ENERGY, CLIMATE
AND SUSTAINABLE
DEVELOPMENT

Reporting templates: TNA, Barrier Analysis & Enabling Environment and TAP

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Project reporting

Deliverable I: TNA Report

- Sector prioritisation
- Technology prioritisation in each sector

Deliverable II: Barrier Analysis and Enabling Framework Report

- Barrier analysis for each technology and options to address the barriers
- Enabling framework for technologies of the same Sector

Deliverable III: TAP

- Common action plan for all prioritised technologies in the same sector
- Specific action plan for each prioritised technology
- Cross-cutting issues

Deliverable IV: Project Ideas

- Brief summary and specific project ideas for each prioritised sector

Executive Summary

Suggested length: max. 1/10 of the main text of Report I

The executive summary provides an overview of the main points of Part I of the report. It is written for nontechnical people who don't have time to read the main report. The executive report contains enough information for a reader to understand what is presented in the full report without having to read the whole report. The executive summary will cover the main contents of the report in the same order they appear in the main report.

Chapter 1 Introduction

1. 1 About the TNA project

Provide a brief summary of the TNA project and its implementation in the country.

1.2 Existing national policies about climate change mitigation and development priorities

These are the starting points of the TNA project, and affect the criteria and decision for sector and technology prioritisation, as well as the setting of technology deployment targets.

Chapter 2 Institutional arrangement for the TNA and the stakeholders' involvement

2.1 National TNA team

Please explain the main structure of the national insitutional setup for the project: References: Subash Dhar, Jyoti Painuly and Ivan Nygaard, 2010, Organising the National TNA Process: An Explanatory Note

2.2 Stakeholder Engagement Process followed in TNA – Overall assessment

Chapter 3 Sector selection

3.1 An overview of sectors, projected climate change, and GHG emissions status and trends of the different sectors

3.2 Process, criteria, and results of sector selection

TNA report (3)

Chapter 4 Technology prioritization for Sector A

4.1 GHG emissions and existing technologies of Sector A

Give a brief description of the current level and growth of GHG emissions in Sector A, the main existing technologies in use in the sector.

4.2 An overview of possible mitigation technology options in Sector A and their mitigation benefits

Sources of information about technologies: http://climatetechwiki.org/ and technology handbooks available at www.tech-action.org

4.3 Criteria and process of technology prioritization

4.4 Results of technology prioritization

Chapter 5 Technology prioritization for Sector B

Chapter 6 Technology prioritization for Sector C

Chapter 7 Summary and Conclusions

Present the main process, criteria, and results of sector and technology prioritisation.

TNA report (4)

List of References

Annex 1: Technology Factsheets for selected technologies

> The national consultants will prepare these for circulation amongst stakeholders and can use Climate Techwiki, Guidebooks to provide generic descriptions. The regional centres can support countries wherever the technology descriptions are not available in the Climate Techwiki and Guidebooks

A.1 Introduction

A.2 Technology characteristics

A.3 Country specific applicability and potential

A.4 Status of technology in country

A.5 Benefits to economic / social and environmental development

A.6 Climate change mitigation benefits

A.7 Financial Requirements and Costs

Annex II. List of stakeholders involved and their contacts

> List of stakeholders involved in sector selection and selection of technologies, including their names, organisation, approach of consultation (like interview, meeting discussion, questionnaire etc), time, and topics

Report II Report on Barrier Analysis and Enabling Framework

Executive Summary

Chapter 1 Sector A

References for this Chapter: Overcoming Barriers to the Transfer and Diffusion of Climate Technologies. Available at www.tech-action.org.

1.1 Preliminary targets for technology transfer and diffusion

1.2 Barrier analysis and possible enabling measures for Technology A1

1.2.1 General description of technology A1

1.2.2 Identification of barriers for technology A1

1.2.2.1 Economic and financial barriers

1.2.2.2 Non financial barriers

1.2.3 Identified measures

1.2.3.1 Economic and financial measures

1.2.3.2 Non financial measures

1.3 Barrier analysis and possible enabling measures for Technology A2

1.4 Barrier analysis and possible enabling measures for Technology A3

1.5 Linkages of the barriers identified

1.6 Enabling framework for overcoming the barriers in Sector A

Common barriers and enabling framework of two or more prioritised technologies and technology-specific ones

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Chapter 2 Sector B

Structure and guidance similar to Chapter 1 of this Report II.

Chapter 3 Sector C

Structure and guidance similar to Chapter 1 of this Report II.

List of References

Annex 1: Market maps and problem trees

Annex II. List of stakeholders involved and their contacts

List of stakeholders involved in the identification of barriers and development of enabling framework, including their names, organisation, approach of consultation (like interview, meeting discussion, questionnaire etc), time, and topics.

Annex III. Policy Factsheets

- Based on the stakeholder consultations, the consultants own knowledge and international experiences, the measures should be thoroughly explained and described. Reference to relevant existing analysis is an advantage

Should include:

– **Economic and financial measures**

When proposing economic and financial measures it is important to be as precise as possible. If e.g. a subsidy is proposed, a subsidy level and a total cost of using the subsidy should also be included.

– **Non financial measures**

Non financial measures should also be described at the most detailed level possible.

Identify all possible barriers through literature survey, expert interviews and/or workshop brainstorms

– Based on the stakeholder consultations and the consultants own knowledge, the barriers should be thoroughly explained and described (e.g. market mapping, problem trees and other barrier analysis tools)

– Reference to relevant existing reports and analysis is an advantage.

Should include both economic and non-economic barriers

- Economic and financial barriers should be based on thorough economic analysis. Reference can be made to existing literature and analysis

- Non economic barriers need to be described detailed and it is important to find the root cause of the barriers

- **Enabling framework:**

  the entire range of institutional, regulatory and political framework conditions that are conducive to promoting and facilitating the transfer and diffusion of technologies (IPCC, 2000).

  - country-specific circumstances that:
    - encompass existing market and technological conditions,
    - institutions,
    - resources, and
    - practices

- **The enabling framework can be presented at two levels**

  - common barriers of two or more of the prioritised technologies.
  - The second level is technology-specific.

  For the further political process it may be convenient at this stage to present two alternative sets of measures for each technology, alongside with the expected economic and other consequences of the two alternatives expected to achieve the same goal.

Technology Action Plan (TAP) report

- Audience (target group)
  - Policy makers
  - National stakeholders
  - International funding institutions
- Content
  - Short comprehensive description of the action plan for adaptation or mitigation technologies, which can be read and understood as a stand alone document
- Main elements
  - Comprises a very brief summary and conclusions of the TNA report and the Barrier Analysis and Enabling Framework report.
  - Comprises the action plan which is the results of the 'political process', which have led to a selection of one of several options for groups of measures described in the barrier analyses and enabling framework report

Report III Technology Action Plan Report

Executive Summary

1 Technology Action Plan for Sector A

1.1 Actions at sectoral level

- **Sectoral description and dissemination targets**
- **Barriers at sectoral level and proposed actions**
- **Action plans at sectoral level**

1.2 Action Plan for Technology A1

- **About the technology**
- **Target for technology transfer and diffusion**
- **Barriers to the technology's diffusion**
- **Proposed action plans for Technology A1**

1.3 Action Plan for Technology A2

1.4 Action Plan for Technology A3

2 Technology Action Plan for Sector B

3 Technology Action Plan for Sector C

4 Cross-cutting Issues and Conclusions

List of References

Annex I. List of stakeholders involved and their contacts

1. Technology Action Plan for sector A

- 1.1. Actions at sectoral level
  - Short sector description.
    - Role of the sector, GHG emissions level and trends,
    - Existing policies and measures
    - Current technology profile, etc.
    - Process and results of technology selection
    - Targets for technology diffusion
  - Barriers at sectoral level and description of actions at sectoral level.
    - General barriers to meet these targets (e.g. tax exemptions on fossil fuel)
    - general measures (e.g. taxation on fossil fuels).
    - General measures for the sector and specific measures for the selected technologies could be summarized in this section as an introduction to the chapters below dealing more specifically with each technology

Technology Action Plan for sector A

- 1.2. Action plan for technology A1
  - About the technology
    - Description of the technology and main reasons why it is identified (for example: costs, mitigation potential, other economic, environmental, and social benefits). Here the contents should be brief, and refer to technology fact sheet for more details. Expected length: 1 page
  - Targets for technology transfer and diffusion
  - Barriers to the diffusion
    - Existing enabling framework and identified barriers of meeting the targets defined above

Technology Action Plan for sector A

- 1.2. Action plan for technology A1 (continued)
  - Proposed action plans for technology A1
    - Description of the politically selected set of measures defined in the Barrier Analysis and Enabling Framework Report. Measures can include:
      - Legislation and regulation: legislation, standards and labelling
      - Financial incentives: subsidies, tax reduction and exemption, grants and loans,
      - Information and awareness raising (demonstration projects);
      - Mechanism and institutional arrangement;
      - Support to R&D.

Technology Action Plan for sector A

- 1.2. Action plan for technology A1 (continued)
  - Proposed action plans for technology A1 (continued)
    - For each action the following need to be specified
      - Why the measure/action is needed;
      - Who (government agency, private sector etc)
      - When (0-5 years, 5-10 years, or 10-20 years)
      - How much the measure/action will cost, how can it be funded (domestic funding, or international funding)
      - Indicators of success, risks

Chapter 4. Crosscutting issues

This section describes – if needed - the elements of the action plan which is cutting across sectors and technologies for mitigation (or adaptation)

- Description of common enabling policies and actions which can help address the barriers for technologies from multiple sectors.

- Discussion of potential negative impacts of some of the general enabling policies on specific technologies

Thanks for your attention !

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