

# NDC Handover Checklist

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für Internationale  
Zusammenarbeit (GIZ) Gm



Partnership on Transparency  
in the Paris Agreement

CLIMATE  
ANALYTICS

On behalf of:



Federal Ministry  
for the Environment, Nature Conservation  
and Nuclear Safety

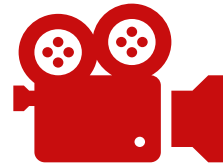
of the Federal Republic of Germany

# Virtual Housekeeping

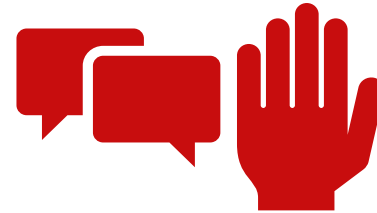
Keep you microphone muted



Turn on your camera



Chat and raise hand



Recording event



# Agenda

- Context, design and purpose of the NDC Handover Checklist
- Presenting the NDC Handover Checklist
  - Q&A session
- Outlook & Closing

# NDC HANDOVER CHECKLIST

# Context

- Observations from the 2020-2021 NDC revision:
  - **Limited background information and data** on the first NDC
    - required additional resources
    - caused delays
    - posed a challenge for relevant discussions
  - **External support** for NDC revision by development partners
    - each partner worked on different elements of the NDC
    - various methods and approaches
  - **High staff turnover** in state agencies
    - insufficient institutional memory





# Design

- A collaborative product of GLZ and Climate Analytics
- Based on the experience of partners in over 30 countries

# How this tool can be useful for us?

Preserving  
knowledge

Processes, actors, resources, tools, methods and decisions

Complementarity

Contribute to other processes, e.g. Enhanced Transparency Framework (ETF) or Long-Term Strategies (LTS).

Inform  
future process

Document reflections and recommendations for future NDC revisions

# NDC Handover Checklist - Template

## Table of Contents

Contributors to this Checklist.....

1. Key information.....
2. Scoping of the NDC.....
3. External Support for NDC Revision .....
4. Overall Coordination of the NDC Revision.....
5. Stakeholder Engagement.....
6. Mitigation Modelling of GHG Projections .....
7. Adaptation .....
8. Linkages with Other Processes.....
9. Drafting the Updated NDC.....
10. Approval and Submission of the Revised NDC .....

### 1. Key information

This section provides a basic overview of the revised NDC.

#### 1.1 Country

#### 1.2 NDC submission date

#### 1.3 The NDC is|

- A revised document
- A new document

#### 1.4 Who was involved in drafting the NDC?

Please list the names and email addresses of the persons that drafted the NDC as well as reviewed the document. If consultants were involved, please indicate the institution that they work for or the entity that hired them to support the government.

Institution	Name	Contact details (email or phone number)	Responsibilities for NDC revision process

#### 1.5 What were the main inputs used in the preparation process for the NDC revision?

For example, national policies or strategies, sectoral strategies and plans, reports, regulations and any other legislation or studies.

### 2. Scoping of the NDC

This section aims to document the persons involved in the processes for determining the areas to be included in the revised NDC, and the overall process itself.

# 1. Key Information

NDC type and submission date

Involved actors

Main inputs used in preparation

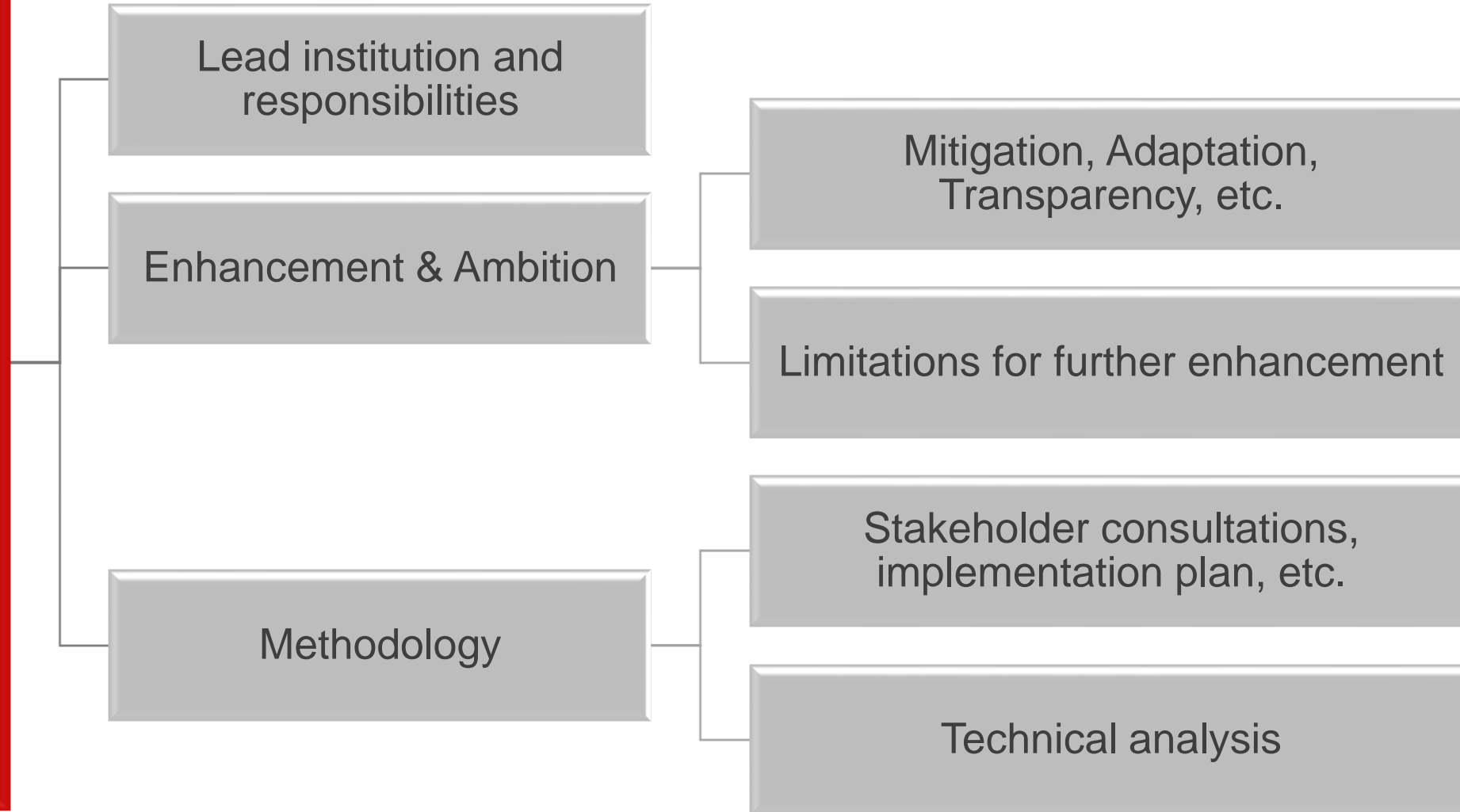
Institution	Name	Contact details (email or phone number)	Responsibilities for NDC revision process

Policies, regulations, strategies...

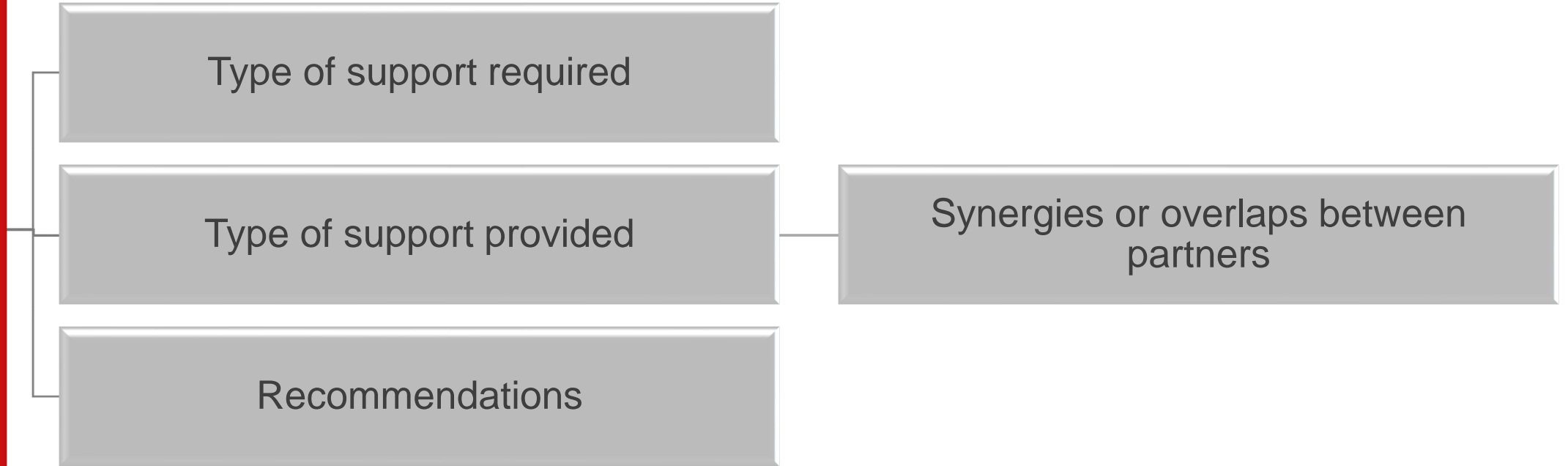
Studies, reports...



## 2. Scoping of the NDC



### 3. External support



# 4. Overall coordination

Coordination mechanism

Coordination between country & partners

Frequency of coordination

Allocated coordination capacities

Participating organizations

Organization	Representative's name	Role in the NDC revision process	Contact details (email & phone number)

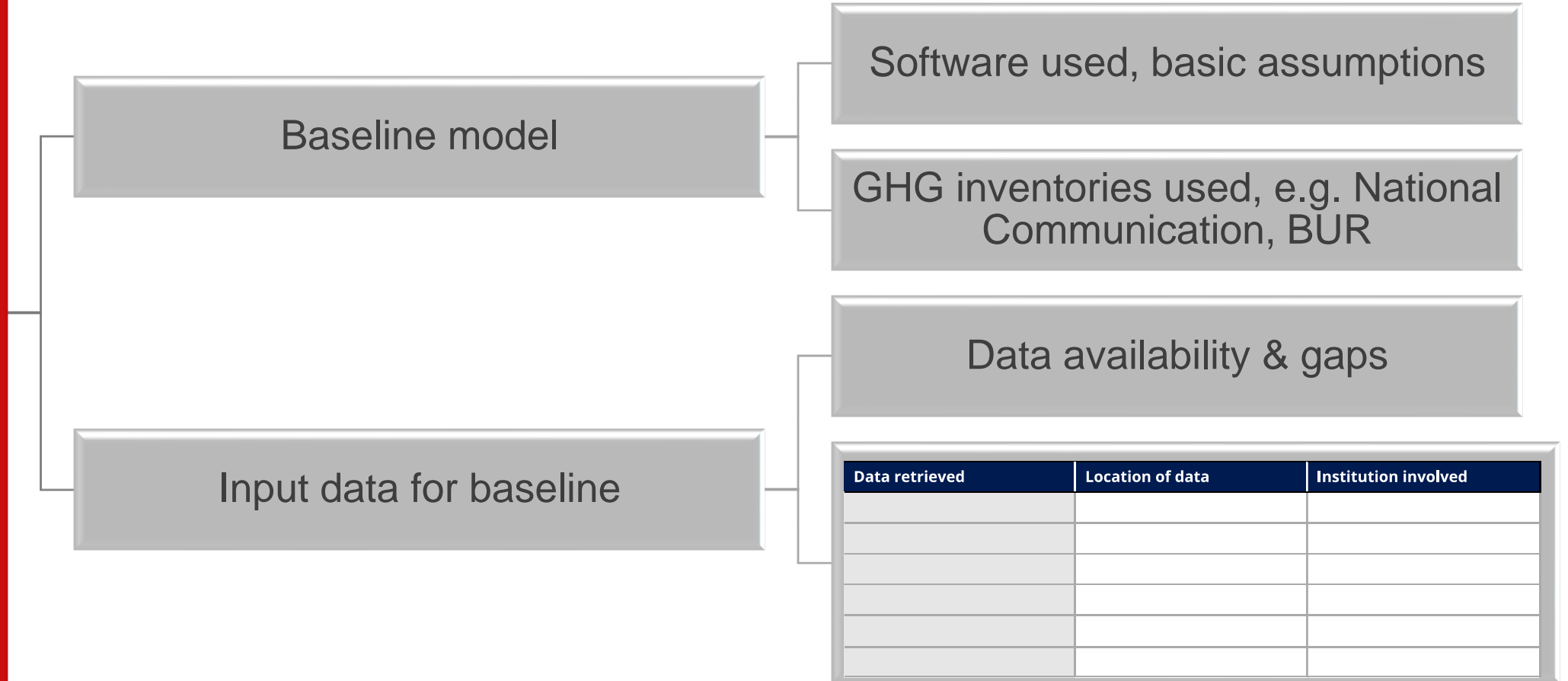
# 5. Stakeholder engagement

Key stakeholders & their roles

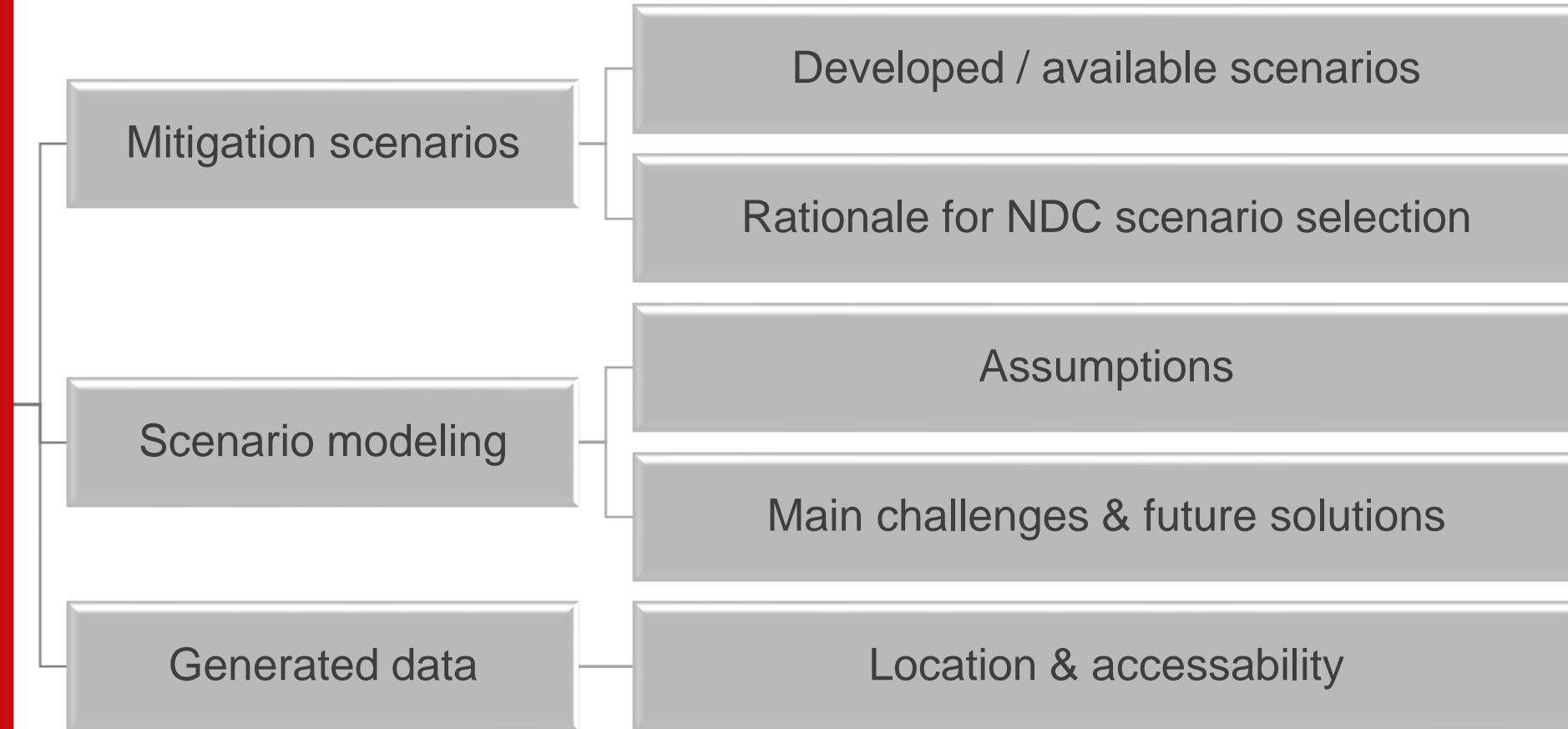
Key advice for future processes

Name	Organization	Role

# 6. Mitigation and GHG modeling



## 6. Mitigation and GHG modeling



Sector	Category	Subsector	Included in the 2020 NDC?	Data location	Assumption / methodology	Comments
IPCC sectors and subsectors			Quantitative targets in the revised or second NDC	Where is the data to inform the modeling process and targets is taken from?	Any modeling or target-setting assumptions, or an explanation if there is no target	Reason for inclusion/exclusion. Miscellaneous information key to understanding the target
Energy	Fuel combustion activities	Energy industries				
		Manufacturing industries and construction				
		Transport				
		Other sectors				
		Non-specified				
	Fugitive emissions from fuels	Solid fuels				
		Oil and natural gas				
		Other emissions from energy production				
	Carbon dioxide transport and storage	Transport of CO2				
		Injections and storage				
		Other				

Data handover sheet for NDC revision

Sector	Category	Subsector	Included in the 2020 NDC?	Data location	Assumption / methodology	Comments
IPCC sectors and subsectors			Quantitative targets in the revised or second NDC	Where is the data to inform the modeling process and targets is taken from?	Any modeling or target-setting assumptions, or an explanation if there is no target	Reason for inclusion/exclusion. Miscellaneous information key to understanding the target
Industrial Processes and Product Use	Mineral industry					
	Chemical industry					
	Metal industry					
	Non-energy products from fuels and					
	Electronics industry					
	Produce used as substitutes for ozone depleting substances					
	Other product manufacture and use					
	Other					

Data handover sheet for NDC revision



## 7. Adaptation

Data and information

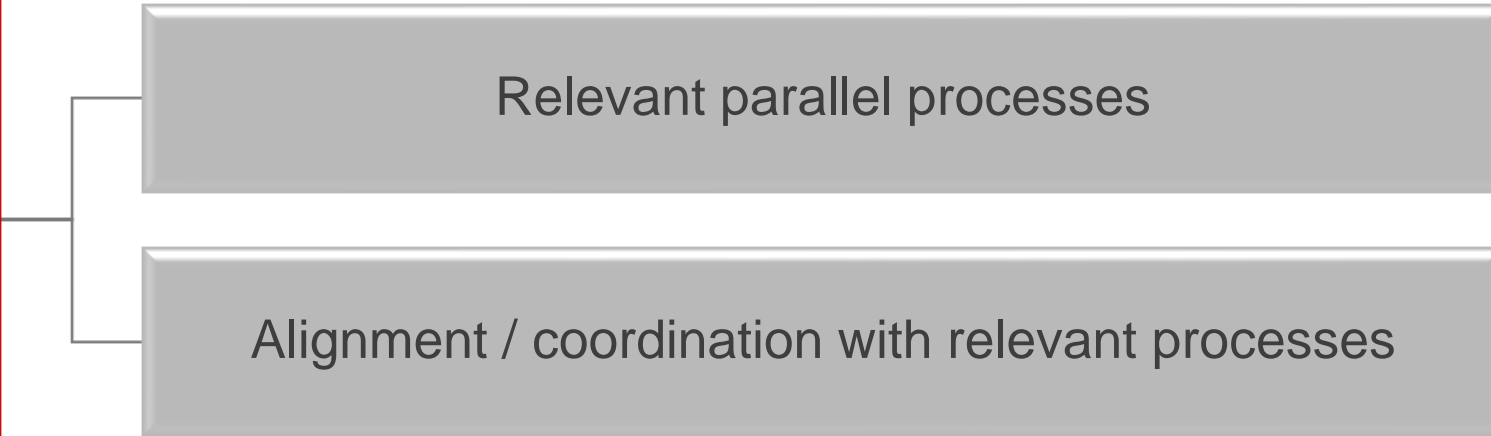
NAPs, SASAPs, vulnerability assessments, etc

Assessments developed / used

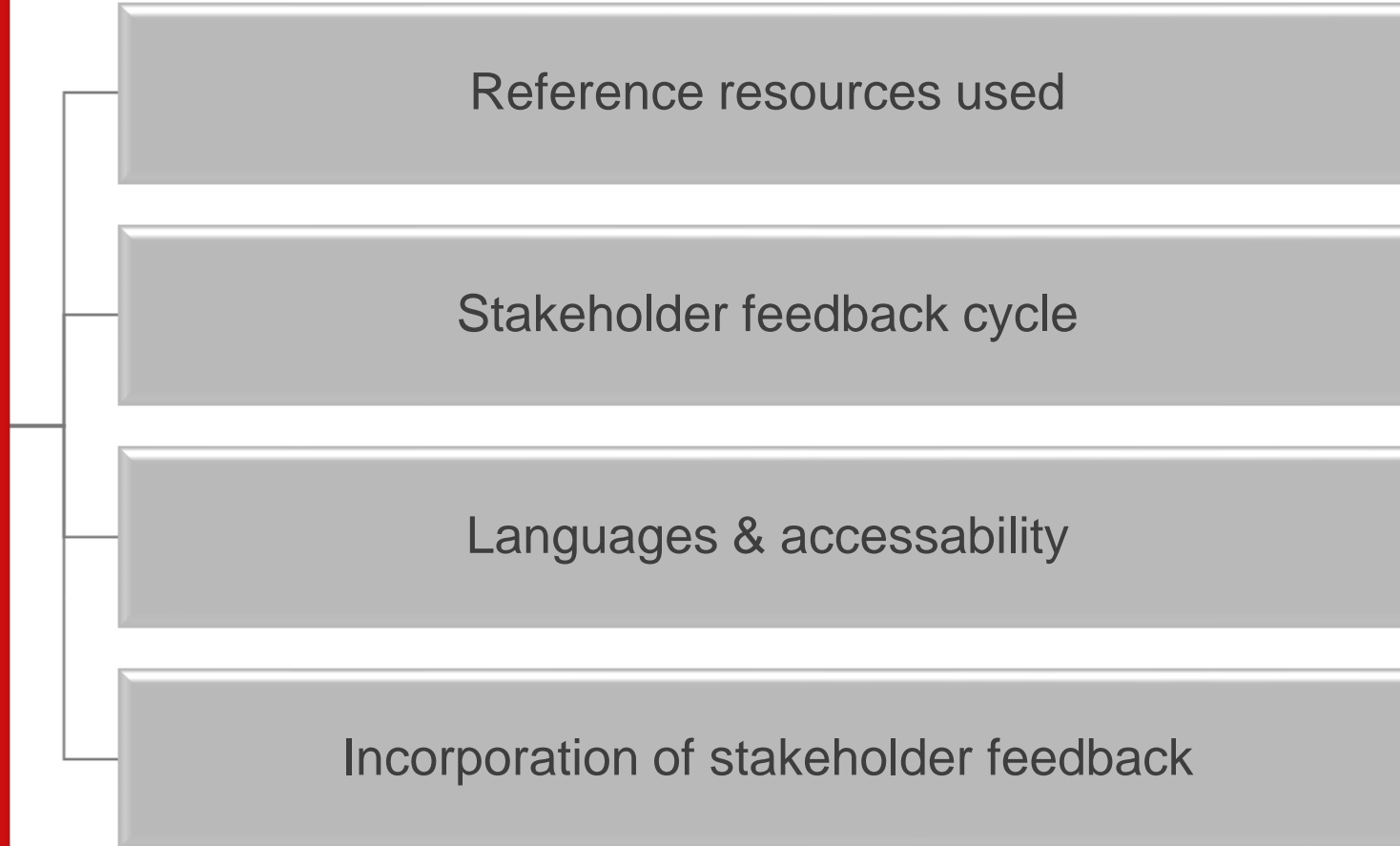
Data location and access

Recommendations for the future

## 8. Linkages with other processes



## 9. Drafting the updated NDC



## 10. Approval and submission of the revised NDC

National validation & approval process

Recommendations for future revision cycles

# Key considerations for the Checklist:

- **Collaborative and coordinated approach** to filling the Checklist:
  - National NDC Focal Point, environmental or climate change authorities, ministries, external partners or consultants
  - Reflection session or a workshop with key stakeholders
- **NDC Focal Point should lead** the process of filling in the Checklist:
  - External partners can support with filling in the Checklist
- Identify **appropriate storage place** for the Checklist:
  - Ideally store in digital and/or online version in governmental database (if such exist)
  - Ensure the Checklist is available in 2-3 years for the new round of NDC updates

# Where to find the NDC Handover Checklist?

- Available for download online on [Partnership on Transparency in the Paris Agreement \(PATPA\)](#)
  - [English](#), [French](#), [Spanish](#), [Portuguese](#), [Russian](#)
- Available in the NDC Partnership's [Climate Toolbox](#)

**Reach out to PATPA/GIZ and Climate Analytics if you need support with the NDC Checklist!**





Please write your questions and comments in the chat box  
or raise your hand

# THANK YOU FOR YOUR PARTICIPATION!

Download the tool here - <https://transparency-partnership.net/publications-tools/ndc-handover-checklist>

## Contact us:

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On behalf of:



of the Federal Republic of Germany