**National Inventory Coordinator: Responsibilities and Qualifications**

This document describes the position responsibilities for the **National GHG Inventory Coordinator** **(NIC)**, as well as qualifications that the NIC ideally would possess in order to effectively manage and coordinate development of a National GHG Inventory. This document is part of EPA’s National GHG Inventory Toolkit, a supplementary resource to EPA’s [*Developing a National GHG Inventory System Template Workbook*](http://www.epa.gov/climatechange/EPAactivities/internationalpartnerships/capacity-building.html). This Toolkit can be used by key members of a national inventory team to successfully design and develop a sustainable inventory system. This document clarifies likely responsibilities of the NIC, depending on existing institutional arrangements and national circumstances.

## NIC Preparation

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

* Review the UNFCCC Consultative Group of Experts (CGE) training materials on the preparation of national communications (NCs) by non-Annex I Parties [[CGE Materials](http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/349.php)]
* Review the UNFCCC guidelines/manuals related to NCs and Biennial Update Reports (BURs) from non-Annex I Parties. [[UNFCCC Guidance](http://unfccc.int/national_reports/non-annex_i_natcom/guidelines_and_user_manual/items/2607.php)]
* Review the BUR training materials on institutional arrangements. [[BUR Materials](http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/7915.php)]
* Review the IPCC Guidelines to understand the default methods, data sources, basic QA/QC, uncertainty assessment and reporting procedures. [[IPCC Guidelines](http://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html)]
* Review the inventory chapter of the previous NC and other materials relevant to the previous National GHG Inventory.
* Understand which GHG source or sink categories were identified as key categories in the previous inventory.
* Review UNDP’s [Managing the National Greenhouse Gas Inventory Process](http://ncsp.undp.org/document/managing-national-greenhouse-gas-inventory-process).
* Review the EPA’s Template Workbook on *Developing a National Greenhouse Gas Inventory System* and additional Toolkit Materials available on the GHG Inventory Capacity Building portal [[EPA Template Workbook & Capacity Building](http://www.epa.gov/climatechange/EPAactivities/internationalpartnerships/capacity-building.html), [Capacity Building Portal](https://regions.ghgcapacitybuilding.com)]
* Review existing software packages for developing inventory estimates ([IPCC software](http://www.ipcc-nggip.iges.or.jp/software/), [UNFCCC software](https://unfccc.int/national_reports/non-annex_i_national_communications/non-annex_i_inventory_software/items/7627.php), [ALU software](http://www.nrel.colostate.edu/projects/ALUsoftware/), country-specific software).
* Understand GEF funding options available for preparing NCs and BURs [[GEF Funding Guidelines & Application Form](http://www.thegef.org/gef/guideline/biennial_update_reports_parties_UNFCCC)]

## NIC Responsibilities and Activities

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

* Manage and support the National GHG Inventory staff, schedule, and budget in order to develop the inventory in a timely and efficient manner.
	+ Prepare a detailed workplan for producing the National GHG Inventory, including interim deliverables and specific outputs, in close consultation with sectoral leads and relevant data providers on a [X] basis (e.g., monthly, biennial, annual etc.).
	+ Establish internal processes and schedule to ensure that the national inventory team produces accurate emission estimates.
	+ Develop Statement of Work documents and contracts with consultants to support inventory cross-cutting tasks and report compilation.
	+ Oversee sector leads/consultants handling the report compilation both at the sector level and compilation from all sectors to ensure incorporation of the inventory in the NC and BUR for submittal to the UNFCCC.
* Identify, assign, and oversee national inventory sector leads.
	+ Assist sector leads to prepare and implement sector specific workplans, including interim outputs/deliverables, as well as identify, collect, and organize data for inclusion in the inventory.
	+ Assist sector experts with the use of activity data and select and apply appropriate IPCC Good Practice Guidance to improve existing methodologies and emission factors.
* Assign cross-cutting roles and responsibilities, including those for Quality Assurance/Quality Control (QA/QC), archiving, key category analysis (KCA), uncertainty analysis, and compilation of the inventory section of the NC and/or BUR.
	+ For all project activities (i.e., QA/QC, uncertainty analysis, archiving, etc.), coordinate with cross-cutting leads to convey responsibilities to sector leads, consultants, national agencies and institutions, and relevant international organizations, such as UNDP country offices, IPCC, UNFCCC, and GEF.
	+ Manage QA processes and inventory review periods (if applicable) with support from the QA/QC Coordinator.
* Maintain and implement a national GHG inventory improvement plan. Foster and establish links with related national projects, and other regional, international programmes as appropriate.

## NIC Qualifications

The NIC should have a strong scientific, technical and policy background. It is essential for the candidate to possess the ability to work both independently and with a wide variety of members of governments, agencies, non-governmental organizations, and research institutions. A strong understanding of UNFCCC National GHG Inventory reporting and the IPCC Guidelines for National Greenhouse Gas Inventories is a prerequisite. The following list provides examples of the qualifications and knowledge desired for a NIC. These qualifications can be revised or modified, as appropriate for your national circumstances.

* Relevant experience in the field of climate change, with a focus on GHG inventories;
* A science degree in a subject related to environmental studies/management, chemical engineering, or similar (an advanced degree such as Masters or Ph.D. in specific GHG inventory sectors/categories could be beneficial);
* Demonstrated knowledge and application of the methodologies for preparing GHG inventories and familiarity with the IPCC Inventory reports (Revised 1996 IPCC Guidelines, Good Practice Guidance reports and IPCC 2006 Guidelines);
* Experience applying UNFCCC GHG inventory reporting guidelines;
* Familiarity with the content of National Communications and UNFCCC processes;
* Experience managing budget and distributing and balancing work among employees in accordance with the established workflow and employee skill levels and occupational specializations to assure timely accomplishment of the work unit’s mission;
* Experience working on a diverse team of individuals with different technical backgrounds and specialties; and
* Evaluating and addressing complex issues associated with quantifying national GHG emissions using UNFCCC and IPCC guidelines.