

# Definitions of notations keys (from UNFCCC reporting guidance)

## Completeness

28. Where methodological or data gaps in inventories exist, information on these gaps should be presented in a transparent manner. Annex I Parties should clearly indicate the sources and sinks not considered in their inventories but which are included in the IPCC Guidelines, and explain the reasons for such exclusion. Similarly, Annex I Parties should indicate the parts of their geographical area, if any, not covered by their inventory and explain the reasons for their exclusion. In addition, Annex I Parties should use the notation keys presented below to fill in the blanks in all the tables in the CRF.<sup>7</sup> This approach facilitates assessment of the completeness of an inventory.

The notation keys are as follows:

- (a) “NO” (not occurring) for activities or processes in a particular source or sink category that do not occur within a country;
- (b) “NE” (not estimated) for existing emissions by sources and removals by sinks of greenhouse gases which have not been estimated. Where “NE” is used in an inventory for emissions or removals of CO<sub>2</sub>, N<sub>2</sub>O, CH<sub>4</sub>, HFCs, PFCs or SF<sub>6</sub>, the Annex I Party should indicate in both the NIR and the CRF completeness table why emissions or removals have not been estimated;<sup>8</sup>
- (c) “NA” (not applicable) for activities in a given source/sink category that do not result in emissions or removals of a specific gas. If categories in the CRF for which “NA” is applicable are shaded, they do not need to be filled in;
- (d) “IE” (included elsewhere) for emissions by sources and removals by sinks of greenhouse gases estimated but included elsewhere in the inventory instead of the expected source/sink category. Where “IE” is used in an inventory, the Annex I Party should indicate, using the CRF completeness table, where in the inventory the emissions or removals from the displaced source/sink category have been included and the Annex I Party should explain such a deviation from the expected category;
- (e) “C” (confidential) for emissions by sources and removals by sinks of greenhouse gases which could lead to the disclosure of confidential information, given the provisions of paragraph 27 above.

29. If Annex I Parties estimate and report emissions and removals from country-specific sources or sinks or of gases which are not part of the IPCC Guidelines, they should explicitly describe what source/sink categories or gases these are, as well as what methodologies, emission factors and activity data have been used for their estimation and provide the references for these data.

<sup>7</sup> If notation keys are used in the NIR they should be consistent with those reported in the CRF.

<sup>8</sup> Even if emissions are considered to be negligible, Parties should either report the emission estimate if calculated or use the notation key “NE”.

In addition, the **KP LULUCF tables** also include:

**“R” (reported) and  
“NR” (not reported)**  
**for not elected 3.4  
activities “NA” (not  
applicable) should  
be used**

### Notation keys of KP Table NIR-1:

- “R” (reported), “IE” (included elsewhere) and “NO” (not occurring) can be used for both **C pools** and **GHG sources**.
- “NR” (not reported) can be used only for **C pools**<sup>1</sup> for which it is demonstrated that are not sources.
- “NE” (not estimated) can be used only for **GHG sources**<sup>2</sup>, in case no IPCC methods are available or when emissions are considered to be “negligible” (see footnote 8 of UNFCCC reporting guidelines).
- “NA” (not applicable) is to be used for activities not elected.

### Notation keys of KP Table NIR-2:

“NA” (not applicable) is to be used for 3.4 activities not elected (in line with Table NIR-1).

**Notation keys of KP tables 5:** “NA” to be used for not elected 3.4 activities (in line with KP tab. NIR-1).

**C pools** are reported in tables 5(KP-I): all notation keys from UNFCCC reporting can be used.

Remember: under KP all C pools must be accounted for, unless it is demonstrated that are not sources.

**GHG sources** are reported in tables 5(KP-II). All notation keys from the UNFCCC reporting can be used.

During the review process, for any activity/pool/source for which IPCC methods are available, NE is automatically associated with a potential incompleteness (however, also NO or NA may be associated to potential incompleteness).

*Remember that, irrespective on the possible different interpretations of notations keys, is it essential providing clear explanations in text comments to specific cells, in the documentation box and the NIR.*

<sup>1</sup> Although CRF software does not prevent the use of NR for sources, NR is listed only in footnote 1 of tab NIR-1 which refers to C pools

<sup>2</sup> Although CRF software does not prevent the use of NE for C pools, NE is listed only in footnote 2 of tab NIR-1 which refers to GHG sources

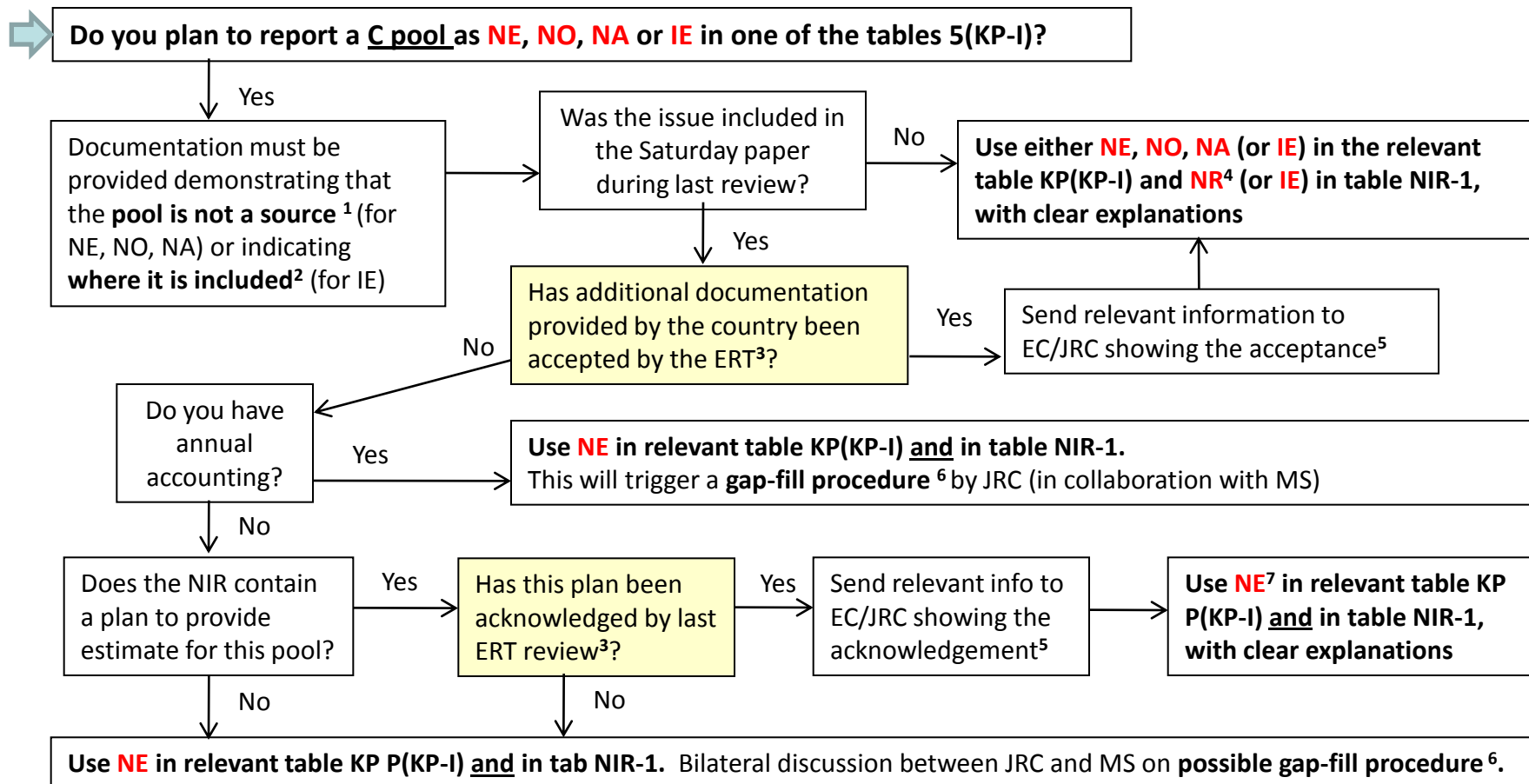
**The following decision trees** are to be applied in CRF tables of 2011 submission, for any mandatory or elected activities. These trees aim to provide **general guidance** to Member States in the use of notation keys (NK), and in particular:

- 1) **Enhance harmonization in the use of NK** (to the extent possible) ;
- 2) **Facilitate the identification of potential incompleteness**. This issue was particularly relevant during last review, when most MS received Saturday papers for potential incompleteness (including insufficient documentation that a non-reported C pool is not a source).

While the decision trees allow for a rather flexible use of notation keys, IF a MS continue to use a notation key for an issue which was raised as potential incompleteness by the previous ERT (i.e. included in Saturday paper), we ask to provide evidence that this issue has been addressed, e.g. with information taken from the latest available (draft) ARR showing acceptance from the ERT.

If such information is not provided (i.e. suggesting that the incompleteness still exists) the JRC will consider applying a **gap-filling procedure** in collaboration with the MS (considering also the accounting timing and any new relevant information included in the NIR 2011).

## Use of notations keys for C POOLS - Tables 5(KP-I) of mandatory or elected activities



<sup>1</sup> In some case (e.g., mineral soil in FL remaining FL) tier 1 assumes no C stock change. However, as general rule, Tier 1 can be used ONLY for non key categories.

<sup>2</sup> Decision 15/CMP.1 (Annex para 6e) holds the text “accounted for” (and not the text “reported”) so use of “IE” should be documented in such a way that it demonstrates that a pool that is included elsewhere is included in the calculation.

<sup>3</sup> Based on the last available (draft) ARR. If this information is not available to MS, the arrow No should be followed.

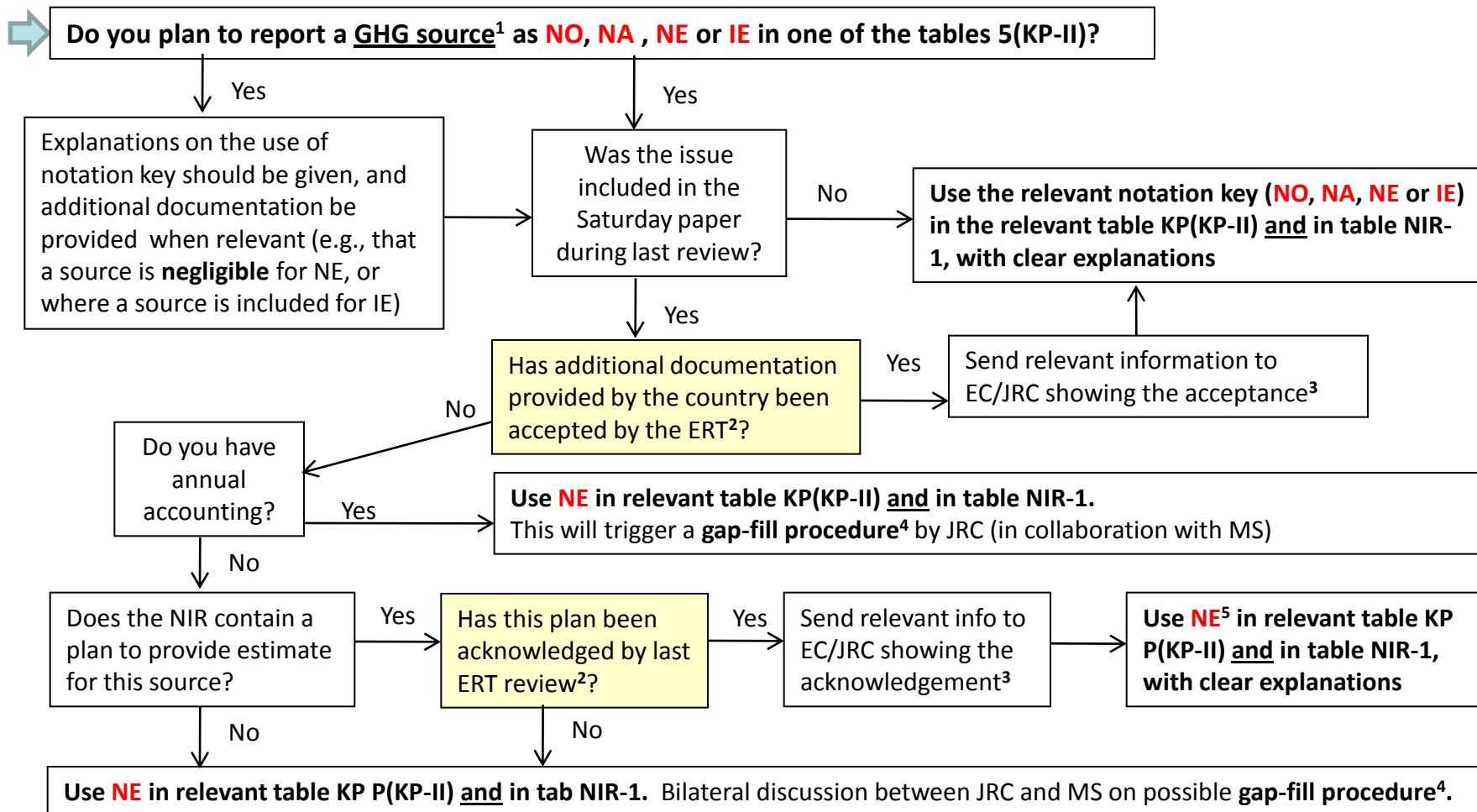
<sup>4</sup> In some cases it seems possible to use “NO” also in table KP NIR-1 (e.g. dead wood in AR lands).

<sup>5</sup> E.g. Relevant paragraph from (draft) ARR. If such information is NOT sent to EC/JRC, the arrow No will be followed from previous box.

<sup>6</sup> Any relevant new information included in the NIR 2011 will be considered when assessing the possible gap-filling.

<sup>7</sup> In this context “NE” assumes the meaning of “not estimated yet” - this must be clearly explained in the documentation box and the NIR.

## Use of notations keys for GHG SOURCES- Tables 5(KP-II) of mandatory or elected activities



<sup>1</sup> For which IPCC methods are available.

<sup>2</sup> Based on the last available (draft) ARR. If this information is not available to MS, the arrow No should be followed.

<sup>3</sup> E.g. Relevant paragraph from (draft) ARR. If such information is NOT sent to EC/JRC, the arrow No will be followed from previous box.

<sup>4</sup> Any relevant new information included in the NIR 2011 will be considered when assessing the possible gap-filling.

<sup>5</sup> In this context "NE" assumes the meaning of "not estimated yet" - this must be clearly explained in the documentation box and the NIR