG inventories and projections;
- b) Contribute to consistent quality in the collection and processing of inventory data;
- c) Document the most up-to-date scientific information on GHG inventories;
- d) Build up a reservoir of information on strategic sectoral policies, together with the collection of data on activities that produce GHG inventories;
- e) Build the capacity of national experts to help improve the data flows and tools used in the region for GHG inventories and projections;
- f) Develop strategies to advise national governments on improving the quality, accuracy and relevance of inventory reports;
- g) Facilitate collaboration and the exchange of information between the stakeholders concerned;
- h) Collect emission factors specific to the region, and develop them in detail, by sector and, if necessary, at national level;
- i) Rigorously select the most appropriate tools for producing GHG inventories and emissions projections for the region.

### **3. Structure, composition and membership**

The Working Group on GHG Inventories and Projections will be composed of national experts from each ECCAS Member State who have relevant expertise and experience in the thematic area, and/or a capacity and willingness to learn about GHG inventories and projections.

Membership of the working group is based on inviting individuals who meet the relevant criteria on experience and their role in national and/or sub-national transparency activities. These criteria are as follows:

- Level and relevance of expertise
- Past and present roles and responsibilities
- Mandate to influence change in their country or region
- Willingness to get involved in Hub and working group activities
- Time and resources available to participate proactively.

A chair will be appointed to lead the working group meetings and coordinate activities. The initial chair will be appointed by the Hub Coordinator for one year.

### **4. Duties and scope of work**

The members of the GHG inventories and projections working group must have a thorough understanding of the approach, tools, organisations and data used in their country for GHG inventories.

The fundamental activities planned by this Working Group will encompass a panoply of initiatives driven by rigour. These include a comprehensive and regularly updated inventory of GHG emissions at regional level. This detailed work will include :

- a. Advice on the establishment of an efficient data collection system in each country of the region, based on rigorous regulatory criteria to ensure accuracy;
- b. The construction of a regional database centralising emissions data, essential for quality control and assurance;

- c. Forging outstanding partnerships with international institutions to gain unprecedented access to the information that is crucial for accurate inventories;
- d. The precise identification of emission factors specific to the region, and their detailed, sectoral and, if necessary, national development;
- e. Rigorous selection of the tools best suited to producing emissions and inventory projections that are as faithful as possible to the realities on the ground.

Experts will be expected to devote time to assessing and communicating national strengths and weaknesses in GHG inventories and projections, as well as supporting and training other experts in the region. Working group members will be expected to participate in and contribute regularly to training activities, knowledge sharing activities and other activities of the regional centre.

Specialist training for working group members will be based on the "Training the Trainers" approach. It is envisaged that members will use the training to build capacity in GHG inventories and projections in their countries and, more broadly, to establish a regional network of experts working in this field.

Working group members will work to improve data collection and processing to support mandatory reporting on GHG inventories and projections, as well as decision-making at sub-national, national and regional levels. This work will contribute to the development, implementation and monitoring of ambitious climate policies and actions that reduce GHG concentrations in the atmosphere and strengthen climate resilience, while having broader positive effects on sustainable development at the national level. This work will include identifying the necessary data flows and datasets, the required expertise, analysis and reporting systems and tools, and stakeholder engagement. Throughout this process, the experts will compile recommendations to improve data collection, analysis and reporting, which will be incorporated into national and regional action plans to improve transparency. It is also expected that the members of the working group will ensure and verify the quality of national GHG inventory and projection activities.

The operational framework within which the Working Group operates is defined to promote unparalleled synergy and efficiency among the experts. To achieve these aims, there will be :

- a) The creation of a dynamic exchange platform, conducive to the sharing of experience and the ongoing training of those involved;
- b) The creation of an observatory for GHG inventories in the region;
- c) Identifying and mobilising sectoral experts in GHG inventories and projections, so as to promote the uniform transmission of knowledge;
- d) The guarantee of a suitable working environment, including a reliable internet connection, adequate computer equipment and constant energy availability, to ensure the efficiency of the work carried out.

Members of the GHG inventory and projection working group will proactively engage in coordination and information sharing to avoid duplication of effort and encourage more effective decision-making through the sharing of experiences and lessons learned.

## **5. Meetings and communication**

The RTWG on Emissions Inventories and Projections will meet once a month, either in person to coincide with a relevant regional \*Hub event, or online. A good internet connection is therefore essential for effective and proactive participation. The Chair will decide on the agenda and format of the session each month and distribute logistical information (e.g. meeting venue or link to online meeting). The agenda and any preparatory work or material will be distributed at least one week before the meeting so that participants have time to prepare.

Between meetings, working group members will be encouraged to communicate with each other via email/videoconference/WhatsApp group. All members will have access to the Hub's knowledge management system which will be set up to store all documents, meeting notes and other relevant outputs.

Members will be able to view and download these documents and outputs. There will also be a space where members can upload reports, documents and other relevant material to share with all members of the working group.

## **6. Reports**

The GHG Inventory and Projection Working Group will provide a bi-annual report on its activities and achievements. This report should include details of:

- a) the specific activities carried out by the members of the working group;
- b) the stakeholders involved in the working group's activities.

## **7. Collaboration with ReCATH and other working groups**

The GHG inventories and projections working group is one of the thematic working groups set up by the Regional Hub. Together, these working groups will support the Regional Hub by providing expertise and mentoring as required. Working group members will also be expected to attend and actively participate in Hub events and meetings, disseminating information more widely to their country teams.

The four working groups will also work together towards the common goal of strengthening the region's capacity for climate action. They will share relevant information with other working groups and meet at regional events to share knowledge, ideas and expertise. The working group will also collaborate with other relevant organisations and projects, such as the Central African Forest Commission (COMIFAC), UNFCCC CGE, NDC Partnership, ICAT and other technical groups, in order to share information, avoid duplication of effort and work in an efficient and sustainable manner.

## Annex 6: Agenda 2025 of the RTWG “Monitoring of Mitigation Actions”

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
<b>Component 1: Transparency framework (MRV) focused on mitigation</b>														
<b>Outcome 1.1: Enhancing Institutional Arrangements for mitigation actions and policies within the National Transparency Framework Development</b>														
<b>Output 1.1.1:</b> Guidelines to track and report data within a MRV framework, for mitigation actions and policies, developed by participants and peer reviewed.	1.1.1.1. Present develop guidelines explaining data to be tracked and reported within a MRV framework with a special focus on mitigation actions and policies (in person).													-
	1.1.1.2. Facilitate peer-to-peer exchanges (best available national practices) (in person)													
	1.1.1.3. Identifying data sources and inputs and outputs for mitigation (in person)													
<b>Outcome 1.2: Indicators and tools and systems to track mitigations actions and policies</b>														
<b>Output 1.2.1:</b> Tools and systems to track mitigation actions and policies for a transparency framework (create a database, collect data, update date, etc.)	1.2.1.1. Present identified and selected indicators to track mitigation actions (virtual)													-
	1.2.1.2. Present and discuss a Tabular format for data collection on mitigation actions' indicators and a tool (software) to create a database (virtual)													-
	1.2.1.3. Define the regular period for data collection (virtual)													-
<b>Output 1.2.2:</b> Matrix with indicators per country to monitor the progress of climate resilient projects	1.2.2.1. Present sets of indicators per country developed by the participants and peer- reviewed (virtual)													-

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
	1.2.2.2. Develop a Matrix for climate resilient projects monitoring progress (virtual).													-
<b>Component 2: NDCs and BTRs</b>														
<b>Outcome 2.1: Improving the reporting on Nationally Determined Contributions (NDCs) regarding mitigation actions</b>														
<b>Output 2.1.1:</b> Improve knowledge and capacity of the national experts on NDC tracking process and tools (with a focus on tracking mitigation actions)	2.1.1.1. NDCs – purpose, structure, requirements (virtual)													
	2.1.1.2. Identifying target areas and sectors (for mitigation actions) (virtual)													
	2.1.1.3. NDC targets – setting up & monitoring specific indicators (virtual)													
	2.1.1.4. Exploring NDC toolbox (virtual)													
<b>Output 2.1.2:</b> Enhancing NDCs (focus on mitigation actions)	2.1.2.1. Exercise using individual NDCs (virtual)													
	2.1.2.2. Case Study - interactive hands-on exercise and Peer-to-peer knowledge sharing (virtual)													
<b>Output 2.1.2:</b> Session reports and recommendations on quantification of NDC indicators for mitigation prepared	2.1.2.1. Training session on mitigation actions and policies for NDC tracking process (virtual)													
	2.1.2.2. Discussion on regional knowledge & experience (virtual)													
<b>Outcome 2.2: Improving the reporting on BTR regarding mitigation actions and chapters</b>														
<b>Output 2.2.1:</b> Improve knowledge and capacity of the national experts on BTR reporting on mitigation and adaptation	2.2.1.1. BTRs – purpose, structure, requirements (virtual)													
	2.2.1.2. Exploring BTR toolbox (virtual)													



Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
<b>Output 2.2.2:</b> Exercises and case studies on BTR	2.2.2.1. Exercise using individual BTRs (virtual)													
	2.2.2.2. Case Study - interactive hands-on exercise and Peer-to-peer knowledge sharing (virtual)													

## Annex 7: Agenda 2025 of the RTWG “Monitoring of Adaptation Actions”

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
<b>Component 1: Transparency framework (MRV) focused on adaptation actions</b>														
<b>Outcome 1.1 Enhancing Institutional Arrangements for adaptation actions and policies within the National Transparency Framework Development</b>														
<b>Output 1.1.1:</b> Guidelines for tracking and reporting data within a MRV framework, for mitigation actions and policies, developed by participants and peer reviewed.	1.1.1.1. Present guidelines explaining data to be tracked and reported within a MRV framework with a special focus on adaptation actions and policies (in person).													
	1.1.1.2. Facilitate peer-to-peer exchanges (best available national practices) (in person)													
	1.1.1.3. Identifying data sources and inputs and outputs for adaptation (in person)													
<b>Outcome 1.2: Indicators and tools and systems to track adaptation actions and policies</b>														
<b>Output 1.2.1:</b> Tools and systems to track adaptation actions and policies for a transparency framework (create a database, collect data, update date, etc)	1.2.1.1. Present identified and selected indicators to track adaptation actions (virtual)													
	1.2.1.2. Present and discuss a Tabular format for data collection on adaptation actions' indicators and a tool (software) to create a database (virtual)													
	1.2.1.3. Define the regular period for data collection (virtual)													
<b>Output 1.2.2:</b> Matrix with indicators per country to monitor the progress of climate resilient projects	1.2.2.1. Present sets of indicators per country developed by the participants and peer-reviewed (virtual)													

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
	1.2.2.2. Develop a Matrix for climate resilient projects monitoring progress. (virtual)													
<b>Component 2: NDCs and BTRs</b>														
<b>Outcome 2.1: Improving the reporting on Nationally Determined Contributions (NDCs) regarding adaptation actions</b>														
<b>Output 2.1.1:</b> Improve knowledge and capacity of the national experts on NDC tracking process and tools (with a focus on tracking mitigation actions)	2.1.1.1. NDCs – purpose, structure, requirements (virtual)													
	2.1.1.2. Identifying target areas and sectors (for adaptation actions) (virtual)													
	2.1.1.3. NDC targets – setting up & monitoring specific indicators (virtual)													
	2.1.1.4. Exploring NDC toolbox (virtual)													
<b>Output 2.1.2:</b> Session reports and recommendations on quantification of NDC indicators for adaptation prepared	2.1.2.1 Training session on adaptation actions and policies for NDC tracking process (virtual)													
	2.1.2.2. Discussion on regional knowledge & experience (virtual)													
<b>Output 2.1.3:</b> Tabular format for data collection on a regular basis elaborated for the NDCs purposes	2.1.3.1. Exercises on the proposed tables (for NDCs purpose) (virtual)													
<b>Outcome 2.2: Improving the reporting on BTR regarding adaptation actions and chapters</b>														
<b>Output 2.2.1:</b> Improve knowledge and capacity of the national experts on BTR reporting	2.2.1.1. BTRs – purpose, structure, requirements (virtual)													-
	2.2.1.2. Exploring BTR toolbox (virtual)													-
<b>Output 2.2.2:</b> Exercises and case studies on BTR	2.2.2.1. Exercise using individual BTRs (virtual)													

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
	2.2.2.2. Case Study - interactive hands-on exercise and Peer-to-peer knowledge sharing (virtual)													
<b>Output 2.2.3:</b> Tabular format for data collection on a regular basis elaborated for BTR (adaptation chapters) purposes	2.2.3.1. Tabular format for data collection on a regular basis elaborated for BTR (virtual)													

## Annex 8: Agenda 2025 of the RTWG “Support, Finance and Wider Impact”

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
<b>Component 1: Support and climate finance tracking within the context of a MRV framework</b>														
<b>Outcome 1.1: Introducing tools and methodologies which are to be used in the context of climate finance</b>														
<b>Output 1.1.1:</b> Enhanced knowledge of the national experts on how to apply tools and methodologies in the context of climate finance	1.1.1.1. MRV – purpose, structure, requirements and specific explanation regarding climate finance in MRV (virtual)													
	1.1.1.2. Sessions on the latest/advanced tools and methodologies in climate finance, with practical exercises and real-world case studies. (virtual)													
	1.1.1.3. Peer to peer discussion sessions, sharing experience (virtual)													
<b>Outcome 1.2: Introducing the ICAT methodology for tracking climate finance</b>														
<b>Output 1.2.1:</b> ICAT methodology for tracking climate finance used by the national experts and participants, who will further support hub countries in strengthening their MRV regarding climate finance system and developing their BTRs	1.2.1.1. Practical application of ICAT tools and methodology (virtual and hybrid)													-
	1.2.1.2. Hands-on activities, and simulations to reinforce learning and ensure experts can effectively implement these tools in real-world scenarios to strengthen their national MRV (virtual and hybrid)													-
<b>Output 1.2.2:</b> BTR's chapter on finance developed	1.2.2.1. Information needed to inform the BTR's chapter on finance (virtual)													-
	1.2.2.2. Peer exchange sessions on chapter on finance of the BTRs (virtual)													-
<b>Output 1.2.3:</b> Reports following the training produced and shared with the WG	1.2.3.1. Training-of-trainers approach : regional consultation workshop on climate finance mechanisms, incl. Article 6 related													-

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
	topics. The Article 6 and its market-based mechanisms will be explained through the Activities of the project under the Climate Finance theme. In addition, joint collaboration on the topic might be explored with the partners, which are directly engaged with the Article 6 projects and initiatives. (in person)													
	1.2.2.2. Hybrid format with attendance of international experts via virtual meeting software (Hybrid)													
	1.2.2.3. Peer-to-peer learning and exchange on the topic on a regular basis assured(virtual)													
<b>Component 2: Support and wider impact tracking within the context of a MRV framework</b>														
<b>Outcome 2.1: Assessing SDG benefits of climate change mitigation and adaptation projects</b>														
<b>Output 2.1.1:</b> indicators and data collection protocols for tracking and measuring SDG benefits	2.1.1.1. Building indicators and data collection protocols for tracking SDG benefits of climate change projects (virtual)													
<b>Output 2.1.2:</b> Assessing SDG benefits of climate change mitigation projects	2.1.2.1. Organize regular virtual discussion sessions where a panel or members discuss and identify potential SDG benefits of ongoing and proposed climate change <b>mitigation projects</b> and track them using define indicators (virtual)													
	2.1.2.2. Use collaborative tools like Miro or MURAL to map out ideas, synergies, and trade-offs between climate actions and SDGs (in person)													

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
	2.1.2.3. Encourage participants to share case studies and best practices from their country to enrich the discussions ( <b>mitigation projects</b> ) (in person)													
<b>Output 2.1.3:</b> Assessing SDG benefits of climate change adaptation projects	2.1.3.1. Organize regular virtual discussion sessions where members discuss and identify potential SDG benefits of ongoing and proposed climate change <b>adaptation projects</b> and track them using define indicators(virtual)													-
	2.1.3.2. Use collaborative tools like Miro or MURAL to map out ideas, synergies, and trade-offs between climate actions and SDGs (in person)													-
	2.1.3.3. Encourage participants to share case studies and best practices from their country to enrich the discussions ( <b>adaptation projects</b> ) (in person)													-
<b>Outcome 2.2: Measuring the impacts of climate policies</b>														
<b>Output 2.2.1:</b> Building indicators and data collection protocols to measure the impact climate policies	2.2.1.1. Identify key indicators and data requirements. (virtual)													-
	2.2.1.2. Test the proposed indicators and data collection methods (virtual)													-
	2.2.1.3. Refine and improve the protocols based on practical feedback													-
	2.2.1.4. Identify gaps in data availability and plan for additional data collection initiatives if necessary (virtual).													-
	2.2.1.5. Ongoing support and capacity-building sessions to ensure													-

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
	effective use of indicators and data collection protocols (in person)													



**Annex 9: Agenda 2025 of the RTWG “Risks and vulnerabilities”**

Components/ Outcomes/ Outputs	Activities planned	Q4 2024			Q1			Q2			Q3			Q4			Responsible / implementor
		10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
<b>Component 1: Building capacity to assess climate risks and use adaptation tools</b>																	
<b>Outcome 1 : The capacity of national experts in climate risk assessment is strengthened</b>																	
<b>Output 1.1.</b> Training national experts in climate risk assessment	1.1.1. Organise training sessions on the use of climate risk modelling tools (climate projections, vulnerability mapping) (virtual).																
	1.1.2. Train experts to use historical and current data to assess the impact of climate change (virtual)																
	1.1.3. Provide technical resources (guides, manuals) in risk and vulnerability																
	1.1.4. Organise workshops on methods for collecting data on climate impacts in critical sectors (agriculture, water, health) (virtual)																
<b>Component 2: Integrating climate risks into BTRs and CDNs</b>																	
<b>Outcome 2: Improved regional coordination for the integration of climate risks into BTRs and CDNs</b>																	
<b>Output 2.1.</b> Support the integration of risk and vulnerability in the preparation of BTRs and NDC	2.1.1. Organise training workshops on integrating climate risks into BTRs (virtual)																
	2.1.2. Organise training workshops on integrating climate risks into NDC (virtual)																
<b>Component 3: Mobilising and justifying climate financing for the implementation on risk and vulnerability</b>																	
<b>Outcome 3 : Experts are trained in the mobilisation and justification of climate financing</b>																	
Output: 3.1. Support the the mobilisation and justification of	4.1.2. Helping member countries to incorporate specific financial on risk and vulnerability needs into their NDCs and BTRs																
	4.1.3. Create a regional platform to share information on climate finance opportunities																



Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
	Activity 1.2.1.4: Develop and harmonize a simplified data collection tool for GHGs by sector.													
	Activity 1.2.1.4: Organize a workshop to present the data collection tool.													
	Activity 1.2.1.5: Provide practical exercises on data collection by sector													
<b>Outcome 1.3: Improvement of greenhouse gas inventories and projections</b>														
<b>Output 1.3.1:</b> Improve greenhouse gas inventory and projection methods	Activity 1.3.1.1: Organize a workshop to strengthen institutional capacities on the new version of IPCC V2.93 (CRT, CRF, etc.). (Hybrid)													
	Activity 1.3.1.2: Train national experts on the key steps for developing short-term, medium-term, and long-term scenarios for greenhouse gas emissions/absorptions (virtual)													
	Activity 1.3.1.3: Train national experts on the use of the GACMO and Ex-ACT tools (Hybrid)													
<b>Component 2: Improving the reporting BTRs</b>														
<b>Outcome 2.1: Improving the reporting on BTR regarding chapter 1</b>														
<b>Output 2.2.1:</b> Improve knowledge and capacity of the national experts on BTR reporting GHG (chapter 1)	Activity 2.2.1.1. BTRs – purpose, structure, requirements with focus in chapter 1 (NIR)													-
	Activity 2.2.1.2. Organize a virtual meeting on tracking greenhouse gas reduction targets.													-
<b>Output 2.2.2:</b> Exercises and case studies on BTR	Activity 2.2.2.1. Exercise using on tracking GHG in BTRs													

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
	Activity 2.2.2.2. Case Study - interactive hands-on exercise and Peer-to-peer knowledge sharing													

### Annex 11: Agenda 2025 of the RTWG “NDC tracking”

Components/Outcomes/Outputs	Activities planned	Q1			Q2			Q3			Q4			Responsible/Implementor
		1	2	3	4	5	6	7	8	9	10	11	12	
<b>Component 1: Capacity building for the preparation and development of NDC 3.0</b>														
<b>Outcome 1: Improved technical skills of national experts in the preparation and development of NDC 3.0</b>														
<b>Output 1.1 Strengthening skills in the development of NDC 3.0</b>	1.1.1. Organise a virtual meeting on the transparency requirements of the UNFCCC and best practices in the development of the NDC 3.0													
	1.1.2. Organise a virtual meeting on the NDC 3.0 drafting structure													
	1.1.3. Organise a virtual meeting to help countries set up a robust MRV system for NDC 3.0													
	1.1.4. Organise a virtual meeting to exchange experience and good practice between countries in the preparation and development of NDC 3.0 and identify challenges and recommendations.													
<b>Component 2: Building capacity to monitor NDC progress</b>														
<b>Outcome 2: Development of indicators and use of tools to monitor NDC progress</b>														
<b>Output 2.1. Strengthen skills in monitoring NDC progress</b>	2.2.1. Support the Regional Hub in the organisation of a regional technical workshop on NDC progress monitoring, focusing on the development of indicators to monitor NDC implementation, including CTF reporting (in person)													
	2.2.2. Support countries in drawing up NDC 2.0 investment plans													
	2.2.3. Organise virtual meetings on the use of the FAO's NDC tracking tool v3 to monitor progress in implementing NDC 2.0.													

	2.2.4. Provide exercises on the use of the NDC_tracking_tool_v3 tool for monitoring NDC																		
	2.2.3. Support countries in setting up a biannual reporting system on the progress of the NDCs, including mitigation and adaptation actions and the financial resources mobilised for climate projects.																		
<b>Component 3: Improving the NDC and reporting the results of climate actions</b>																			
<b>Outcome 3: Increased transparency and communication on NDC progress</b>																			
<b>Output 3.1. Publish regular reports on NDC progress</b>	3.1.1. Carry out quality control and quality assurance of the NDC																		
	3.1.2. Support countries in developing communication materials to popularise the results of climate action among the general public, decision-makers and international partners.																		
	3.1.3. Use the results of the NDC to develop regional policy briefs, and to inform future NDC revisions																		

## Annex 12: Lists of the RTWG's members

### Members of the RTWG “Support, finance, and Wider Impact”

N°	Expert	Institutions and/or position	Email	Town
<b>Angola</b>				
1	Malaquias Joaquim Morais Tenente.	GEF Focal Point	<a href="mailto:tenente25@yahoo.com">tenente25@yahoo.com</a> ; <a href="mailto:minambientercambio@gmail.com">minambientercambio@gmail.com</a> , +244 927215095	Luanda
2	Patrícia do Nascimento	Budget analyst at the National Department of the State Budget	<a href="mailto:Patricia.nascimento@minfin.gov.ao">Patricia.nascimento@minfin.gov.ao</a>	
3	Ernesto Jonas E. de Sousa. I	DA- Institute of Agrarian Development	johnsousa72@hotmail.com	Luanda
4	Samba Garcia	MINAGRIF	macicanga@gmail.com	Luanda
5	Joao Fernandes	MINEA	joao.fernandes@minea.gov.ao	Luanda
6	Carla Esperança Narciso Pompilio da Silva Balça	PF Adaptation Fund, Senior Climate Change Specialist, Office of the Ministry of Culture, Tourism and Environment	<a href="mailto:carla.silva@mcta.gov.ao">carla.silva@mcta.gov.ao</a> ; <a href="mailto:carla.silvia.pompilio@gmail.com">carla.silvia.pompilio@gmail.com</a> 244 924 718 930/222 010 755	Luanda
7	Julio Ingles Joao Ferreira	GEF Focal Point	<a href="mailto:chandalajif@yahoo.com">chandalajif@yahoo.com</a>	Luanda
8	Arlette Massala	National Designated authority, Ministry of Culture, Tourism and Environment	<a href="mailto:arlette.m170@gmail.com">arlette.m170@gmail.com</a> +244 926 082849	Luanda
<b>Burundi</b>				
9	Prosper Dodiko	GEF Operational Focal Point Permanent Secretary Ministry of Environment, Agriculture and Livestock	<a href="mailto:doproper2002@yahoo.fr">doproper2002@yahoo.fr</a> <a href="mailto:deo.bukeyeneza@gmail.com">deo.bukeyeneza@gmail.com</a> +25769365800	Bujumbura
10	Liévin Ndayizeye	PF Adaptation Fund, Counselor, Director's office of the Environment and Climate Change Ministry of Environment, Agriculture and Livestock	<a href="mailto:ndayizeyelievin@yahoo.com">ndayizeyelievin@yahoo.com</a> +257 79 697 988	Bujumbura
11	Diomède Ndayirukiye	NDA GCF, Director General of Land Use Planning, Irrigation and Land Protection	<a href="mailto:bandiom@yahoo.fr">bandiom@yahoo.fr</a> +257 79942336/69733653	Bujumbura
<b>Cameroon</b>				

12	Adrien Ngodebo	Ministère des Finances, Point Focal,	<a href="mailto:ngodebo2001@yahoo.fr">ngodebo2001@yahoo.fr</a> 699690602	
13	Paul Tchawa	NDA GCF, Secretary General, MINEPDED	<a href="mailto:ptchawa@yahoo.fr">ptchawa@yahoo.fr</a> +237 696 939 011	Yaoundé
14	Roméo Dina	Ministère de l'économie, de la Planification et de l'Aménagement du Territoire	<a href="mailto:dinaromeo21@yahoo.fr">dinaromeo21@yahoo.fr</a> 696412915	
15	Theophile Herve Aba'a Ateba	PF Adaptation Fund, Head Unit for Projects and Cooperation Ministry of Environment, Protection of Nature and Sustainable Development	<a href="mailto:theophile.abaa@gmail.com">theophile.abaa@gmail.com</a> +699 35 81 28 ; 677 46 01 45	Yaoundé
16	Unusa Haman	GEF Focal Point, Sub-Director for Environmental Planning at the Ministry of Environment, Protection of Nature, and Sustainable Development (MINEPDED)	<a href="mailto:unusahaman71@gmail.com">unusahaman71@gmail.com</a>	Yaoundé
17	Ekoto Alex Sigfried	Ministère des Forêts et de la Faune - Cellule des Projets	<a href="mailto:sigfriedalex18@gmail.com">sigfriedalex18@gmail.com</a>	Yaoundé
<b>Central African Republic</b>				
18	Barthélemy Lamba	UNCCD National Focal Point Ministry of Environment and Sustainable Development	<a href="mailto:amba.bath@yahoo.com">amba.bath@yahoo.com</a> 00 236 751 51411 00 236 724 30919	Bangui
19	Firmin Pakouzou	Ministère des Finances et du Budget	<a href="mailto:pakouzoufirmin@yahoo.com">pakouzoufirmin@yahoo.com</a>	Bangui
20	Lambert Gnapelet	GEF Operational Focal Point Meteorological Engineer and Environment Manager Ministry of Environment and Sustainable Development	+236 75 50 28 24 / 72 15 27 59 <a href="mailto:lambertina12@gmail.com">lambertina12@gmail.com</a> <a href="mailto:lambertgnapelet@yahoo.fr">lambertgnapelet@yahoo.fr</a>	Bangui
21	Thierry Kamach	Ministry of Environment and Sustainable Development	+236 75 50 16 25 <a href="mailto:thierrykamach34@gmail.com">thierrykamach34@gmail.com</a>	Bangui
<b>Chad</b>				
22	Narcisse Djimasra	Ministère en charge du plan, Chef de Division Suivi-Evaluation des projets et programmes de développement	<a href="mailto:narcissedjimasra43@gmail.com">narcissedjimasra43@gmail.com</a>	Ndjaména

23	Gourang Mamadi Ngarkelo,	Ministere Des Finances	ngarkelo@gmail.com	Ndjaména
24	Mahamat Amine	Ministere De L'industrie Et Du Commerce	hassamine.ma@gmail.com	Ndjaména
25	Khadidja Abdelkader,	Ministère de la Prospective Economique et des Partenariats Internationaux	khadidjaabdelkader@yahoo.fr	Ndjamena
26	Mobe Harou	INSEED	mobeharou@gmail.com	Ndjamena
27	Oumar Gadji Soumaila	GEF Operational Focal Point since 2023-01-11 Climate Change Director Ministry of Environment, Fisheries and Sustainable Development	<a href="mailto:soumailagadji@yahoo.fr">soumailagadji@yahoo.fr</a> +235 66 98 91 96	Ndjaména
28	Porgo Hounly	PF Adaptation Fund, Director of Forestry Ministry of the Environment,	<a href="mailto:porgohounly@yahoo.fr">porgohounly@yahoo.fr</a> +235 66 10 10 27	Ndjamena
29	Abakar Mournou Abdoulaye	National Designated Authority, Environmentalist, Ministry of Environment, Fisheries and Sustainable Development	<a href="mailto:abmournofils12@gmail.com">abmournofils12@gmail.com</a> +235 60 28 28 10 +235 90 88 01 01	Ndjamena
<b>Congo</b>				
30	Audrey LOUBIYA CORINE	Collaboratrice, Conseil Economique, Social et Environnement (CESE)	<a href="mailto:loubiyacorine@gmail.com">loubiyacorine@gmail.com</a>	Brazzaville
31	Brice Ouissika chérubins	Secrétaire Permanent Adjoint/CAFI	<a href="mailto:ocherubins@yahoo.fr">ocherubins@yahoo.fr</a>	Brazzaville
32	Vidalie Frédérique Andea	Head of Research, Ministry of Tourism and Environment	<a href="mailto:andeavidalie@gmail.com">andeavidalie@gmail.com</a> +242 2228 11 792 +242 06 660 92 02	Brazzaville
33	Vivien Parfait Moutou	Adapt'Action focal point Ministry of Environment, Sustainable Development Focal Point	<a href="mailto:vivienparfaitm@gmail.com">vivienparfaitm@gmail.com</a>	Brazzaville
34		Ministry of Industrial Development and Promotion of the Private Sector	<a href="mailto:oubiladjo@gmail.com">oubiladjo@gmail.com</a>	Brazzaville
<b>Democratic Republic of Congo</b>				
35	Isaac Kalonda Kanyama	National Coordinator and GCF Focal Point for the Democratic Republic of the Congo	<a href="mailto:isaac.kalonda@medd.gouv.cd">isaac.kalonda@medd.gouv.cd</a> <a href="mailto:ikkanyama@outlook.com">ikkanyama@outlook.com</a>	Kinshasa



			+243826631495	
36	Benjamin Toirambe Bamoninga	GEF Focal Point	<a href="mailto:toirambe2014@gmail.com">toirambe2014@gmail.com</a>	Kinshasa
37	Mazu Kasongo Héritier	Point focal Ministère des Mines	<a href="mailto:hmazukas@gmail.com">hmazukas@gmail.com</a>	Kinshasa
38	Kitenge Philippe,	AN-CDI/ Développement Rural	<a href="mailto:philippekitenge774@gmail.com">philippekitenge774@gmail.com</a>	Kinshasa
39	christian KIMPIR ,	Ministère de l'Environnement et Développement Durable	<a href="mailto:christiankimpir@gmail.com">christiankimpir@gmail.com</a>	Kinshasa
40	Dieudonné Musibono Eyul'Anki	Adaptation Fund focal point, Special Adviser In charge of Environment and Sustainable Development	<a href="mailto:musibon.ergs@gmail.com">musibon.ergs@gmail.com</a> +243 895 000 351/ +243 990 021 721	Kinshasa
41	Francine Katanga Mutanda	Deputy coordinator	<a href="mailto:francinek24@gmail.com">francinek24@gmail.com</a>	Kinshasa
<b>Equatorial Guinea</b>				
42	Antonio Micha Ondo Angue	GEF Operational Focal Point National Director National Institute for the Conservation of the Environment	<a href="mailto:ammicha025@gmail.com">ammicha025@gmail.com</a> ; <a href="mailto:asunmiseng@gmail.com">asunmiseng@gmail.com</a> +240 555 483 477	Malabo
43	Antonio Nze Ondo Nsa	Fiscalia De Medio Ambiente	<a href="mailto:123456789tonimay30@gmail.com">123456789tonimay30@gmail.com</a>	Malabo
44	Deogracias Ikaka Nzamio	PF Adaptation Fund, General Directorate of Environment, Ministry of Forests and Environment	<a href="mailto:ikakanzamio@yahoo.fr">ikakanzamio@yahoo.fr</a> +240 222 244 636	Malabo
45	Gabriel Ayecaba	NDA GCF, Director-General, Department of Environment, Ministry of Fisheries and Environment	<a href="mailto:gnguaayecaba@gmail.com">gnguaayecaba@gmail.com</a> +241 222 273 970 +240 222270560	Malabo
46	Ilidio Mebulo Moheté	National Development Agency of Equatorial Guinea (ANDGE)	<a href="mailto:mebulomohete@gmail.com">mebulomohete@gmail.com</a>	Malabo
<b>Gabon</b>				
47	Lionel MEMINI ONDO	Assistant, chargé des Affaires administratives et Financières		Libreville
48	Jean Daniel ABOUROU NGOUA,	Economist		Libreville
49	Jean Claude MBA	Expert, Statisticien		Libreville
50	Charles TCHOBA	Development Expert		Libreville
<b>Rwanda</b>				

51	Juliet Kabera	GCF FP, GEF Operational Focal Point since 2020-08-14 Director General Rwanda Environment Management Authority (REMA)	<a href="mailto:jkabera@rema.gov.rw">jkabera@rema.gov.rw</a> ; <a href="mailto:bkabandana@rema.gov.rw">bkabandana@rema.gov.rw</a> +250 788 514 577 <a href="mailto:jkabera@rema.gov.rw">jkabera@rema.gov.rw</a> <a href="mailto:mdukuze@rema.gov.rw">mdukuze@rema.gov.rw</a> <a href="mailto:daliedukuze@gmail.com">daliedukuze@gmail.com</a>	Kigali
52	Kimenyi Michael	Ministry of Trade and Industry	<a href="mailto:mkimenyi@minicom.gov.rw">mkimenyi@minicom.gov.rw</a>	Kigali
53	Mbabazi Diana ,	Ministry of Finance Rwanda	<a href="mailto:mdiana1900@gmail.com">mdiana1900@gmail.com</a>	Kigali
54	Patrick Karera	PF Adaptation Fund, Permanent Secretary Ministry of Environment (MoE)	<a href="mailto:pkarera@environment.gov.rw">pkarera@environment.gov.rw</a> +250 789 414 092	Kigali
55	Svetlana Gaidashova	Rwanda Agriculture and Animal Resources Board	<a href="mailto:svetlana.gaidashova@rab.gov.rw">svetlana.gaidashova@rab.gov.rw</a> or <a href="mailto:gaidashova@yahoo.com">gaidashova@yahoo.com</a>	Kigali
<b>Sao Tome and Principe</b>				
56	Darnel Helio De Sousa Baia	GEF Focal Point	<a href="mailto:darnelbaia@sapo.pt">darnelbaia@sapo.pt</a>	Sao Tomé
57	Fausto Policarpo Abreu das Neves	NDA Focal Point Ministry of Planning, Finance and Blue Economy	<a href="mailto:abreuneves1@hotmail.com">abreuneves1@hotmail.com</a> <a href="mailto:viegasdeabreufn@gmail.com">viegasdeabreufn@gmail.com</a>	Sao Tomé
58	José Luiz Lima Onofize	CBIT-GSP Adaptation Focal Point	<a href="mailto:limaonofre@gmail.com">limaonofre@gmail.com</a>	Sao Tomé
59	Victor Manuel do Sacramento Bonfim	PF Adaptation Fund, UNFCCC Focal Point of STP, Ministry of Infrastructure and Natural Resources	<a href="mailto:victorbonfim2@hotmail.com">victorbonfim2@hotmail.com</a> +239 990 7470	Sao Tomé

## Members of the RTWG “Risques et vulnérabilités”

N°	Expert	Institutions and/or position	Email	Town
<b>Angola</b>				
1	Maria da Purificação	National Waste Agency -MINAMB	ml71lola@gmail.com	Luanda
2	Anônimo	Ministry of the Environment	amilcarjoose@gmail.com	Luanda
3	Santos Lopes	Ministry of the Agricultural	santoslopesl81@gmail.com	Luanda
<b>Burundi</b>				
4	Ngenzirabona Augustin	Geographical Institute of Burundi	augungenzi@yahoo.fr	Bujumbura
5	BONJA Prosper	National platforms for risk prevention and natural disaster management	bonjaproper@gmail.com	Bujumbura
6	KANEZA Belyse	Ministry of the Environment	<a href="mailto:belyka2007@gmail.com">belyka2007@gmail.com</a>	Bujumbura
<b>Cameroon</b>				
7	Meyong René Ramsès	National Observatory on Climate Change (ONACC)	ramsesrenemeyong@yahoo.com	Yaoundé
8	Ndjela Mbeih Gaston Evarice	ONACC	pentome1@yahoo.com	Yaoundé
9	EKOTO Alex Sigfried	Ministry for the Environment, Nature Conservation and Sustainable Development	sigfriedalex18@gmail.com	Yaoundé
10	Serena Mélie	National Meteorological Office	serenamelie2@gmail.com	Yaoundé
<b>CAR</b>				
11	SELEDEZON Sylvain	Ministry of Agriculture and Rural Development	s.seledezon@yahoo.fr	Bangui
12	AMOUDOU SIDI Mariam	National Climate Coordination	mariamsid2006@yahoo.fr	Bangui
13	Josiane ISSINE GOANA	Ministry for the Environment and Sustainable Development	issinejo@yahoo.com	Bangui
14	YANGBODO David	National Climate Coordination	yangbondom@gmail.com	Bangui
<b>Chad</b>				
15	ALI GAMANE KAFFINE	Ministry of the Environment, Fisheries and Sustainable Development	gamanekaffine@gmail.com	Ndjamena
16	Mahamat Hassane Idriss	Water Resources and Meteorology Department	mhi1962@yahoo.fr	Ndjamena
17	Mahamat Mallah Djarma	Institute of Research for Development (IRD)	dmallah@irdglobal.org	Ndjamena
18	BAOHOUTOU Lahoté	University of Ndjaména, Physical geography, hydrology and climatology option	baohoutou@yahoo.fr	Ndjamena

<b>Congo</b>				
19	DINGA Jean Bienvenu	National Institute for Research in Exact and Natural Sciences (IRSEN)	bvs_dinga@yahoo.fr	Brazza ville
20	DINGA Paul	National Meteorology office	dinga_paul@yahoo.fr	Brazza ville
21	Moundzeo Lambert	National Institute for Agronomic Research	moundzeo@yahoo.fr	Brazza ville
<b>DRC</b>				
22	Grégoire Baku	Ministry for the Environment and Sustainable Development	grego_baku@yahoo.fr	Kinshasa
23	Bertin BAPINGA	National Agency for Satellite Meteorology and Remote Sensing (MettelSat)	bapibertin@yahoo.fr	Kinshasa
24	Albert Mfwamba	Ministry for the Environment and Sustainable Development	albertmfwamba.kad@gmail.com	Kinshasa
25	Félix MBUMBA	Ministry for the Environment and Sustainable Development	yafelix61@hotmail.com	Kinshasa
26	Olivier THAMBA	National Agency for Satellite Meteorology and Remote Sensing (MettelSat)	oligothamba@gmail.com	Kinshasa
<b>Equatorial Guinea</b>				
27	Maximiliano Fero Meñe	National University of Equatorial Guinea	maxisogosate@gmail.com	Malabo
28	ANTONIO MICHA ONDO ANGUE	Ministry of Forestry and Environment	ammicha025@gmail.com	Malabo
<b>Gabon</b>				
29	Bertrand LELE	National Meteorological Office	blele@gpmgabon.com	Libreville
30	HonoratAMBOUROUE	National Meteorological Office	opambourat7@gmail.com	Libreville
31	Ludovic Edgar MOUNDOUNGA	General of the Merchant Navy office	emoundounga@gmail.com	Libreville
<b>Rwanda</b>				
32	Hakuzi Mana	Company for Protection of Environment and Development (COPED)	hakuzimana@rema.gov.rw	Kigali
33	Yves MUGOBOKA	Rwanda Mines, Petroleum and Gas Board	mugobokayves10@gmail.com	Kigali
34	Rwanda Agriculture Board	Rwanda Agriculture Board	svetlana.gaidashova@rab.gov.rw	Kigali
<b>Sao Tome and Principe</b>				
35	José Luiz Lima Onofre	National Meteorological Institute	limaonofre@gmail.com	Sao Tomé
36	Aristomenes Nascimento	National Meteorological Institute	menesnascimento@hotmail.com	Sao Tomé

<b>37</b>	Sonia Ferrande	Directorate-General for Agriculture	Soni_fer@hotmail.com	Sao Tomé
-----------	----------------	-------------------------------------	----------------------	----------

## Members of the RTWG “GHG inventories and projections and NDC

N <sup>o</sup>	Expert	Institutions and/or position	Email and/or phone	Town
<b>Angola</b>				
1	Belarmina de Almeida	Ministry of Culture Tourism & Environment, National department of Environment and Climate Action Senior Environmental Official	<a href="mailto:belarmina.almeida@mcta.gov.ao">belarmina.almeida@mcta.gov.ao</a>	Luanda
2	Elyvaldo Agostinho -	Sonangol E.P. Direcção de Qualidade, Saúde, Segurança e Ambiente	<a href="mailto:elyvaldo.agostinho@sonangol.co.ao">elyvaldo.agostinho@sonangol.co.ao</a>	Luanda
3	Humberta Alberto Paixao	Ministry of Environment and Sustainable Development Head of MRV Department	<a href="mailto:humbertafortes4@hotmail.com">humbertafortes4@hotmail.com</a>	Luanda
4	Luis Domingos Constantino	Head of Department Ministry of Environment	<a href="mailto:luconsta@hotmail.com">luconsta@hotmail.com</a> <a href="mailto:luisdomingosconstantino@gmail.com">luisdomingosconstantino@gmail.com</a>	Luanda
5	Paulo Correia	MIREMPET	<a href="mailto:paulojoamcorreia@gmail.com">paulojoamcorreia@gmail.com</a>	Luanda
<b>Burundi</b>				
6	Cyprien Ndayegamiye	Greenhouse Gas Inventory Agriculture, Ministry of Agriculture and Livestock	<a href="mailto:ndayegamiye@yahoo.fr">ndayegamiye@yahoo.fr</a> +25779910797	Bujumbura
7	Eric Niyonkuru	Greenhouse Gas Inventory Agriculture, Ministry of Agriculture and Livestock	<a href="mailto:ericniyo2@yahoo.fr">ericniyo2@yahoo.fr</a>	Bujumbura
8	Jeannine Njeimana	Greenhouse Gas Inventory Agriculture, Ministry of Agriculture and Livestock	<a href="mailto:rbarakiza@yahoo.com">rbarakiza@yahoo.com</a>	Bujumbura
9	Jerome Karimumuryango	Ministry of Agriculture and Livestock Agriculture and livestock planning officer, Senior Expert in POPs, in charge of BUR1 report compilation	<a href="mailto:karimumuryango@gmail.com">karimumuryango@gmail.com</a>	Bujumbura
10	Ngenzebuhoro Emmanuella	Expert IGES	<a href="mailto:manuniba@yahoo.fr">manuniba@yahoo.fr</a>	Bujumbura
11	Nsabimana Salvator	OBPE	<a href="mailto:nsabsalva@yahoo.fr">nsabsalva@yahoo.fr</a>	Bujumbura
<b>Cameroon</b>				
12	Dudley Achu Sama	Expert GHG inventory and projections in Agriculture; MSW; Oil & Gas, industry	<a href="mailto:dsama2@yahoo.com">dsama2@yahoo.com</a> +(237) 2235608	Yaoundé
13	Lamfu Fabrice Yengong	University of Buea, teaching assistant, Laboratory technician, part time lecturer University of Bamenda		Yaoundé

1 4	Missi Missi Phillipe	Ministry of Environment, Nature Protection and Sustainable Development, Expert in National Reports NC	<a href="mailto:missi.philippe@gmail.com">missi.philippe@gmail.com</a>	Yaoundé
1 5	Pismo Robert	Expert IGES	<a href="mailto:robertpismo@gmail.com">robertpismo@gmail.com</a>	Yaoundé
1 6	Sonwa Denis	CIFOR (Center for International Forestry Research)	<a href="mailto:d.sonwa@cgiar.org">d.sonwa@cgiar.org</a> (237) 222 227 449	Yaoundé
<b>Central African Republic</b>				
1 7	Aubin Charles Nziaoue	PF CDN	<a href="mailto:acnziaoue@yahoo.fr">acnziaoue@yahoo.fr</a>	Bangui
1 8	Bassala Honoré Dieudonné	Teacher-researcher, University of Bangui, Ministry of Higher Education	<a href="mailto:bassala.honore@gmail.com">bassala.honore@gmail.com</a> +236 72744715 / 75440502	Bangui
1 9	Berta Marida Mbaya Wandakpando	Expert IGES	<a href="mailto:bertameymbaya@gmail.com">bertameymbaya@gmail.com</a>	Bangui
2 0	Gonidanga Serge Bruno	Department of Chemistry, Faculty of Science, University of Bangui		Bangui
2 1	Marie Brice Vopeyand Vopeyande	Director of Agronomic Research Department at Central African Institute for Agronomic Research		Bangui
2 2	Ousman Oumar	Research Director, Central African Institute for Agronomic Research, Central African Ministry of Rural Development	<a href="mailto:ousmanoubou@yahoo.fr">ousmanoubou@yahoo.fr</a> +236 617987; +236 611987	Bangui
<b>Chad</b>				
2 3	Abderaman Choua	Expert IGES	<a href="mailto:abderamanechoua@yahoo.fr">abderamanechoua@yahoo.fr</a>	Ndjamena
2 4	Djangrang Man-na,	Ati University of Science and Technology	<a href="mailto:djangrangmanna@gmail.com">djangrangmanna@gmail.com</a>	Ndjamena
2 5	Hamid Zakaria Souleymane	National Climate Change Focal Point Ministry in charge of the Environment and Ministry in charge of National Meteorology		Ndjamena
2 6	Hassane Makaye Mahamat	Deputy Head of Division Impact Assessments and Environmental Audits, Department for Combating Climate Change pollutions		Ndjamena
<b>Congo</b>				

27	Ifo Suspense Averti	Expert GHG Inventory/mitigation	<a href="mailto:ifo.suspense@hotmail.fr">ifo.suspense@hotmail.fr</a>	Brazzaville
28	Jean De Dieu Nzila	Pedologist	<a href="mailto:jddnzila2@gmail.com">jddnzila2@gmail.com</a> (+242) 06.664.54.80/05.564.88.05	Brazzaville
29	Koubouana Félix	Ecologist, Lecturer at the National School of Agronomy and Forestry (ENSAF) at Université Marien Ngouabi	<a href="mailto:Koubouana@yahoo.fr">Koubouana@yahoo.fr</a> ; +242 05 531 10 57.	Brazzaville
30	Loubaki Eugène	Chemist and Technical Advisor Industry and Environment Ministry of Industrial Development and Promotion of the Private Sector	<a href="mailto:aedcongo2015@gmail.com">aedcongo2015@gmail.com</a>	Brazzaville
31	Mialoundama Fidèle	Biologist, Lecturer at Université Marien Ngouabi, Higher Education	+242 66642 25	Brazzaville
32	Narcisse Ofoulou Tsamaka		<a href="mailto:narcisseofoulou@gmail.com">narcisseofoulou@gmail.com</a>	Brazzaville
<b>Democratic Republic of Congo</b>				
33	Honoré Kiatoko	GHG Agriculture expert, University of Kinshasa, Faculty of Agronomy	<a href="mailto:kiatokomangeye@yahoo.fr">kiatokomangeye@yahoo.fr</a> +243994133997	Kinshasa
34	Bertin Bapinga	GHG Waste Expert, National Agency for Meteorology and Satellite Remote Sensing, Head of Division	<a href="mailto:bapibertinbertin@gmail.com">bapibertinbertin@gmail.com</a> +243898921162	Kinshasa
35	Aimé Mbuyi Kalombo	GHG Expert Industrial Processes DDD/MEDD Head of Division	<a href="mailto:kimpepejeanbosco@yahoo.fr">kimpepejeanbosco@yahoo.fr</a> +243999546165	Kinshasa
36	Cedric Nsinga	GHG Forests, Central African Forest Observatory, Remote Sensing Expert	<a href="mailto:csinga@osfac.net">csinga@osfac.net</a> +243817138388	Kinshasa
37	Bosco Kimpempe	GHG Energy, Ministry of Energy Energy/Statistics	<a href="mailto:kimpepejeanbosco@yahoo.fr">kimpepejeanbosco@yahoo.fr</a> +243999546165	Kinshasa
38	Andre Kabwe	GHG Energy Expert, Ministry of Water Resources and Electricity	<a href="mailto:akabwebibombe@yahoo.fr">akabwebibombe@yahoo.fr</a> +243815039748	Kinshasa
39	Eric Manzila.	Direction des Inventaires et Aménagement Forestiers du Ministère de l'Environnement et Développement Durable	<a href="mailto:ericmanzila7@yahoo.fr">ericmanzila7@yahoo.fr</a>	Kinshasa
40	Laurent Kalau Kanika	Programme de Gestion Durable de Foret	<a href="mailto:kalaulaurent72@gmail.com">kalaulaurent72@gmail.com</a>	Kinshasa
<b>Equatorial Guinea</b>				
41	Gabriel Ngua Ayecaba	Ministry of Forestry and the Environment	<a href="mailto:gnguaayecaba@gmail.com">gnguaayecaba@gmail.com</a> +240222270560	Malabo



4 2	Guillermo Pastor Orbe Arencibia	Ministry of Forestry and the Environment	<a href="mailto:guilleorbe2010@gmail.com">guilleorbe2010@gmail.com</a> +240222096869	Malabo
4 3	Maximiliano Fero Meñe,	Research Director, Professor of Botany, National University of Equatorial Guinea, Malabo (UNGE)	<a href="mailto:maxisogosote@gmail.com">maxisogosote@gmail.com</a>	Malabo
4 4	Saturnino Menga Mengue.	Ministerio de Bosques y Medio Ambiente	mengamengues@yahoo.es	Malabo
4 5	Severo Meñé Nsue Mikue	Ministry of Fisheries and Environment	<a href="mailto:severo.mane@gmail.com">severo.mane@gmail.com</a> + 240 222 27 82 81.	Malabo
<b>Gabon</b>				
4 6	Hugues N'GOSSO	Agriculture Expert, GHG Inventory		Libreville
4 7	Inès NellyMOUSSAVOU	Forest Expert, GHG Inventory		Libreville
4 8	Janvier Kevin NDONG NZOGHO	GHG Inventory Coordinator, UNFCCC Expert		Libreville
4 9	Jean Claude ALLOGO OBAME	IPPU Expert, GHG Inventory		Libreville
5 0	Judicaël Léonce ANVANE-OBAME	Energy Expert, GHG Inventory		Libreville
5 1	Tanguy GAHOUMA BEKALE	National Coordinator TNC-BUR		Libreville
<b>Rwanda</b>				
5 2	Alphonse Mutabazi	REMA: GHG Inventory, 2006 IPCC Guidelines and 2006 IPCC Software, Climate Change Programme Manager - REMA	<a href="mailto:mutalpho@hotmail.com">mutalpho@hotmail.com</a> <a href="mailto:mutalpho@gmail.com">mutalpho@gmail.com</a>	Kigali
5 3	David.Ukwishaka	CBIT-GSP GHG Inventory Focal Point	<a href="mailto:dukwishaka@rema.gov.rw">dukwishaka@rema.gov.rw</a>	Kigali
5 4	Dismas Bakundukize	AFOLU, Director of Forestry Management, RWFA	<a href="mailto:bakudismas@yahoo.com">bakudismas@yahoo.com</a> +250 5510 1277	Kigali
5 5	Innocent Nkurikiyimfura,	Lecturer - UR/CST, Energy	<a href="mailto:inkurikiyimfura@ur.ac.rw">inkurikiyimfura@ur.ac.rw</a>	Kigali
5 6	Jean Nduwamungu,	University of Rwanda, College of Agriculture, Animal Sciences and Veterinary Medicine, URCAVM AFOLU	<a href="mailto:jeanduwa@gmail.com">jeanduwa@gmail.com</a>	Kigali

5 7	Pearl Nkusi,	Rwanda Environment Management Authority	<a href="mailto:pnkusi@rema.gov.rw">pnkusi@rema.gov.rw</a>	Kigali
<b>Sao Tome and Principe</b>				
5 8	Arlindo de Ceita Carvalho	National Director of the Environment Ministry of Public Works, Infrastructures, Natural Resources and Environment	<a href="mailto:bureau_ozono@cstome.net">bureau_ozono@cstome.net</a> <a href="mailto:arceitacarv@hotmail.com">arceitacarv@hotmail.com</a> +239 225 271; 226 264; 227 156	Sao Tomé
5 9	Adérito Bonfim	Industrial Waste and Residues Sector	<a href="mailto:aderitobonfim@yahoo.fr">aderitobonfim@yahoo.fr</a>	Sao Tomé
6 0	Álvaro Vila Nova	Director CIAT STP, Agronomic Research Center Agriculture and Livestock Sector	<a href="mailto:ciatstp@cstome.net">ciatstp@cstome.net</a> +239 223342 +239 223343	Sao Tomé
6 1	Fausto Vera Cruz	Technical Director of National Petrol Agency, Energy		Sao Tomé
6 2	Meyer António -	Direcção das Florestas e da Biodiversidade	<a href="mailto:meymadra@hotmail.com">meymadra@hotmail.com</a>	Sao Tomé
6 3	Severino Neto Do Espirito Santo	Scientific Director Agronomic Research Center, CIAT-STP	<a href="mailto:ciatstp@cstome.net">ciatstp@cstome.net</a> +239 223342; +239 223343	Sao Tomé
6 4	Sulisa Signo Bom Jesus	MRV Expert	<a href="mailto:suligno@gmail.com">suligno@gmail.com</a>	Sao Tomé

### Members of the RTWG Monitoring of Adaptation Actions

N°	Expert	Sex	Sector	Email	Téléphone
<b>Angola</b>					
1	Luna Fortunato Pedro	M	Adaptation	<a href="mailto:lunadefatimadecarvalho@gmail.com">lunadefatimadecarvalho@gmail.com</a>	
<b>Burundi</b>					
2	Bonja Prosper	M	Adaptation	<a href="mailto:bonjaproper@gmail.com">bonjaproper@gmail.com</a>	
<b>Cameroun</b>					
3	Essomba Atangana Edwige	F	Adaptation	<a href="mailto:edwigeessombaatanqana@gmail.com">edwigeessombaatanqana@gmail.com</a>	
<b>Congo</b>					
4	Moutou Vivien Parfait	M	Adaptation	<a href="mailto:vivienparfaitm@gmail.com">vivienparfaitm@gmail.com</a>	

<b>RCA</b>					
5	Mariam AMOUDOU SIDI Catherine	F	Adaptation	<a href="mailto:mariamsid2006@yahoo.fr">mariamsid2006@yahoo.fr</a>	
<b>RDC</b>					
6	Médiatrice Mutalemba Kabuya	F	Adaptation	<a href="mailto:kabuyamedia@gmail.com">kabuyamedia@gmail.com</a>	
<b>Gabon</b>					
7	Sandy Mbia Bourdettes	F	Adaptation	<a href="mailto:sandymbiabourdettescnc@gmail.com">sandymbiabourdettescnc@gmail.com</a>	
<b>Guinée Equatoriale</b>					
8	Robustiano Gaspar Esono Afugu	M	Adaptation	<a href="mailto:robustiano.rge@gmail.com">robustiano.rge@gmail.com</a>	222 073 042
<b>Rwanda</b>					
9	Bavuge Bernardin	M	Adaptation	<a href="mailto:bbavuge@rema.gov.rw">bbavuge@rema.gov.rw</a>	
<b>Tchad</b>					
10	Mahamat Hassane Idriss	M	Adaptation	<a href="mailto:mhi1962@yahoo.fr">mhi1962@yahoo.fr</a>	
<b>Sao Tomé et Principe</b>					
11	Lourenço Monteiro de Jesus	F	Adaptation	<a href="mailto:lmonteirodejesus@gmail.com">lmonteirodejesus@gmail.com</a>	

### Members of the RTWG Monitoring of Mitigation Actions

N°	Experts	Sex	Sector	Email	Téléphone
<b>Angola</b>					
1	Luna Fortunato Pedro	M	Mitigation	<a href="mailto:lunadefatimadecarvalho@gmail.com">lunadefatimadecarvalho@gmail.com</a>	
2	Julcileia Vasconcelos	F	Mitigation	<a href="mailto:julcileia_vasconcelos@hotmail.com">julcileia_vasconcelos@hotmail.com</a>	
<b>Burundi</b>					
3	Polisi Alphonse	M	Mitigation	<a href="mailto:alphonsepolisi4@gmail.com">alphonsepolisi4@gmail.com</a>	
4	Renilde Ndayishimiye	M	Mitigation	<a href="mailto:renildend@gmail.com">renildend@gmail.com</a>	

5	Cecília Silva			silva_cec@yahoo.com.br	
<b>Cameroun</b>					
6	Pismo Robert	M	Mitigation	<a href="mailto:robertpismo@gmail.com">robertpismo@gmail.com</a>	
7	Kagonbe	M	Mitigation	<a href="mailto:kagonbet.kagonbet@yahoo.fr">kagonbet.kagonbet@yahoo.fr</a> ;	
<b>Congo</b>					
8	Ifo Suspence Averti	M	Mitigation	<a href="mailto:averti.ifosuspens@umng.cg">averti.ifosuspens@umng.cg</a>	
<b>RCA</b>					
9	David Yangbodo	M	Mitigation	<a href="mailto:yangbondom@gmail.com">yangbondom@gmail.com</a>	
10	Tola Gildas		Mitigation	<a href="mailto:gildastolakogadou@yahoo.fr">gildastolakogadou@yahoo.fr</a> ;	
<b>RDC</b>					
11	Esther Ndungidi	F	Mitigation	<a href="mailto:estherndungidi@gmail.com">estherndungidi@gmail.com</a>	
12	Martine Badibanga		Mitigation	<a href="mailto:martinebk@yahoo.co.uk">martinebk@yahoo.co.uk</a> ;	
<b>Gabon</b>					
13	Mba Metou Oswald	M	Mitigation	<a href="mailto:wisinmetou@hotmail.com">wisinmetou@hotmail.com</a>	+24166746030/077521705
14	Davy Onomori Mboumba	M	Mitigation	davyonomoricnc@gmail.com	
<b>Guinée Equatoriale</b>					
15	Robustiano Gaspar Esono Afugu	M	Mitigation	<a href="mailto:robustiano.rge@gmail.com">robustiano.rge@gmail.com</a>	222 073 042
16	Robustiano Cuaresma Mbomio Esono	M	Mitigation	<a href="mailto:robustiano.cuaresmarc8@gmail.com">robustiano.cuaresmarc8@gmail.com</a>	222 748 358
17	Gabriel Ngua Ayecaba	M	Mitigation	gnguaayecaba@gmail.com ;	
<b>Rwanda</b>					
18	Bavuge Bernardin	M	Mitigation	<a href="mailto:bbavuge@rema.gov.rw">bbavuge@rema.gov.rw</a>	
19	Herman Hakuzimana	M	Mitigation	<a href="mailto:hermanhakuzimana@gmail.com">hermanhakuzimana@gmail.com</a>	
<b>Tchad</b>					
20	Mr Abderaman choua	M	Mitigation	<a href="mailto:cabderamane@gmail.com">cabderamane@gmail.com</a>	
21		M	Mitigation	ahmatali.env.92@gmail.com	

<b>Sao Tomé et Principe</b>				
22	Gabriel Maquengo	M	Mitigation	<a href="mailto:gabrymakengo@gmail.com">gabrymakengo@gmail.com</a>
23	Sulisa Signo Bom Jesus Quaresma	M	Mitigation	<a href="mailto:suligno@gmail.com">suligno@gmail.com</a>

