

*User Manual to:*  
ICAT Forestry Capacity Building Module

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## PREPARED UNDER

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The ICAT project is managed by the United Nations Office for Project Services (UNOPS).



## 1. Introduction

This document is a user manual to the Capacity Building Module for ICAT's [Forestry Guidance](#). It provides (1) an overview of the Capacity Building Module and (2) an in-depth walkthrough of the Module structure and interactive functionalities, including examples and quizzes. This manual is intended to support ICAT implementing partners and other users and instructors to navigate through the Module and its features.

Lastly, this manual includes guidance on how trainers can adapt the modules to include specific examples and country- or project-specific information based on the ICAT Forestry Guidance.

## 2. The Forestry CB Module

The Forestry Capacity Building (CB) Module, comprised of a deck of slides named "ICAT CB Forestry", provides didactic presentations on key content within ICAT Forestry Guidance in a self-paced format for each Part (total of 4 decks) of the Guidance (*April 2020*). The CB Module includes quizzes, exercises, examples, and templates to facilitate interactive learning. The CB Module Parts (I-IV) do not contain new content beyond the existing Forestry Guidance. Users should refer to the Forestry Guidance for complete and detailed content.



The ICAT CB Forestry Module includes instructional materials in the following formats:

- PowerPoint Presentations: These files are only made available to ICAT Implementing Partners. The presentations can be tailored for specific countries' and projects' contexts and needs (see **Section 7** for instructions).
- Excel Examples and Templates: Detailed examples and reporting templates in Microsoft Excel format.

### 2.1 Interactivity

The Forestry CB Module is equipped with clickable buttons embedded into its PowerPoint files to aid instructors and users (during self-paced learning) to navigate the content in a more interactive, modular, and/or focused way. It is envisioned that users can interact with the content more freely by jumping to specific examples and exercises while also being able to skip them and/or return to the main content track.

## 3. Module Structure

The Forestry Guidance CB Module contains four Parts (see table below), corresponding to the four Parts of the Forestry Guidance and its associated chapters. Each presentation is intended to last roughly 30-40 minutes.<sup>1</sup>

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<sup>1</sup> Part III is expected to last around one hour.

Module Parts	Forestry Guide Chapters
Part I	1, 2, 3, & 4
Part II	5 & 6
Part III	7, 8, & 9
Part IV	10 & 11

Within each Part, key content within the methodologies are often paired with example boxes and step-by-step exercises. Users and instructors can tailor these slides in the presentation to showcase and exemplify content with information gathered from specific country projects and/or pilot studies (see **Section 7** for further instructions). Most of the examples and exercise slides are pre-filled with sample data and information found in the Forestry Guidance.

#### 4. Using the Module – stepwise

The following step-by-step overview of the CB Module uses example slides from Parts I and III of the CB Module. However, this overview is applicable to all Parts in the CB Module as they follow a similar structure and contain similar functionalities.

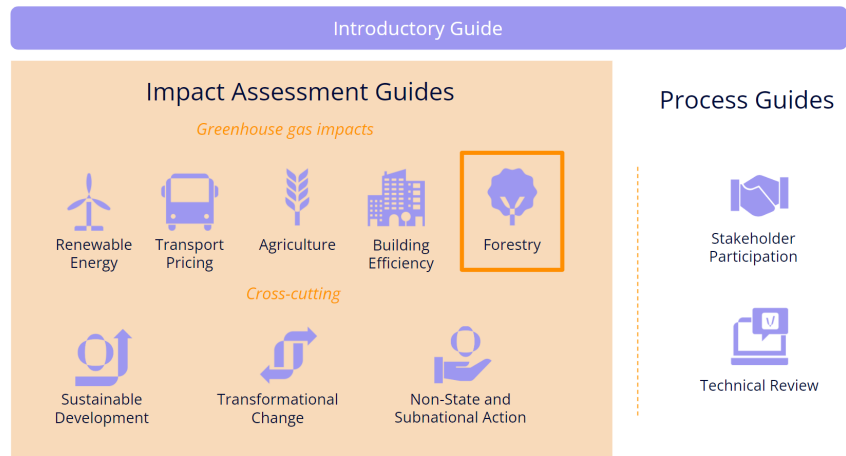
The first three slides (see **Figure 1**, **Figure 2**, and **Figure 3**) in all of the CB Module Parts provide an outline of the content. The presentation starts being interactive and with content-related material from slide 4 onward (see **Figure 4**).



**Figure 1:** Opening slide containing the name of the guidance and the presentation’s specific part

## Series of ICAT Assessment Guides

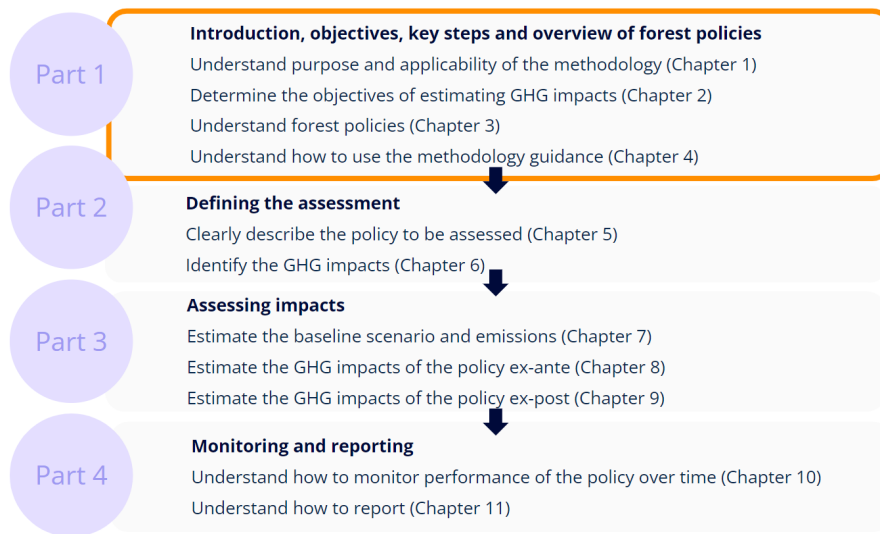
2



**Figure 2:** Overview of ICAT methodologies with an emphasis on the *Forestry* icon for being the specific focus in the presentation.

## Overview of the Forest Methodology

3

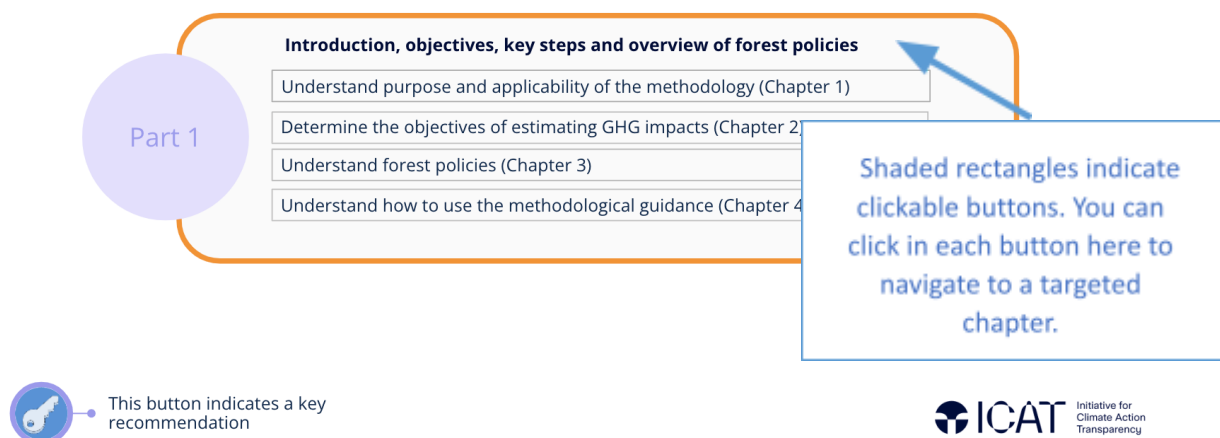


**Figure 3:** Overview of the full Forestry Guidance outline and highlight of the specific Part (Part I, in this example) this presentation is on.

## Part I: Steps overview

4

This is an interactive panel: navigate by clicking on a particular step

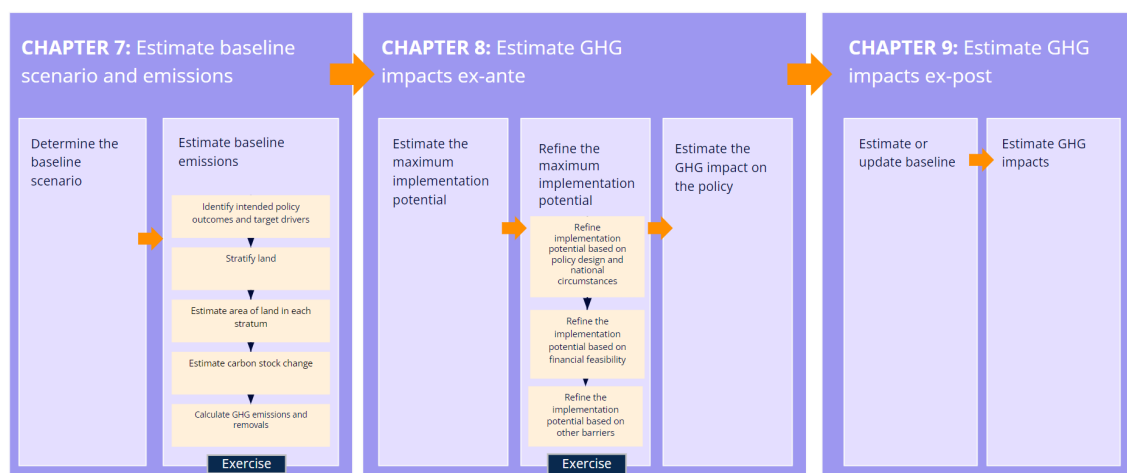


**Figure 4:** Interactive table of contents of the presentation.

On slide 5 in both Parts II and III (**Figure 5**), you will find an Analysis map, which is a detailed layout of methodology steps contained in the Forestry Guidance. These are referred to throughout the presentation to provide reminders of what has been covered and show the next steps.

## Part III: Analysis map

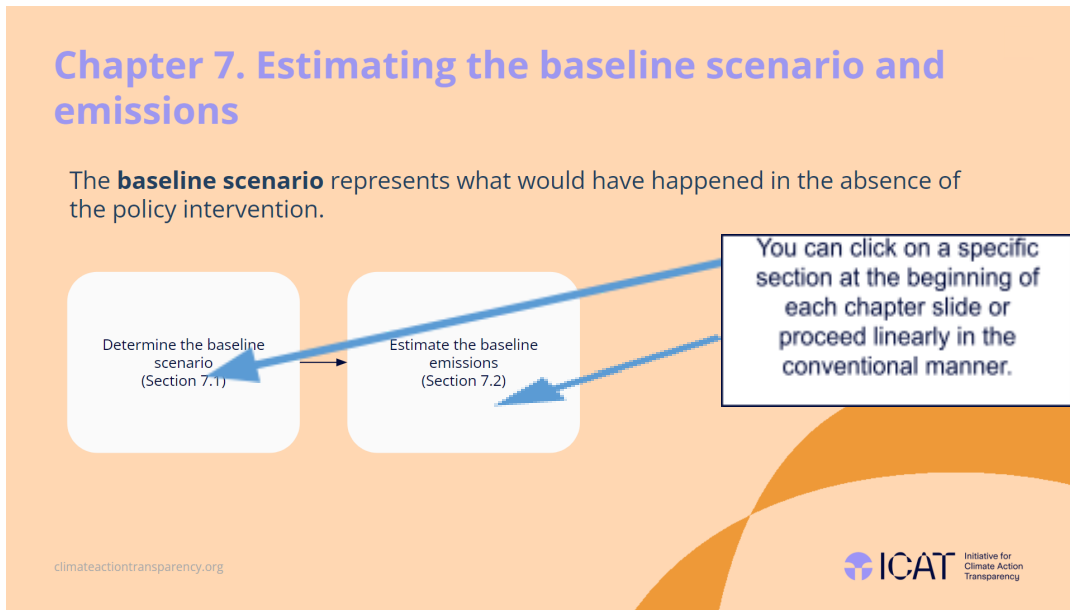
### PART III: Assessing impacts



**Figure 5:** Summary of steps within the Forestry Guidance for Chapters 7, 8, and 9 for assessing impacts.

After the introductory slides outlined above, the presentation begins introducing

content by chapter. The presentation can be followed either in an interactive and dynamic way, as displayed in **Figure 6**, or linearly.

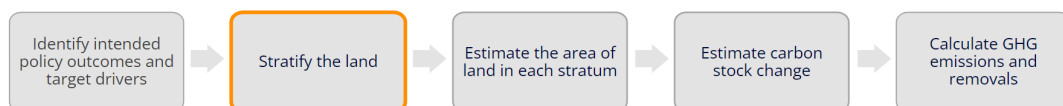


**Figure 6:** Each chapter contains the sequence of content by sections.

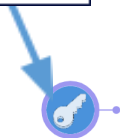
Slides are designed to contain the main content within each chapter’s sections and link to other resources, as applicable and where available. **Figures 7 and 8** provide detail on the main interactive elements that can be found within a content slide.

## 7.2.2 Stratify land

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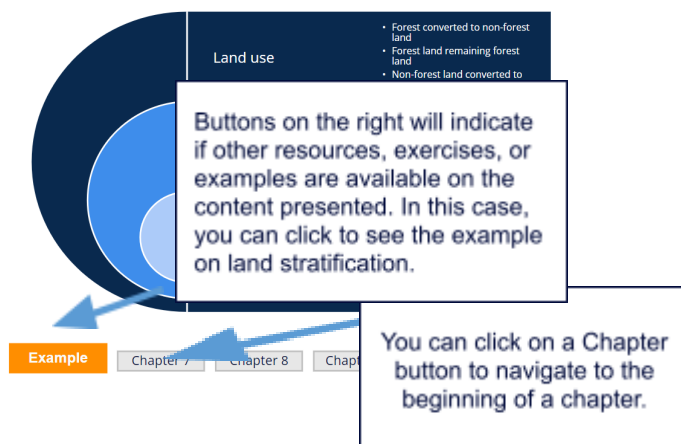
This icon indicates a key recommendation that is displayed in full text. This can't be hidden (i.e., not interactive).



Identify the affected land categories where changes in land use and forest management are expected to occur under the policy scenario

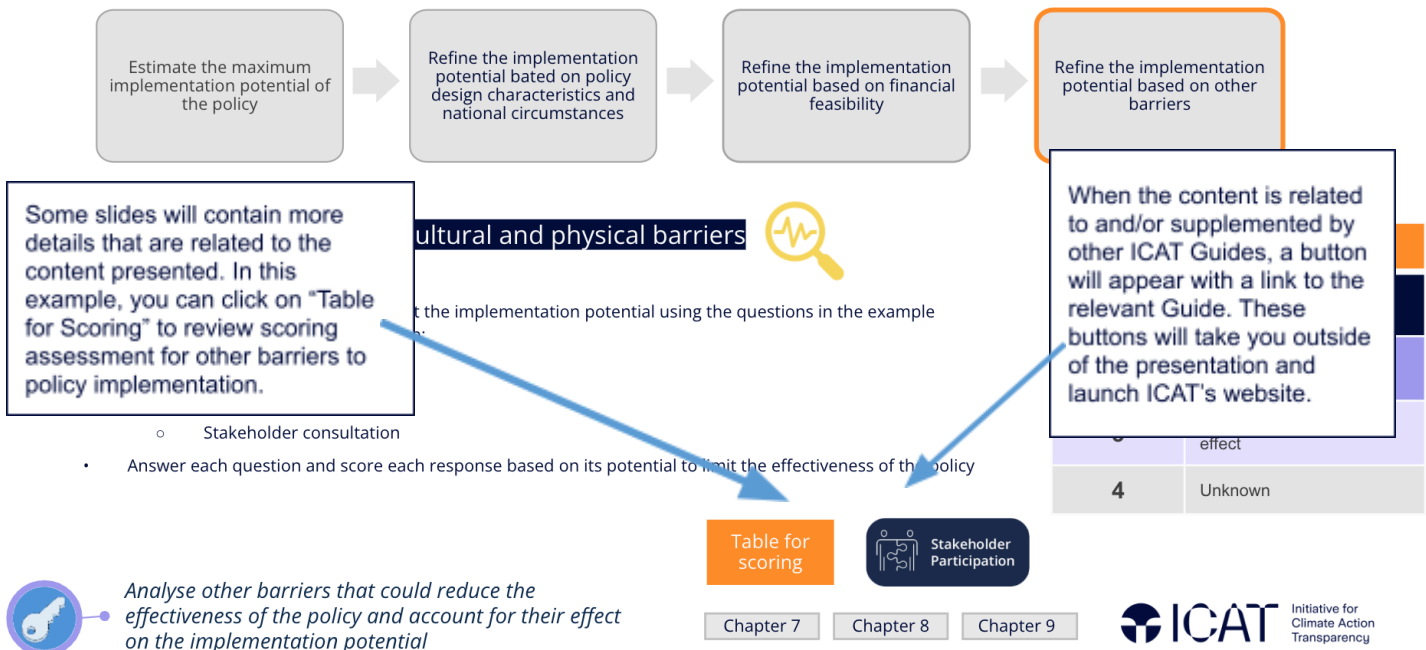
Divide each land category into sub-categories, by climate information, forest types and forest management

Identify the intended policy outcomes and target drivers



**Figure 7:** Content slide with interactive elements.

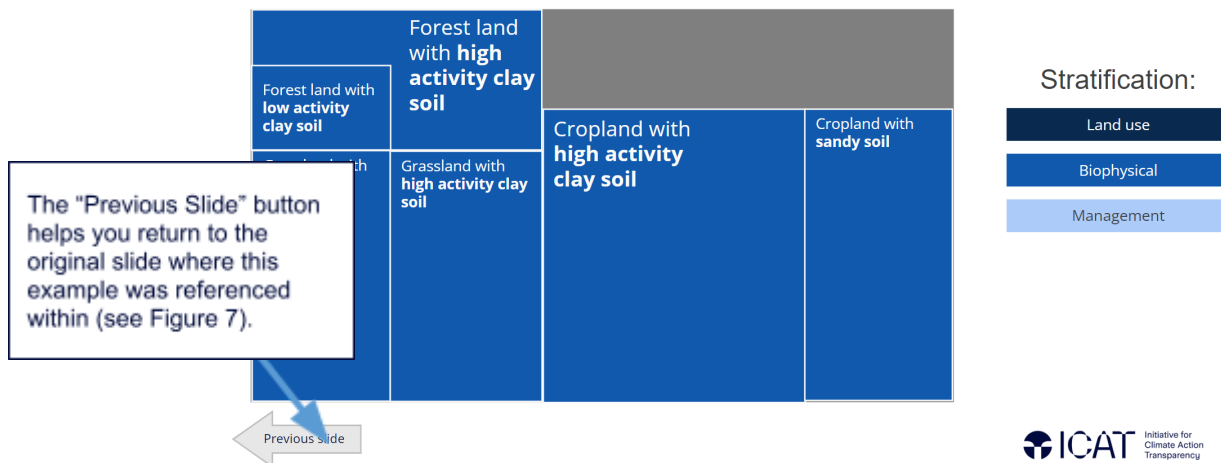
# 8.5 Account for other barriers (1/2)



**Figure 8:** Content slide with interactive elements.

When you click on an "Example" or "Exercise" button (as seen in **Figures 7 and 8**), you will navigate to either one slide or a series of slides containing additional content relevant to the section (placed after the core presentation). These additional slides contain a clickable arrow to bring you back to the original slide for the presentation to continue in the Guidance's content order (see **Figure 9** for the "Example" linked in **Figure 7** above).

## Example of land stratification



**Figure 9:** Example of land stratification, placed after the core presentation



## 4.1 Notes within the slide presentation

In the slides' notes section, presentation notes are provided as shown in **Figure 10**. There are three types of notes:

- **Presentation text** – is language a presenter can use when verbally presenting the content.
- **Slide functionality notes** – provide information on the interactive components or animations within the slide. These notes are in brackets and italics to indicate they are not text to be read out loud during the presentation.
- **Country-specific slide adaptation notes** – indicate areas where the slides can be adapted with country- or project-specific information when such information is available. These notes are also in brackets and italics.

The screenshot shows a slide presentation interface with a slide titled "7.2.3 Estimate the area of land in each stratum". The slide content includes a flowchart with five steps: "Identify intended policy outcomes and target drivers", "Stratify the land", "Estimate the area of land in each stratum" (highlighted with an orange border), "Estimate carbon stock change", and "Calculate GHG emissions and removals". Below the flowchart, there are bullet points and three boxes: "Resources", "Example of simple trendline", and "Simple trendline exercise". At the bottom, there are three boxes for "Constant baseline approach", "Simple trend baseline approach", and "Advanced trend baseline approach". A callout box on the right says "You will find all available notes in the slide presentation's notes section." with a blue arrow pointing to the notes section. The slide also includes a footer with "ICAT Initiative for Climate Action Transparency" and "Chapter 7", "Chapter 8", "Chapter 9".

**Figure 10:** Example of notes within the slide presentation

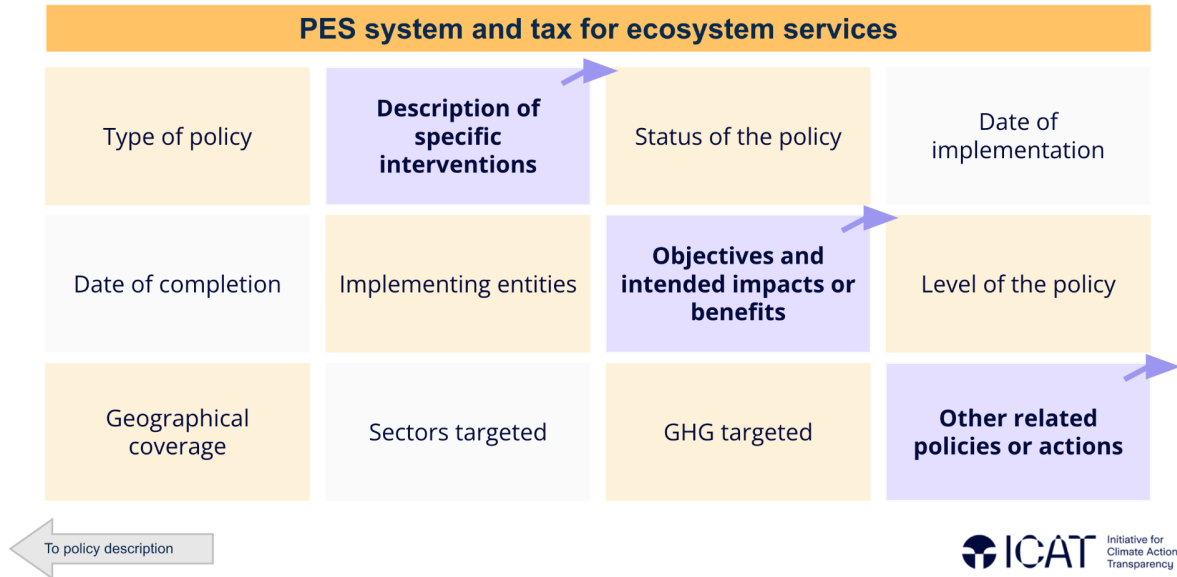
## 4.2 Interactive Examples

Interactive and dynamic examples are also present in Parts II and III. You can interact with the buttons and squares to reveal the complete example. See both examples demonstrated below:

### a) Example of Policy Description (Part II)

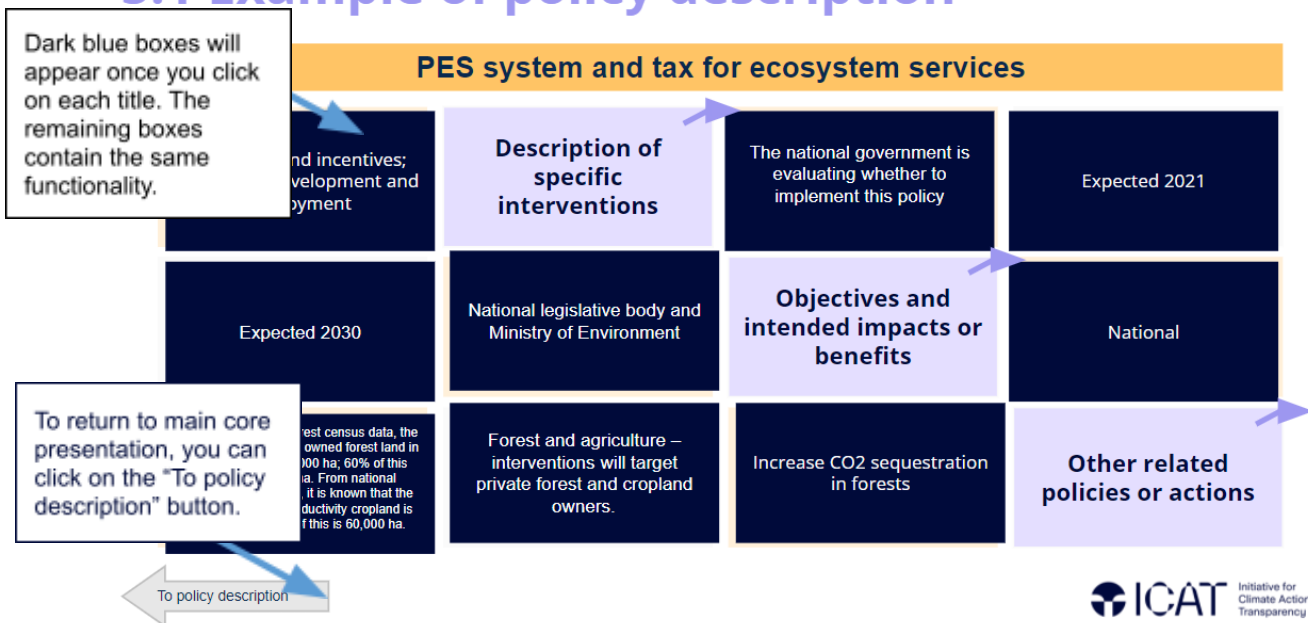
In this example, you can reveal each information component of the policy description one at a time from the Guidance's PES system and tax for ecosystem services policy example. Clicking on the text within each box will reveal the information text in this example. The blue arrow on some of the boxes indicates the information is in a separate slide and you will be taken to a new slide to see the full information example once clicked.

## 5.1 Example of policy description



The image below shows the example for “Type of policy”, “Date of completion, and “Sectors targeted” being revealed. You can click in all of the remaining boxes to reveal the remaining content.

## 5.1 Example of policy description



When you click on the boxes with an upper-corner arrow, for example, “Objectives and intended impacts or benefits”, you will be taken to a separate slide (see image below).

To return to the slide with the complete “Example of policy description”, you can do so by clicking on the button “Back to policy example” and continue with the interactive exercise.

## 5.1 Example objectives and impacts

- The goals of the PES programme are to expand SFM activities, and promote A/R through tree planting or natural regeneration. Specifically, the goals are to:
  - increase forest carbon stocks on private forest land
  - increase forest carbon stocks on low-productivity cropland
  - decrease soil erosion
  - increase economic output for ecosystem services, including water retention/run-off and biodiversity
  - reduce degradation pressure on private forest lands
  - accelerate adoption of improved SFM on a widespread basis by demonstrating ecosystem service benefits of improving forest carbon stocks.

You can click on “Back to policy example” to return to the exercise. From the exercise slide, you can return to the main core presentation with “To Policy Description” button.

Back to policy example

### b) Example of land stratification (Part III)

This interactive slide showcases a land stratification example (1-4 steps below). You will first see the plain example with a “Total land area” square. You can click on “Land use”, “Biophysical”, and “Management” buttons (on the right side of the screen) to reveal the various stratifications at a time.

#### Example of land stratification



Previous slide

1. Total land area displayed (base slide)

#### Example of land stratification

Stratificator

- Land use
- Biophysical
- Management

Forest land	Settlements
Grassland	Cropland

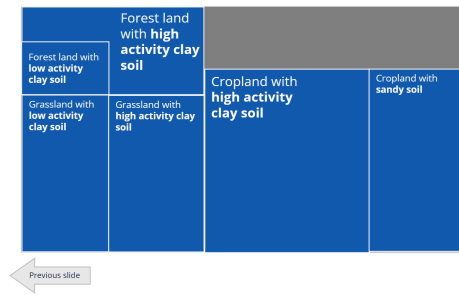
Stratification:

- Land use
- Biophysical
- Management

Previous slide

2. Land use displayed

### Example of land stratification



3. Biophysical displayed

### Example of land stratification



4. Management displayed

To return to the core presentation where land stratification is introduced, you can click on the “Previous slide” arrow button at the bottom of the slide.

### 5. Quizzes

Parts I, II, and III contain quizzes to secure knowledge absorption and to interact with the audience during a presentation. At the end of each chapter in these Parts, there is a set of questions tailored to the chapter’s content (see **Figure 10**).

## Part II: QUIZ 4

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**In the steps to identify the GHG impacts of a policy, what do you do once you have identified the inputs and activities?**

Answers:

- a) Identify potential GHG effects
- b) Identify stakeholders
- c) Develop a causal chain
- d) Identify and describe intermediate effects

Answer

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**Figure 10:** Quiz question in Part II

For each question, you can reveal the correct answer by clicking on the “Answer” button (see **Figure 11**). These questions are not meant for graded testing (i.e., are formative not summative assessments). Presenters can also insert more questions in topic areas not currently covered by the quizzes provided.

Part II: QUIZ 4 32

**In the steps to identify the GHG impacts of a policy, what do you do once you have identified the inputs and activities?**

Answers:

- a) Identify potential GHG effects
- b) Identify stakeholders
- c) Develop a causal chain
- d) Identify and describe intermediate effects**

Answer

You can reveal the correct answer to each quiz by clicking on the "Answer" button.

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**Figure 11:** Quiz question with correct answer revealed

## 6. Spreadsheet Exercise and Templates

Parts II and III of the CB Module are also accompanied by spreadsheets with detailed examples and associated reporting templates for country- and/or project-specific input. Where detailed exercises exist, a slide will indicate when to interact with the spreadsheet material (as seen in **Figure 12**). In each spreadsheet, there is "Content" sheet providing an outline of all the examples and templates available within the spreadsheet.

Spreadsheet exercise 38

**Go to Excel spreadsheet for the templates and exercises on the description of administrative activities, intermediate effects and SD impacts**

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**Figure 12:** Slide reference to Excel spreadsheet exercises.

## 7. Tailoring the Presentation

The CB Module's Parts can be customized and tailored to specific audiences. For instance, when conducting a country pilot study, the Module examples and exercises can be completed and/or overwritten using data collected during the pilot study. A few examples where tailoring can happen are highlighted below.

### STEP 3: Describe the intermediate effects (2/3)<sup>10</sup>

	Detail/explanation	Geographic location of effect	Timing of effect
<b>INPUTS</b>			
Input 1			Example
Input 2			
<b>ADMINISTRATIVE ACTIVITIES</b>			
Input 3			Example
Input 4			
Input 5			

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### STEP 3: Describe the intermediate effects (3/3)<sup>10</sup>

Intermediate effect	Detail/explanation	Affected parameter	Direction of effect	Amount of effect	Geographic location of effect	Timing of effect
Effect 1						
Effect 2						Example

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In Part II, the template above can be completed with a specific policy's inputs, activities, and related information.

In Part II, the template above can be completed with a specific policy's intermediate effects and related information.

### Exercise to determine simple trend baseline<sup>72</sup>

Historical data	Strata	Area at time $T_{(n)}$ (million ha) <sup>(70)</sup>	Area at time $T_{(0)}$ (million ha) <sup>(70)</sup>	Average annual change over 20 yrs (million ha/yr)
	Forest land	18	14	?
	Annual cropland	9	15	?
	Perennial cropland	5	5	?
	Improved grassland	26	?	?
<b>Total</b>	?	?	?	0

Extrapolated data	Strata	Area at time $T_{(n)}$ (million ha)	Area at time $T_{(0)}$ (million ha)
	Forest land	?	?
	Annual cropland	?	?
	Perennial cropland	?	?
	Improved grassland	?	?
<b>Total</b>	?	?	

Answer ICAT Initiative for Climate Action Transparency

### Example of monitoring parameters for forestry<sup>25</sup>

Parameter and unit	Potential source of data	Parameter type	Suggested monitoring frequency
<b>All</b>			
Land-use classification (by ecological domain and climate zone)	Remotely sensed and aerial imagery Land cover maps National forest inventory GHG Reports IPCC 2006 GL Table 4.1	Assumption	Once
<b>Land use change</b>			
Area of land converted to forest land (ha)	Remotely sensed and aerial imagery Land-cover maps National forest inventory GHG reports	Activity data key performance indicator	At least twice (at beginning and end of policy implementation period) or periodically during policy implementation period
Biomass carbon stocks on land type I, after conversion (tonnes dry matter per ha)	Measured samples for tree attributes, such as diameters and heights, and applying species-specific allometric equations or biomass tables, from national forest inventory or country-specific research studies GHG inventory reports IPCC 2006 GLA Tables 4.7, 4.8 and 4.12, for above-ground biomass carbon stocks in forests IPCC 2006 GLA Table 5.9, for default biomass carbon stocks on cropland (tonnes C per ha) IPCC 2006 GLA Table 6.4, for default biomass stocks on grassland	Carbon stock change calculation Key performance indicator	Increased sequestration from biomass accumulation

Previous slide More examples ICAT Initiative for Climate Action Transparency

In Part III, this exercise template can be updated with historical land area data to demonstrate the calculation of extrapolated land data with the simple trend baseline.

In Part IV, you can use the template above to elaborate on a policy-specific monitoring parameters and associated information (e.g., monitoring frequency).

## 8. Contact

Feedback, comments and request for further guidance/documents can be forwarded to the following email addresses:

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Greenhouse Gas Management Institute



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