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**EXECUTIVE BODY FOR THE CONVENTION ON LONG-RANGE
TRANSBOUNDARY AIR POLLUTION**

Steering Body to the Cooperative Programme for Monitoring and Evaluation
of the Long-range Transmission of Air Pollutants in Europe (EMEP)

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EMISSIONS

**METHODS AND PROCEDURES FOR THE TECHNICAL REVIEW OF AIR
POLLUTANT EMISSION INVENTORIES REPORTED UNDER THE CONVENTION
AND ITS PROTOCOLS**

Note by the Task Force on Emission Inventories and Projections

1. This note describes methods and procedures for the annual review of the air pollution emission data submitted by Parties to the Convention and its protocols in line with their emission reporting obligations. It has been prepared by the Task Force on Emission Inventories and Projections in accordance with item 2.1 of the workplan (ECE/EB.AIR/2006/10) approved by the Executive Body at its twenty-fourth session (ECE/EB.AIR/89). It updates the note prepared by the Task Force on draft methods and procedures for the technical review of air pollutant inventories reported under the Convention and its protocols (EB.AIR/GE.1/2005/7, annex III) adopted by the Executive Body at its twenty-third session (ECE/EB.AIR/87). Annex I to the document defines the scope, responsibilities, and procedures of work for stage 3 in-depth review

of emission data agreed by the Task Force at its eighteenth meeting (ECE/EB.AIR/GE.1/2007/7). [Text proposed by the secretariat is enclosed in square brackets].

2. The document aims to promote consistency in the review of the Parties' data submissions and to establish a process for a thorough and comprehensive technical assessment of national inventories.

3. The emission inventory review will check and assess Parties' data submissions with a view to improving the quality of emission data and associated information reported to the Convention. The review also seeks to achieve a common approach to prioritizing and monitoring inventory improvements under the Convention with those of other organizations with similar interests such as the United Nations Framework Convention on Climate Change (UNFCCC) and the European Union (EU) National Emission Ceilings (NEC) Directive. The review process is intended to be simple and transparent and carried out in close cooperation with national experts. The scope of the annual review will depend on resources made available by EMEP.

I. THE APPROACH

4. The technical review process will be in three stages and carried out stage by stage. At each stage, national experts will have the opportunity to clarify issues or provide additional information. They may also express their views at meetings of the Task Force on Emission Inventories and Projections.

5. Parties to the Convention submit air pollution emission data annually to [the Executive Body or to EMEP (for Parties within the geographical scope of EMEP) through] the secretariat. Submissions consist of both quantitative and qualitative information. Quantitative data should be reported in accordance with the EMEP reporting templates and in line with the Convention's Emission Reporting Guidelines. Qualitative data, including methodologies, should be included in informative inventory reports (IIR) in line with the Convention's Emission Reporting Guidelines.

6. The three stages of the annual review, covering both kinds of data, are:

- (a) **Stage 1:** An initial check of submissions for timeliness and completeness;
- (b) **Stage 2:** A synthesis and assessment of all national submissions with respect to consistency and comparability of data with recommendations for data quality improvement;
- (c) **Stage 3:** In-depth reviews of selected national inventories as specified in the annual workplan agreed by the Executive Body; these may be annual centralized reviews or ad hoc reviews.

II. RESPONSIBILITIES FOR THE REVIEW PROCESS

7. Those responsible for the annual review process are:

(a) *Parties' designated emission experts*, who shall calculate emissions and respond to review questions and comments as well as make available any additional information required for the review process;

(b) *Parties to the Convention*, who shall nominate review expert(s) for the stage 3 review and provide the necessary resources to enable the nominated expert(s) to participate in the review.

(c) *The Executive Body*, which shall endorse a roster of experts of eligible reviewers based on nominations by the Parties and shall have the responsibility for assigning Parties for reviews in accordance with the annual EMEP Workplan;

(d) *The Task Force on Emission Inventories and Projections*, which shall guide, evaluate and report on the review process. It will also follow up the review and suggest solutions to problems identified. The Task Force will propose recommendations to the EMEP Steering Body for further improvements in emission inventories and the review process;

(e) *The secretariat*, [which, as the official registry for the reported data, shall receive notification of the submission of data and acknowledge receipt where necessary]. On behalf of the Executive Body, the secretariat shall invite Parties to nominate national reviewers with technical inventory expertise, and will maintain a roster of eligible expert reviewers.

(f) *The EMEP emission data centre*, which shall, *within the context of the stage 1 and 2 reviews*:

(i) Facilitate the reporting and revision of emission data through maintaining and updating the EMEP database of submitted emissions (WEBDAB) and the interactive data checking tool (REPDAB);

(ii) Carry out stage 1 review by making an initial check of each data submission, (using REPDAB); send a detailed letter to the designated emission expert, drawing attention to missing data and to the REPDAB results; request re-submissions when necessary; and prepare a status report summarizing this information;

(iii) Organize stage 2 reviews; prepare data to be reviewed with the assistance

of the stage 2 expert review team;

(iv) Act as contact point for Parties' designated emission experts; communicate with Parties' experts throughout the review;

(v) Prepare an overview of the review findings and priorities for improvements and communicate them to the Task Force.

(g) *The EMEP emission data centre*, which shall, *within the context of stage 3 reviews*:

(i) Act as contact point for Parties' designated emission experts; and communicate with them and with other EMEP centres;

(ii) Submit an annual proposal to the EMEP Steering Body to suggest Parties (as well as topics and pollutants) to be reviewed;

(iii) Select reviewers and lead reviewers from the roster of experts;

(iv) Prepare and make available data to be reviewed to the stage 3 expert review team (see below) in a user-friendly format;

(v) Provide the required background material for the stage 3 review team's information, including the stage 1 and 2 review results, informative inventory results (IIRs) and other ad hoc review findings;

(vi) Organize centralized stage 3 review meetings (organize venues and timing for the meetings);

(vii) Prepare an overview of review findings, indicating priorities for improvements; forward it for consideration by the Parties' designated experts and the Task Force.

8. The membership and respective tasks of the stage 2 and stage 3 expert review teams are as follows.

(a) ***The stage 2 expert review team*** shall carry out the stage 2 reviews in collaboration with the EMEP emission data centre. It will test and implement methodologies for review, consult with national experts, and make proposals for improving data quality. It shall

submit reports to the Task Force. The review team may include the following members:

- (i) A Co-Chair of the Task Force or [or their nominated replacement] (who will lead the review team);
- (ii) The head of the EMEP emission data centre, or his/her representative, who will assist in the organization of the review and in the preparation of the reports;
- (iii) The heads of the EMEP Meteorological Synthesizing Centres-East and West (MSC-E and MSC-W), the EMEP Centre for Integrated Assessment Modelling (CIAM), and UNFCCC or their representatives;
- (iv) A member of the secretariat;
- (v) Additional experts invited by the Co-Chairs of the Task Force;
- (vi) Representatives of the European Environment Agency (EEA), its European Topic Centre on Air and Climate Change (ETC/ACC), and the European Commission's Joint Research Centre.

(b) ***The stage 3 expert review team*** shall carry out the stage 3 reviews at the required level of detail and prepare thorough review reports and update them, as needed, on the basis of further information received from Parties nominated experts. The members of the review team will be selected from the roster of experts endorsed by the Executive Body, as follows:

- (i) For the annual centralized review: one or two lead reviewers and one or two experts per sector (energy and transport, industrial processes, solvents and waste, and agriculture);
- (ii) For ad hoc reviews (see para. 17): invited national experts from the roster of experts, representatives of EMEP centres or other experts, as appropriate;
- (iii) The head of the EMEP emission data centre, or his/her representatives, shall support the stage 3 expert review team, but shall not be formally a member of the team.

III. ASSESSMENT OF ANNUAL SUBMISSIONS

A. Stage 1: Initial check of submissions

9. The secretariat will forward to the EMEP emissions data centre each original submission of emission data received from Parties' designated experts for processing, analysis and review. The EMEP emission data centre shall conduct the initial check of the submission noting the timeliness, completeness and adherence to the correct format (using REPDAB) and summarize this status reports to the Parties. It will request re-submissions as needed and prepare a report summarizing the results of the reporting round for presentation to the EMEP Steering Body Bureau. It will inform the secretariat of all communications.

10. The timetable for the above shall be as follows:

(a) The EMEP emission data centre will send country-specific status reports to the designated emission experts by e-mail within two weeks from the date of receipt of the submission;

(b) The designated emission experts will provide comments on the status report to the EMEP emission data centre within two weeks of receipt. Re-submissions by experts due to error or modification should be received within three weeks from the due date for submission. Late re-submissions (i.e. later than three weeks from the due date for submission) may not be included in the annual inventory review or EMEP modelling exercises, or up-loaded to WEBDAB.

B. Stage 2: Synthesis and assessment of reported data

11. The stage 2 expert review team will carry out a more detailed assessment of the submitted data than in the initial check and will prepare a synthesis and assessment report. The Co-Chair of the Task Force in collaboration with the EMEP emission data centre will prepare the review team's report to the Task Force.

12. The aim of the synthesis and assessment report will be to:

(a) Develop a better understanding and level of confidence in submitted emissions;

(b) Identify inconsistencies between and within Parties' inventories;

(c) Highlight issues for further consideration, including further review of individual air emission inventories or analysis of specific sectors;

(d) Draw attention to problematic sources and obstacles to comprehensive, high-quality emission reporting and propose solutions.

13. Synthesis and assessment reports shall include:

(a) An overview of key categories per country;

(b) Review of consistency between inventories, inter alia, on the basis of sector-implied emission factors and sector and national totals in other reported inventories (e.g. the NEC Directive and UNFCCC);

(c) Assessment of completeness and consistency of the timeseries;

(d) Checks against previously reported inventories for recalculations and changed estimates to determine whether methods and data have been applied consistently across the latest time series;

(e) An implementation and testing of review approaches in line with the priorities identified in the Task Force workplan; the content of the report may change to reflect these priorities.

14. Part I of the synthesis and assessment will consist of country-specific questions based on the inventory data checks above. These will be sent electronically to designated emission experts for bilateral correspondence with the review team via a password-protected website.

15. Part II of the synthesis and assessment will be an overview report of the review results with regard to the timeliness, completeness, consistency and transparency of inventory data submissions by region. It will also contain recommendations for future work and will, if necessary, include annexed details on findings from part I together with comments by the designated experts. The report will also note unresolved issues within source categories requiring further consideration or clarification by designated experts. The synthesis and assessment report will be submitted to the Task Force for consideration; the Task Force will be responsible for submitting the report to the EMEP Steering Body.

16. The stage 2 expert review team shall carry out the review cycle annually, according to the following timetable:

(a) The review team will prepare part I of the synthesis and assessment report including country-specific questions within 11 weeks from the due date for submissions. The

EMEP emission centre will make the country-specific questions available to Parties' nominated experts via a password-protected website;

- (b) Designated emission experts should comment on the country-specific questions (part I of the synthesis and assessment report) within four weeks of their being made available;
- (c) The review team will conduct bilateral correspondence with the designated experts;
- (d) The review team will prepare part II of the synthesis and assessment report within 5 months from the due date of submission, for consideration by the Task Force.

C. Stage in-depth reviews

17. Following completion of the initial checks and the stage 1 and 2 synthesis and assessment reports, a stage 3 in-depth review may be performed by a stage 3 expert review team as part of the annual review process. An adhoc review may additionally be performed to focus on specific aspects of inventory data quality or science.

18. The purpose of a technical stage 3 review is to examine in detail, and in a transparent manner, the reported inventory information for consistency with the Reporting Guidelines and the EMEP/CORINAIR Guidebook. This will:

- (a) Assist Parties to improve the quality of their emission inventories.
- (b) Ensure that the Convention has adequate and reliable information on annual inventories and emission trends of anthropogenic emissions by sources;
- (c) Advise Parties and the Centres on gaps and revisions needed in country data;
- (d) Inform EMEP modelling centres on the use/application of official inventory data versus other data;
- (e) Provide the Implementation Committee with an objective, consistent, transparent and comprehensive technical assessment of the annual quantitative and qualitative inventory information submitted by Parties.

19. The annual stage 3 review will normally take place as a centralized review; the experts will meet in a single location to review the inventory information of Parties.

20. The rationale and benefits of stage 3 reviews, as well as their scope, frequency, methods and procedures, are described in detail in annex I to this document.

Annex I

Stage 3 in-depth reviews

INTRODUCTION

A. Benefits

1. The first two stages of the technical review of air pollutant emission inventories reported under the Convention and its protocols allow for identification of potential problems in reported emissions. However, they do not enable detailed assessments or provision of feedback, for example, on methodological aspects or the appropriateness of the emission factors used, nor do they allow making recommendations for improvements. These issues can only be covered by a stage 3 review (provided that sufficient information, such as a well-developed IIR, is available.)
2. As indicated in the main document above (see chapter III.C), the purpose of the in-depth stage 3 reviews of emission inventories is to assist Parties in improving the quality of their inventories and to provide both EMEP and the Implementation Committee with the information they require.
3. In addition, a more detailed, independent international inventory review process is expected to bring a number of further benefits. It is expected to allow for:
 - (a) Country-specific feedback and recommendations to help in prioritization and inventory improvement;
 - (b) Deeper assessment of data quality, e.g. evaluation of methodologies and emission factors used;
 - (c) Capacity-building (for review experts and for reviewed countries) in terms of the sharing of best practice and inventory information across countries;
 - (d) Increased confidence in the quality of data, adding credibility and importance to the submitted data.

B. Harmonization of the international review processes

1. Links to the United Nations Framework Convention on Climate Change

4. One of the aims to further develop the review process of emission inventories reported under the Convention is to harmonize it to the extent possible with that of the UNFCCC, which many national experts are familiar with and have experience.

5. The outcomes of the pilot stage 3 review carried out in 2006 (EMEP/MS-CW Technical Report 1/2006, available at www.emep.int) indicated, however, that there are important differences between the two processes, in terms of the availability of the information and the quantity of pollutants to be covered, which are much greater under the Convention. In addition, the review under the Convention intends to go further than UNFCCC, which aims primarily at checking the compliance against the Intergovernmental Panel on Climate Change (IPCC) guidelines, through a procedurally complex and resource intensive review process. In order to fulfil its objective to improve the quality of the emission data, the review under the Convention, for its part, requires a more scientifically oriented approach that targets policy needs and is sufficiently flexible to focus on different issues in different years.

6. Consequently, it does not seem possible (or desirable) to copy the UNFCCC process directly, but rather to make use of suitable elements of it, develop them further, and adapt them to the needs and objectives of the Convention.

2. Links to European Union funded activities

7. The stage 3 review process also needs to be closely linked to the review of similar data reported under the EU, including notably to that under the NEC Directive and other initiatives such as the European Pollutant Release and Transfer Register (E-PRTR). This linkage is expected to provide the following two-way benefit:

(a) Provide a consistent review framework for the review of long-range transboundary air pollutants through a common use of the Convention review procedures. Reviews dedicated to NEC or other EU directives could be carried out in line with the methods and procedures for the stage 3 review and their results fed into the annual stage 3 review process.

(b) Enhance the Convention review process through the use of other review findings.

C. Requirements for an effective stage 3 review

8. The reporting by Parties needs to be transparent and include an IIR, describing methods used, containing activity data and key assumptions and explaining trends. Stage 3 reviews will not be conducted in the absence of IIRs.

9. The EMEP/CORINAIR Guidebook needs to present methodologies against which the minimum reporting compliance and the scientific quality of inventory submissions can be reviewed.

10. The completion of stages 1 and 2 of the review is required for identifying the data submissions for the in-depth review, and for making use of their findings to substantiate and focus the stage 3 review.

I. REVIEW MODES

11. The stage 3 review is conducted annually, as a “centralized review” i.e. with the experts meeting at a “central location” to review the inventory information of Parties (as opposed to an “in-country review” taking place in the country being reviewed).

12. Ad hoc reviews may be organized as “desk reviews” (where reviewers work at home or in an office), centralized reviews or in-country reviews, as appropriate. The ad-hoc review may be initiated and conducted by an EMEP centre or a Party. Such ad hoc reviews could, for instance, focus on heavy metals and POPs, gridded and projections data, or on other areas as raised by the Implementation Committee. Ad hoc reviews could be conducted in line with the present methods and procedures for stage 3 inventory reviews and their results fed into the annual stage 3 review process.

13. The results of the annual stage 1 and 2 reviews should be made available around July of each year for the purpose of the annual stage 3 review. In addition, the annual stage 3 review process needs to be compatible with the schedule and with the flow of work within the emission reporting cycle and should not be overly time consuming or costly to the reviewers or Parties being reviewed. Its timing needs to: match with the inventory compilation cycle; take into account the UNFCCC review process; fit with the compliance requirements (EMEP Steering Body meetings); and ideally also fit with the modelling activities by the EMEP Centres. Therefore, annual stage 3 reviews should normally take place between August and October of each year.

II. POLLUTANTS

14. The annual stage 3 review will address all priority pollutants for which reporting is required under the Emission Reporting Guidelines, including the main air pollutants (CO, NO_x, NMVOC, NH₃, and SO₂) and the priority heavy metals (Cd, Hg, Pb). Particulate matter (PM_{2.5} and PM₁₀) and the “annex III” POPs (dioxins and furans, the PAH compounds and HCB) shall also be reviewed. Activity data relevant to these pollutants will be reviewed in addition to emission estimates. Each centralized review may focus on a selection of pollutants based on current priorities from EMEP Steering Body, the Task Force or the Implementation Committee.
15. Adhoc reviews may be used to assess emissions of other pollutants, in case of :
- (a) Insufficient coverage by EMEP/CORINAIR Guidebook;
 - (b) Pollutants that have few important source sectors;
 - (c) Other POPs: PBDE, SCCP, PCB, etc;
 - (d) Other heavy metals: As, Cr, Cu etc.
16. Such work may be potentially linked to the annual Stage 3 inventory review process.

III. SECTORS

17. The review shall cover the following sectors:
- (a) Energy and transport;
 - (b) Industrial processes, solvents and other products' use and waste;
 - (c) Agriculture.
18. The review should focus on the key categories for a Party. This will include an assessment of the reported and potential other key categories for Parties. The review will assess whether or not such sources were included and evaluate the methods used for estimating these emissions. The scope of the review shall also cover the reported memo items.

IV. FREQUENCY OF REVIEW

A. Annual centralized review

19. Review of the national sectoral emission estimates shall be conducted annually, but Parties shall be reviewed on a rolling basis or whenever the Implementation Committee or Executive Body requests a review of a Party. Each review team should review up to five countries during the centralized review which lasts one week. The number of reviews per year

will be determined by the EMEP workplan.

B. Five-yearly review

20. The review of other data, which is officially reported under the Convention, such as gridded data, projections and large point source data, should occur five-yearly for all Parties. These reviews might be carried out by the EMEP Centres that are the key users of these data.

V. YEARS TO REVIEW HISTORIC EMISSIONS

21. The annual review of historic emissions data shall focus on the emissions reported by Parties for a protocol base year and the latest year for which data are available. A focus shall be on ensuring a consistent approach has been taken in estimating emissions for these respective years. In addition, time series consistency checks should be carried out for all years reported as required in the Emission Reporting Guidelines or in individual protocols to the Convention.

A. Projections

22. The five-yearly review of projections data should focus on the data reported for a protocol target year and other years for which data are required according to the Emission Reporting Guidelines.

B. Gridded and large point source data

23. The 5-yearly review of gridded and large point source data should be carried out for those years for which data are required according to the Emission Reporting Guidelines.

VI. PROCEDURES

A. Tasks and responsibilities for the review teams

24. Stage 3 expert review teams, coordinated by the EMEP emission data centre, will conduct reviews of individual inventories in order to assess whether the Convention has adequate and reliable information on emission data. The individual reviews will provide a detailed examination of the inventory estimates, procedures and methodologies used in the preparation of inventories, covering each Party's national inventory submission, supplementary material submitted by the Party, and previous inventory submissions, as appropriate. The results of stage 3 of the review process will be communicated to Parties through their nationally nominated experts.

25. Expert review teams should pay particular attention to those areas of the inventory where problems have been identified in stages 1 and 2 of the review or where a Party has reported recalculated estimates. Expert review teams should carry out reviews only in cases where IIR has been provided.
26. Each expert review team shall:
- (a) Examine the application of the requirements of the Emission Reporting Guidelines and the EMEP/CORINAIR Guidebook and identify non-compliance with these requirements;
 - (b) Examine whether the good practice guidance of the EMEP/CORINAIR Guidebook has been applied and documented in the IIR, in particular in relation to transparency, noting the identification of key categories, selection and use of methodologies and assumptions, development and selection of emission factors, collection and selection of activity data, reporting of recalculations and consistent time-series and quality assurance and quality control procedures, and identify any inconsistencies;
 - (c) Compare emission estimates, activity data, implied emission factors and any recalculations with data from previous submissions, to identify any irregularities or inconsistencies;
 - (d) Identify any missing sources and examine any explanatory information relating to their exclusion from the inventory;
 - (e) Identify the reasons for any differences between a Party's and the EMEP emission centre's key category determination;
 - (f) Assess the consistency of information in the reporting tables with that in the IIR;
 - (g) Assess the extent to which issues raised in stages 1 and 2, as well as issues and questions raised by expert review teams in previous reports, in other ad-hoc reviews, or identified by the Task Force, have been addressed and resolved;
 - (h) Identify areas for further improvement of the inventories and note possible ways for improving the estimation and the reporting of inventory information;
 - (i) Consider the entire inventory process from the collection of data to the reported emission estimates and examine procedures and institutional arrangements for inventory

development and management, including quality assurance and quality control, record-keeping and documentation procedures;

(j) The expert review team may use other relevant technical information in the review process, such as information from international organizations.

27. The Task Force may develop further guidance for reviewers.

B. Methods and procedures for the review teams

28. Each inventory submission will be assigned to a single expert review team that will be responsible for conducting the review in accordance with the procedures and time frames established. A submission by a Party will not be reviewed in two successive reviews by expert review teams with an identical composition.

29. Each expert review team will provide a thorough and comprehensive technical assessment of the inventory information submitted and will, under its collective responsibility, prepare a review report in accordance with the provisions given in this document.

30. Expert review teams will be coordinated by the EMEP emission data centre, which will provide administrative support, and, as appropriate, technical and methodological assistance, as well as assistance in the use of the reporting guidelines and the review guidelines.

31. Expert review teams will be composed of experts from the roster of experts nominated by Parties and endorsed by the Executive Body. Representatives of the EMEP centres may assist the reviews. Participating experts will serve in their personal capacity and will neither be nationals of a Party under review nor be nominated or funded by a Party under review.

32. In the conduct of the review, expert review teams shall work on the basis of established and published procedures, including quality assurance and control and confidentiality.

33. The EMEP emission data centre will notify Parties about upcoming centralized reviews to identify the contact person(s) through whom enquiries could be directed.

34. Communication between the expert review teams and the designated emission expert of the Party under review should be through the lead reviewers. Other members of the expert review team may communicate directly with the national experts involved in the inventory preparation only if a Party so agrees. Information thus obtained should be made available to other members of the team.

C. Lead reviewers

35. For each expert review team, 1 or 2 inventory experts with substantial inventory review experience will serve as lead reviewers.

36. Lead reviewers should ensure that the review in which they participate is conducted in line with the methods and procedures indicated in the present document and that the expert team carries out the reviews consistently across all Parties under review. They should also ensure the quality and the objectivity of the technical assessments in the reviews.

37. With the support of the EMEP emission data centre, a lead reviewer shall:

- (a) Prepare a brief work plan for the review activity;
- (b) Verify that the experts have all the necessary information provided by the EMEP emission centre prior to the review activity;
- (c) Monitor the progress of the review activity;
- (d) Ensure that there is good communication within the expert review team;
- (e) Coordinate queries of the expert review team to the Party's designated emission expert and coordinate the inclusion of the answers in the review reports;
- (f) Provide technical advice to the ad hoc experts, if needed;
- (g) Ensure that the review is performed and the review report is prepared in accordance with these guidelines;
- (h) Verify that the review team gives priority to individual source categories for review in accordance with these guidelines.

D. Expert review team composition

38. Participating experts shall have experience in the area of long-range transboundary air pollution inventories in general and/or in specific sectors (energy and transport; industrial processes; solvents and other products use and waste; and agriculture).

39. Expert review teams may vary in size and composition, taking into account the national

circumstances of the Parties under review and the different expertise needed. In general, the normal size of an expert review teams should be six to eight experts for a centralized review (one to two experts per inventory sector plus one to two lead reviewers). An expert review team for an ad hoc review may be smaller.

40. The EMEP emission data centre shall select the members of the review teams based on the roster of experts endorsed by the Executive Body in a way that will ensure that the collective skills of a team address the sectors mentioned above and that most experts in a team have the necessary experience in the review process. Members of expert review teams shall also be selected with a view to achieving a balance between experts from Parties with different inventories and national circumstances in the overall composition of the expert review teams, without compromising the selection criteria referred to above. The EMEP emission centre shall make every effort to ensure geographical balance among those experts selected.

41. Without compromising the criteria stated above, the formation of expert review teams should ensure, to the extent possible, that at least one member is fluent in the language of the Party under review.

VII. REVIEW REPORTS

A. Individual review reports

42. Under its collective responsibility, the expert review team will produce an individual inventory review report for publication in electronic format on the EMEP website based on the results of the tasks listed above. The review reports should contain an objective assessment of the adherence of the inventory information to the reporting Guidelines and should not contain any political judgement.

43. The report should not exceed 10 pages and should focus on particular strengths and identified problems, as well as on an overall appraisal of the quality and reliability of the inventory, emission trends, actual emission factors and activity data, and on the degree of adherence to the Emission Reporting Guidelines and the EMEP/Corinair Guidebook.

44. The review report will be prepared in two parts.

1. Key Review Findings

45. Part one of the report with key review findings will be sent first as a draft for review by the designated emission expert of the Party being reviewed and, as a final document, to the

Implementation Committee of the Convention¹ and the Party's representative to the Executive Body. It will include:

- (a) A one-page summary including assessment of mandatory reporting requirements, timeliness, formats, completed tables.
- (b) Key issues related to data quality, such as an assessment of transparency, major issues relating to completeness and use of methods, major inconsistencies in time series, issues with recalculations.

2. Recommendations to the Party

46. Part two of the report, with recommendations to the Party, will be sent to the Party's designated emission expert and will include:

- (a) Inventory system and QA/QC recommendations (one page);
- (b) Sector specific recommendations for inventory improvements (one page each) on:
 - (i) Energy and transport;
 - (ii) Industrial processes and solvents; other products' use; and, waste;
 - (iii) Agriculture.

B. Final annual review overview report

47. The EMEP emission centre shall produce an annual inventory review overview report for consideration by the EMEP Steering Body and for subsequent publication in electronic format on the EMEP website. The overview report will be based on the results of the stage 1, 2 and 3 reviews completed in that year. The report will include recommendations for the following year's review process.

¹ The Implementation Committee will only receive information about inventory quality of the pollutants covered by one or more relevant protocols which are in force for a Party.

VIII. REVIEW TIMETABLE

48. Annual centralized review: Each expert review team shall prepare the draft individual review reports within six weeks after the end of the review. The EMEP emission centre shall edit and format the reports before sending them to the respective Party's designated emissions expert for comment. The designated expert shall respond within four weeks. The expert review team shall integrate the comments within six weeks and send the revised versions of the reports to the secretariat and EMEP emission data centre.

49. Ad hoc reviews: Each review team shall prepare the draft review reports in accordance with a decided timetable. The review reports will be included in the annual inventory review overview report to the EMEP Steering Body.

50. The final reports will be submitted by the secretariat to the Party's designated emissions expert, to the Party's representative in the EMEP Steering Body, and to the Implementation Committee as described above. They will be published on the EMEP website after approval by the Steering Body.
