UNDP Project Document Format

Government of **Syrian Arab Republic**

United Nations Development Program

ENABLING ACTIVITIES FOR THE PREPARATION OF SYRIA'S INITIAL NATIONAL COMMUNCIATION TO THE UNFCCC

Brief Description

The enabling activities proposed by this project relate to the preparation of the Initial National Communication of the Syrian Arab Republic (SAR) to the United Nations Framework Convention on Climate Change (UNFCCC), and includes measures related to planning and capacity building, institutional strengthening, public participation and targeted research to support the implementation of the UNFCCC principles.

The project objective is to generate, analyze and communicate information relevant for the preparation and submission of the Syrian Arab Republic (SAR) Initial National Communication, including compilation of a national greenhouse gas inventory, vulnerability assessment, mitigation and adaptation option analysis and other information relevant for the Initial National Communication.

The project will enable the Syrian Arab Republic (SAR) to prepare and report on its Initial National Communication and present the information in a consistent, transparent and comparable manner taking into account the specific national circumstances. The main components of the project are: (a) an inventory of greenhouse gases for the year 1994; (b) analysis of potential measures to mitigate the increase in greenhouse gas emissions in SAR; (c) an assessment of potential impacts of climate change in SAR and adaptation measures; (d) preparation of the INC of SAR and submission to the COP. In addition, public awareness activities and stakeholder consultations will be cross-cutting along the overall course of this project. Accordingly, the preparation of the INC is expected to enhance general awareness and knowledge on climate change-related issues in the country, and to taking them into account in the process of national planning and policy.

SIGNATURE PAGE

Country: Syrian Arab Republic

UNDAF Outcome(s)/Indicator(s): The environment at the national and regional/local levels improved, through the integration of sustainable environmental management in development plans, programmes and budgets

Expected Outcome(s)/Indicator (s):
(CP outcomes linked to the SRF/MYFF goal and service line) National capacity strengthened for meeting obligations towards ratified environmental conventions (biodiversity, climate change, and desertification conventions; and the Stockholm Convention on Persistent Organic Pollutants - POPs) and national environmental legislation enforced with a particular focus on water policies

Expected Output(s)/Indicator(s): Syria's INC finalized / publication of INC
(CP outcomes linked t the SRF/MYFF goal and service line)

Implementing partner: Ministry of Local Administration and Environment

Other Partners: _____

(Formerly implementing agencies) _____

Program Period: 2007-2011
Program Component: Energy and environment for sustainable development
Project Title: Enabling activities for the preparation of Syria's initial national communication to the UNFCCC
Project ID: '00045323'
PIMS number: 3525
Project Duration: 30 Months
Management Arrangement: NEX, GEF Executing Agency: Ministry of Local Administration and Environment/GCEA

Budget	405,000.00 $
General Management Support Fee	0
Total budget:	
Allocated resources:	
• Government	
• Regular	**/ GEF 405,000.00 $**
• Other:	
○ Donor	
○ Donor	
○ Donor	
• In kind contributions	70,000 $
Unfunded budget:	

Agreed by H.E. Mr. Abdallah Al-Dardari,
Deputy Prime Minister for Economic Affairs
Head of the State Planning Commission
On behalf of the Syrian Government

Signature: **Date:**

Agreed by H.E. Eng. Hilal Al Atrash
Minister of Local Administration and Environment
On behalf of the Ministry of Local Administration and Environment

Signature: **Date:**

Agreed by Mr. Ali Al-Za'tari,
Resident Representative, UNDP.

Signature: **Date:** 3/12/06

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LIST OF ACRONYMS/ABBREVIATIONS

APR	Annual Progress Report
CCT	Climate Change Team
CAD	Climate and Atmosphere Department.
COP	Conference of Parties
EMS	Efficiency Management Systems
GCEA	General Commission for Environmental Affairs
GEF	Global Environment Facility
GHG	Greenhouse Gas
GNESD	Global Network on Energy for Sustainable Development
GTZ	Gesellschaft fur Technische Zusammenarbeit
INC	Initial National Communication
IPCC	Intergovernmental Panel on Climate Change
MDG	Millennium Development Goals
MLAE	Ministry of Local Administration and Environment
MMS	Maintenance Management Systems
NCSU	National Communication Support Unit
NGO	Non-governmental Organizations
PD	Project Document
PIR	Project Inception Report
PM	Project Manager
PSC	Project Steering Committee
PTC	Project Technical Committee
QPR	Quarterly Progress Report
SAR	Syrian Arab Republic
SBAA	Standard Basic Assistance Agreement
TOR	Terms of References
UN	United Nations
UN ESCWA	UN Economic and Social Commission for Western Asia
UNDP	United Nations Development Program
UNDP CO	UNDP Country Office
UNEP	United Nations Environmental Program
UNFCCC	United Nations Framework Convention for Climate Change
V&A	Vulnerability and Adaptation

Part 1. Elaboration of Narrative

1.1 Situation Analysis

1. The Syrian Arab Republic (SAR) is located along the eastern coast of the Mediterranean sea, and has northern boundaries with Turkey, eastern with Iraq, southern with Jordan, and western with Lebanon and Palestine. Syria covers an area of 185,180 km^2, of which only one third is classified as arid zone. The total population number has reached around 18.3 million in 2005,. Around 67% of the populations live in urban regions due to internal immigration from remote areas to major cities like Damascus, Homs, Hama, Aleppo and other cities along the coastal strip, and due to rapid increase in the population. Population density has increased from 52 persons/ km^2 in 1960 up to 74 persons /km^2 in 1994. The country consists of four geographical regions. (1.) A narrow coastal plain that runs from the Turkish border to Lebanon. (2.) A series of mountains in the southwest which include the Jabal Ansariyeh or anti-Lebanon Range and the Jabal al-Shaykh which descends to the Hawran Plateau. (3.) A high plateau, east of the mountains, which slopes southeast and contains fertile regions. (4.) A barren desert region known as the Hamad which is located south of the high plateau and accounts for 33% of the land area. The principal rivers are the Euphrates and Orontes.

2. The economic development that took place in SAR in the recent years has led to an increase of GNP from LS 659 billion in 1993 to LS 931 billion in 1998 (1US$ is equivalent to ~ LS 50). Years 1999 and 2000 have witnessed a drop in the GDP by around (-2%), this figure changed to a net growth of around 3.4% in 2001.

3. The SAR Government considers the environment to be an integral component of all sectoral activities, and will work to achieve an integrated rural development that includes the protection and improvement of use of natural resources. Environmental issues, being integrated into major development plans, are the responsibility of the Ministry of Local Administration and Environment (MLAE), and other relevant ministries that form the Environment Protection Council. In 2002 the Environmental Law (decree 50/2002) has been issued, and forms the basis for environmental management in SAR. The Government of SAR has ratified the UNFCCC in April 1996, in accordance with Presidential decree 363 dated 12/10/1995. Recently, SAR ratified the Kyoto protocol (Presidential decree 73 dated 4/9/2005). In its 9th 5- years plan (2000-2005) the Government has emphasized environment protection issues and strategies

4. UNDP is assisting SAR in achieving its national Development Goals targets and indicators and in increasing national capacities for integrating environmental conventions and issues into planning and policies. UNDP support to SAR in terms of sustainable environmental development has been focused on compliance with international environmental conventions, aiming at (a) promoting environmental governance in mainstreaming sustainable development and implementing relevant policy, legal and regulatory measures, and (b) capacity development to implement global environmental conventions primarily through UNDP-GEF portfolio for Climate Change. A detailed list of already accomplished and ongoing projects related to climate change is given in Appendix B.

1.2 Strategy

5. This project aims at strengthening the position of the MLAE to assist the Government in achieving its environmental objectives and concerns at national level, commitments to international conventions, and to integrate the environmental dimension in national development planning and policy.

6. This project seeks funds for SAR to prepare the country's initial national communication (INC) in accordance with the UNFCCC guidelines. The INC would in principle include inventory of greenhouse gases (GHG) emissions from anthropogenic activities, vulnerability assessment, and adaptation and mitigation strategies.

7. The INC project will develop and enhance national capacities to fulfill Syria's commitments to the Convention on a continuing basis; enhance general awareness and knowledge of government planners on issues related to climate change and reduction of GHG emissions, thus enabling them to take such issues into account in the national development agenda; and mobilize additional resources for projects related to climate change and mitigation of greenhouse gases. These projects may be eligible also for further funding or co-funding by GEF or other multilateral or bilateral organizations.

1.3 Management Arrangements

8. The General Commission for Environmental Affairs (GCEA) is the National Focal Point for the Climate Change Convention .under the overall administration and management of Ministry of Local Administration and Environment (MLAE), GCEA is the executing agency for the INC project and will be responsible for the overall coordination and implementation of the project. GCEA will coordinate with relevant ministries, provincial departments, other governmental sectors and line agencies. Its role will be largely facilitation and coordination of the process. However, other key Ministries and departments may play significant roles upon request by GCEA.

9. **A Project Steering Committee (PSC)** will be established, and it will consist of the UNDP RR, or DRR or representative; Minister or Deputy Minister of Local Administration and Environment; Head or Deputy Head of SPC; Head of General Commission for Environmental Affairs; and GEF Operational Focal Point. The role of the PSC will be to guide project activities, approve work plans and TORs, disseminate project outputs and ensure that the project is firmly integrated into the ongoing and planned national development and environment initiatives. The PSC will meet on a quarterly basis. The Project Management Unit (PMU) under the authority of the National Project Director (NPD) and the Head of the Climate and Atmosphere Department (DAC) will act as the Secretariat of the PSC.

10. To facilitate co-ordination, participation and sustainability of the results of the project, The GCEA will establish a Project Technical Committee (PTC) composed of members from the Climate and Atmosphere Department, Climate change task force Committee PMU and other relevant ministries. The PTC will provide general technical guidance and support to the project, as well as, it will promote public

participation and awareness raising through workshops, TV, web site, using electronic networks and otherwise.

11. As the project will be nationally executed by GCEA, The Head of General Commission for Environmental Affairs /Head of DAC will be responsible for coordinating and facilitating project's activities at the GCEA, relevant ministries, provincial departments, other governmental sectors and line agencies, and supporting the NPD to ensure achieving all project outputs inline with the INC objectives.

12. The Government of Syria will provide in-kind (US$ 70,000) support to ensure its commitment for the success of the project. The in kind Support will include different contributions be such as: office space, office equipment and supplies, time of DCC members and other members of the PSC, , facilities for meetings and consultations, political support and transportation within Syria and between regional centers for government officials.

13. All purchases of services and supplies shall be done fully in line with UNDP rules and procedures. The UNDP- CO in coordination with GCEA will play a key role in guiding activities and ensuring they are in line with the INC guidelines.

For more information about management arrangements see Appendix B, section 5: Institutional Framework for Project implementation.

1.4 Project Monitoring and Evaluation

14. Monitoring responsibilities and events: A detailed schedule of project reviews meetings will be developed by the project management, in consultation with project implementation partners and stakeholder representatives and will be incorporated in the Project Inception Report. Such a schedule will include: (i) tentative time frames for PSC meetings, (or relevant advisory and/or coordination mechanisms) and (ii) project related Monitoring and Evaluation activities.

15. Day- to- day progress monitoring will be the responsibility of the Project Manager, based on the project's Annual Work-plan and its indicators. The Project Manager will inform the UNDP and MLAE of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

16. Periodic monitoring of implementation progress will be undertaken by the UNDP through quarterly meetings with the project proponent, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities.

17. Project Monitoring Reporting: The Project Manager, in conjunction with the UNDP-GEF extended team, will be responsible for the preparation and submission of the following reports that form part of the monitoring process.

1.4.1 Project Inception Report (PIR)

18. A Project Inception Report (PIR) will be prepared immediately following the Inception Workshop. It will include a detailed First Year Work Plan divided in quarterly timeframes detailing the activities and progress indicators that will guide implementation during the first year of the project. The Report will also include the detailed project budget for the first year of implementation, prepared on the basis of the Annual Work Plan, and including any monitoring and evaluation requirements to effectively measure project performance during the targeted 12 months time-frame.

19. The PIR will include a more detailed narrative on the institutional roles, responsibilities, coordinating actions and feedback mechanisms of project related partners. In addition, a section will be included on progress to date on project establishment and start-up activities and an update of any changed external conditions that may effect project implementation.

20. When finalized the report will be circulated to project counterparts who will be given a period of one calendar month in which to respond with comments or queries. Prior to this circulation of the PIR, the UNDP Country Office and UNDP-GEF's Regional Coordinating Unit will review the document.

1.4.2 Quarterly Progress Reports (QPRs)

21. Short reports outlining main updates in project progress will be provided quarterly to GCEP, the local UNDP Country Office and the UNDP-GEF regional office by the project team.

22. Technical Reports are detailed documents covering specific areas of analysis or scientific specializations within the overall project. As part of the Inception Report, the project team will prepare a draft Reports List, detailing the technical reports that are expected to be prepared on key areas of activity during the course of the Project, and tentative due dates. Where necessary this Reports List will be revised and updated, and included in subsequent Annual Progress Reports (APRs). Technical Reports may also be prepared by external consultants and should be comprehensive, with specialized analyses of clearly defined areas of research within the framework of the project. These reports will represent, as appropriate, the project's substantive contribution to specific areas, and will be used in efforts to disseminate relevant information and best practices at local, national and international levels.

1.4.3 Tripartite Report (TPR)

23. Based on the Annual Project Report(**APR**) prepared by the NPD, UNDP country office will arrange for the Tripartite Meeting that include representative from UNDP, Executing Agency and State Planning Commission. The first meeting will be held on an annual basis UNDP Co. will prepare the Tripartite Meeting Report.

1.5 Legal Context

24. This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Syria and the United Nations Development Programme, signed by the parties on 1965. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

25. UNDP acts in this Project as Implementing Agency of the Global Environment Facility (GEF), and all rights and privileges pertaining to UNDP as per the terms of the Standard Basic Assistance Agreement (SBAA).

26. The UNDP Resident Representative is authorized to effect in writing the following types of revision to this PD. provided that he/she has verified the agreement thereto by GEF Unit and is assured that the other signatories to the PD have no objection to the proposed changes:

- Revision of, or addition to, any of the annexes to the PD;
- Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
- Inclusion of additional annexes and attachments only as set out here in this PD.

PART 2: BUDGET

The project budget is estimated at US $405,000 with additional contribution from the Government of Syria (in kind) of US $70,000. The details of the budget covering the UNDP-GEF contribution and the Government of Syria's contribution are given in Tables 1 and 2.

Table 1: Detailed Budget Form.

Award ID:									
Award Title: PIMS 3525 CC EA :Initial National Communication of Syria									
Project ID									
Project Title: PIMS 3525 CC EA Initial National Communication of Syria									
Executing Agency: ***General Commission for Environment Affairs/ Ministry of Local Administration and Environment***									
EXPECTED Outcomes	**OUTPUTS (and corresponding indicators)**	**RESPONSIBLE PARTNER**	**PLANNED BUDGET**						
		MLAE	**Source of Funds**	**Budget Code**	**Budget Description**	**Y ear 1(US$)**	**Year 2(US$)**	**Year 3(US$)**	**Total Budget (US$)**
Initial National Communication	National Circumstances	MLAE	62000	71300	Local Consultants	5,000	5,000		**10, 000**
	National Greenhouse Gas inventories	MLAE	62000	72100	Contractual Service	0	10,000	2,000	**96, 000**
				71300	Local Consultants	0	51,000	5,000	
				71600	Travel	0	3,000	0	
				72200	Equipments	0	10,000	0	
				72400	Equipments/ Communications And Audiovisual .	0	2,000	0	
				72800	Equipments/Computers	0	2,000	0	
				72500	Supplies	0	2,000	0	
				74200	Printing/publication cost	0	5,000	0	
				74500	Miscellaneous Expenses	0	2,000	2,000	
	Programmes containing measures to facilitate adequate adaptation to climate change	MLAE	62000	71200	International Cons.	14,000		0	**79, 000**
				71300	Local Consultants	34,000	3,000	0	
				71600	Travel	2000		0	
				72200	Equipments & furniture	10000	0	0	

				72400	Equipments Communications And Audiovisual	5,000		0	
				72800	Equipments Computers	2,000	0	0	
				74200	Printing/publication cost	5,000		0	
				72500	Supply	2,000		0	
				74500	Miscellaneous Expenses	3,000	1,000	0	
	Programmes containing measures to mitigate climate change	MLAE	62000	71200	International Cons.	0	16,000	0	**75, 000**
				71300	Local Consultants	0	34,000	0	
				71600	Travel	0	4,000	0	
				72200	Equipments	0	7,000	0	
				72400	Equipments/ Communications And Audiovisual	0	2,000	0	
				72800	Equipments/Computers	0	2,000	0	
				74200	Printing/publication cost	0	5,000	0	
				72500	Supply	0	2,000	0	
				74500	Miscellaneous Expenses		3,000	0	
	Other relevant information (e.g. research and systematic observation, technology transfer, education and public awareness, capacity building)	MLAE	62000	71300	Local Consultants		18,000	0	**20, 000**
				74500	Miscellaneous Expenses	0	2,000	0	
	Constraints & gaps, related to financial & capacity needs	MLAE	62000	71300	Local Consultants	40,00	4,000	0	**10, 000**
				74500	Miscellaneous Expenses	0	2,000	0	
	Technical Assistance	MLAE	62000	71200	International consultants	5,000	3,000	0	**10, 000**
			62000	71600	Travel	1,000	1,000		
	Compilation, Production of	MLAE	62000	71300	Local Consultants	0	7,000	3,000	**15, 000**

	communication, including Executive Summary and its translation			74200	Printing/publication cost	0	2.000	3.000	
	Project Management	MLAE	62000	71400	Contractual Service-Indiv.	28.800	28.800	7.200	**75, 000**
				71600	Travel	24.00	3.000	600	
				74500	Miscellaneous Expenses	20.00	2.000	1.200	
	Monitoring and reporting	MLAE	62000	74100	Professional services - audit		5.000	10.000	**15, 000**
	GRAND TOTAL								**405 000**

Table 2. Project Budget: Syrian Government Contribution

Description of Inputs	**Total US$**
Administration and support staff	15,000
Office and related operations	10,000
Stationery and other office supplies	10,000
Furniture and office equipment	15,000
Utilities and maintenance	10,000
Media activities: leaflets, press calls, workshops	10,000
Grand total	**70,000**

PART 3. Appendices

Appendix A: Summary Report of the Self- Assessment Exercise

I. Introduction

27. The self-assessment exercise is performed in accordance with GEF Operational Procedures for the Expedited Financing of National Communications from Non-Annex I Parties (GEF/C.22/Inf.16). The main objective is to undertake a highly consultative and participatory process of needs assessment, to identify and validate the critical priorities for UNFCCC implementation in SAR in general, and the INC project proposal in particular.

28. Consultation of concerned stakeholders is important for the preparation of the project proposal of the INC since it ensures the national ownership of the INC. The identification of stakeholders has been based on the following criteria.

- Concerned experts in various ministries who will be contributing to the execution of the INC.
- Experts from regional and international organizations.
- Experts from academic institutions and research centers that work in fields related to climate change issues.
- Experts from on going climate change- related projects.
- Representatives from professional associations.
- Representatives from the private sector and major consulting firms.
- Representatives from relevant NGOs.
- Representatives from the expert press.

29. The outputs of the stocktaking process involved conducting a stakeholder consultation and analysis, during which concerned stakeholders have been identified and initial contacts with them established. Another step in the stocktaking activity was to conduct consultation with these stakeholders aimed at validating the methodology of selection of priority issues and areas of action. The stakeholder consultation process was concluded by a stocktaking workshop to finalize the feedback from concerned stakeholders, and to have it considered in preparing the PD for the INC.

30. The main objectives of the stakeholder consultation process, as defined in the TOR, were to validate the stocktaking exercise to address the national priorities in the INC, to agree on the institutional arrangements proposed for the INC, to clarify the roles and responsibilities of concerned stakeholders, and to engage all concerned stakeholders and ensure adequate consultation mechanism.

31. A synthesis report has been produced as the main output used as a baseline document for the INC proposal, as well as an input to identify and validate priorities for further in-depth studies and areas of work to be carried out in preparing the INC. In addition, it has provided an assessment of gaps, uncertainties, barriers and lessons learnt from previous and ongoing activities.

II. The Stocktaking Analysis Tools

32. The following main tools have been used for the stocktaking process:

i. review of relevant documents,
ii. stakeholders identification,
iii. discussions among stakeholders,
iv. interviews with stakeholders,
v. questionnaire,
vi. stocktaking workshop.

33. The stocktaking exercise took about 6 weeks and brought together around 35 stakeholders from different ministries, public institutions, academia, international organizations based in Damascus, private sector, NGOs, and expert media.

III. The Stocktaking Workshop

34. In accordance with the stocktaking process, a workshop was carried out with one main objective of gauging input from national and regional experts on key issues related to Syria's INC. The Workshop, conducted on December 27, 2005, focused on the objectives, roles and approaches to be adopted for a successful implementation of the INC. To ensure appropriate stakeholders participation process, 34 experts and high level representatives from several governmental, non-governmental research, and academic institutions were invited to review of gaps, constraints and main achievements in studies performed so far and review existing documents from climate change- related projects. Table A.1 presents a list of the workshop participants.

Table A.1: Participants of stocktaking workshop.

Name	Affiliation	Position	Telephone	FAX	E-mail
Khaled Kalaly	GCEA	Director, Atmosphere Safety & Climate Dept.	3314393	3314393	Syro3u@mail.sy khaled65@scs-net.org
Haytham Nashawati	GCEA	Climate Change National Focal Point	4465905	4461079	hnashawatil@ yahoo.com
Shaza Al Joundi	UNDP	EE Team Leader	6129811	6114541	
Abir Zeno	UNDP	EE Programme Associate	6129811	6114541	Abir.zeno@undp.org
Najah Al Hamawi	GCEA	Head of Ozone Division	3314393	3314393	Syro3u@mail.sy najah75h@yahoo.com

Bassel Al Barni	GCEA	Air Quality Division	4465905	4461079	Env-Min@net.sy
Khaled Jabbour	GCEA	Atmosphere Safety & Climate Dept	4465905	4461079	Env-Min@net.sy
Hakimah Hawach	GCEA	Air Quality Division	4465905	4461079	Env-Min@net.sy
Ibrahim Al Aan	GCEA	Atmosphere Safety & Climate Dept	4465905	4461079	Env-Min@net.sy
Kawthar Khalil	GCEA	Atmosphere Safety & Climate Dept	4465905	4461079	Kh-env@hotmail.com
Dr. Youssef Meslmani	Nuclear Commission	Researcher	3120412 094591539	6112289	Ymeslmani@gmx.net
Raounak Jabbour	Center of Environmental Studies	Director of labs, Env. Studies Center	2136071	6622309	esrc@mail.sy
Ali Issa	Center of Environmental Studies	Head of Inorganic lab	2136071	6622309	esrc@mail.sy
Ali Salameh	Center of Environmental Studies	Head of air lab. section	2136071	622309	esrc@mail.sy
Dr. Ibrahim Eid	General Meteorological Dept.	Manager of Meteorological unit	6624984	6620553	Dib-damas@mail2world.com
Imad Khalil	Meteorological Dept.	Meteorological unit	6624984	6620553	
M. Khaled Al Sharaa	GCEA	Director, Land Safety and Desertification Combating Dept.	4464796	4461079	Env-Min@net.sy
Dr. Yassine Maala	GCEA	Director of labs, Env. Studies Center	4465905	4461079	Env-Min@net.sy
M. Manal Al Sakka	GCEA	Director, EIA	4461072	4461079	Env-Min@net.sy
Dr. Mohamad Kheir Turkmany	Order of Syrian Engineers	Expert	8883745		
Samiya Al Baba	Higher Institute of Applied Science and Technology	Head of Unit	5120547	2237710	
Dr. Mahmoud Al Haffar	Ministry of Transportation	Head of Env. Studies Division	3331625	3331625	MahmoudAlHffar@hotmail.com
Dr. Mouhamad Adnan Ghadft	Damascus Industrial Chamber	Expert	2222205	6610908	Dr-atfeh@ses-net.org

Mouhamad Khalil Chaikhy	Ministry of Electricity	Head of Technical Unit	2137876	2137876	Peeg-t-gd@mail.4
Dr. Wasek Rasoul Agha	Higher Institute of Sciencs	Director	2119876		
Mouhamad Walid Malas	Industrial Chamber of Damascus	Board member	3911405	3911774	
Louay Shaaban	Ministry of Electricity, EU project	Consultant	2131827		
Mounir Jlanbou	Syrian Center for Food and Inorganic Studies	Chairman of BOD	6352332	3332888	Jalnbou@mail.sy
Ahmad Khasara	MLEA	Engineer	2396225	3314393	
Salem Ksaiby	Ministry of Industry	Manager of Environmental Affairs Dept.	294520566 2320165	2231096	
Ahmad Aamar Said	Alepo Chamber of Industry	Executive Manager	094326957 3620600	3620040	
Mouhamad Arar	SANA	Reporter	228285		
Sana' Yaacoub	Organization of Environment and Sustainable Development	Journalist	093259186		
Dr. Farid Chaaban	American University of Beirut	Regional consultant			fbchaban@aub.edu.lb

III-1. Assessment of Previous Works

A summary of the feedback obtained in the discussion that followed is presented in the following sections:

35. This assessment was to ensure that the INC would be conducted taking into consideration the good practice and lessons learnt from other climate- change related projects. These activities included energy efficiency projects, GHG preliminary inventory conducted in collaboration with GTZ, mitigation options, action plan to combat desertification, water and coastal area. The power sector in SAR has been identified as the major GHG emitting sector followed by the transport sector.

36. Lack of accurate and updated database for information from various economic sectors has been identified as a major issue for preparing the Syrian INC.

37. As per the natural resources, the majority of information to be collected will target energy, forests, pastures and land use change along with the most recent legal and policy framework that regulate land use changes in the country. The review and update of the information on economic and sector profile will consist of the update of the information regarding the newly adopted strategies for socio-economic development.

38. The collection of the information will focus on socio-economic factors such as: population, public health, education, and environment. The state of the environment including the state of urban air quality, solid waste and water treatment and other related issues will be provided along with existing institutional framework, legal framework, and public awareness and education on environment.

39. The current conditions of meteorological stations have been highlighted during the workshop. It has been emphasized that these stations need some technical upgrading, and that a network for air quality monitoring is being planned for Damascus and other major cities in the country.

40. There is a need to give special consideration to the vulnerability and adaptation (V&A) component of the INC. Impacts of climate change on various sectors of the national economy have to be analyzed. Adaptation measures have to take into consideration local needs and socio-economic conditions.

III-2. Lessons and Good Practice from Previous Projects, to be Adopted in INC

41. The experience and good practice from climate change- related projects shall provide a solid background for initiating and preparing the INC. Such good practice is not limited to technical issues but also covers other managerial aspects and processes. These lessons and good practices, as extracted from the stocktaking process, are:

- Deep collaboration amongst members of the teams established to carry out these projects, which provided to a certain extent a platform for various researchers and other stakeholders to work together. The diversity of the related projects led to a substantial increase in local expertise in relevant issues and technologies. Decision makers, technical staff, and even university senior students have been exposed to some aspects of climate change issues.
- SAR joining the international community in combating the climate change issue.
- Support from the private and academic sectors to accept, assist, and participate in climate change-related activities.
- Professional and practical know how amongst private and academic sectors both on the local and international levels. For example, a number of energy audits were performed, to find out how effectively primary energy has been used for power generation and to compare the present situation to the specifications and warranty condition of these units.
- Appropriate regulatory initiatives and incentives have been introduced to facilitate the adoption of climate change issues in SAR.
- Extensive support from MLAE, and the Environment Protection Council.

- Capable project managers that can lead the project to a successful conclusion.

III-3. Identification of Difficulties/Barriers

42. Difficulties encountered in climate change- related projects and activities can be briefed as follows:

- **Information and awareness:** Decision makers and other senior staff of concerned ministries and other stakeholder units have no adequate awareness and information about current climate changes issues and technologies such as preventive maintenance efficiency control and the operation of market oriented utilities, and integrated energy planning. To overcome this, normally it is recommended to expose high- level officials (managers and policy/decision makers) to these issues so as to established self-sustaining utilities, through sufficient training and seminars.

- **Insufficient data** and information, of the base year 1994, on the specific areas such as consumption habits and consumer behavior where energy conservation measures will have the greatest impact. To mitigate, databases have to be established in relevant ministries on energy consumption of different consumer groups, load patterns, and saturation and ownership of various appliances.

- **Human resources**: Limited exposure of technical as well as managerial staff to modern energy conservation issues, preventive maintenance or efficiency control measures, poses a realistic barrier that could be overcome by assessing the level of education and experience of the personnel; and accordingly establish training and capacity building programs.

- **Access to technology:** There exist little Efficiency Management Systems (EMS) or Maintenance Management Systems (MMS) in Syria at present. In addition there is a need for more awareness of energy efficient options for future system expansion. This could be overcome by exposing decision makers as well as technical experts to modern power plants technologies, EMS and MMS systems. Also, the marketability of these options has to be considered (technology needs assessment).

III-4. Identification of Gaps and Uncertainties

43. The stocktaking process identified the following gaps in the climate- change related projects, which may be avoided in preparing the INC. These gaps/uncertainties include:

- Lack of a much- needed, accurate and scientific full-fledged database for the preparation of national GHG inventories. Moreover, data obtained from many sources were not consistent.

- Large uncertainties inherent in the present /collected/measured data due to the absence of the required technical and quality control systems and due to the absence of national standards/guidelines.
- Lack of mechanisms and systems within the government and private sectors to assist and cooperate with climate change initiatives.
- Lack of funding sources and even mechanisms for supporting the private or the academic sectors to undertake pilot projects and research activities to better understand and assess the extent and implications of climate change, vulnerability, and the potential relevant mitigation measures.
- No emphasis on the benefits of the country as a whole. Impacts of climate change were not correlated to national development encompassing health, economy, and welfare.
- No emphasis on the sustainable development concept. Mitigation options that emphasized energy conservation measures were short of explaining the concept of sustainable development and the sustainability of various economic sectors.

III-5. Measures to Ensure the Sustainability of INC Recommendations.

44. The following measures have been outlined as a mean to ensure the sustainability of the INC recommendation:

- Secure serious governmental/official commitment through the establishment of a joint mechanism amongst various bodies such as Ministries of Electricity, Transport, MLAE, and others, with academic and research institutes and in collaboration with the private sector.
- The national climate change committee to continuously handle climate change issues, whether on the national, regional or international level.
- CAD will follow up on all issues with the government to support and endorse its activities and recommendations.
- Emphasize the economic benefits associated with some mitigation measures (win-win opportunities).
- Increase awareness of decision makers and encourage/support research community.

III-6. Priorities for INC

45. The stocktaking process identified a tentative priority list of areas to be covered in the INC. Areas where new information are available are the energy sector including electric power, transport and industries, health and socio-economic impacts, adaptation in sensitive areas, institutional arrangements, land-use change and forestry.

46. Vulnerability and adaptation should constitute a substantial component of the INC.

47. Emphasis will also be placed on the integration of selected recommendations into the governmental policies and planning such as availability of natural gas as a main

energy resource through regional networking, and the impact of regional electrification on local electric power supply.

III-7. Synergies

48. The feedback obtained from the stocktaking process has identified associated projects and their link to climate change. Coordination measures have been suggested. Main synergies topics include nature reserves, action plan to combat desertification, reforestation, renewable energy deployment in SAR, biodiversity conservation, Ozone protection energy efficiency in buildings, and GNESD Activities (energy access, and renewable energy).

49. Means of coordination amongst these projects include the CAD, researchers coordination, bilateral financial mechanisms, and civil society platforms. Suggested joint- action mechanisms are:

- MLAE/ CAD
- MLAE/ CAD -Industries
- MLAE/ CAD -Ministry of Electricity
- MLAE/ CAD -Ministry of Agriculture-Ministry of Transport
- Research themes/applications at universities
- Awareness campaigns.

IV. Recommendations for the INC

50. The stocktaking process came out with a set of information and suggestions to be considered in preparing the INC. The main points have been listed above. The recommendations that were suggested by stakeholders can be summarized as follows:

- To establish a full fledged database to assist in the preparation of national GHG inventories on scientific basis, and to minimize uncertainties inherent in collected or measured data due to absence of the required technical and quality control systems.
- To adopt plans and strategies for better information dissemination of the findings of the INC. Amongst suggested measures is to provide an executive summary of the INC in Arabic, and to conduct awareness campaigns for the public as well as decision makers.
- To coordinate the INC activities amongst various ministries and other stakeholders through the CCD that would continuously handle climate change as well as other issues, at the national, regional or international level.
- To suggest a joint mechanism, in collaboration with concerned stakeholders, for securing funds to undertake pilot projects and research activities aimed at better understanding and assessing the extent and implications of climate change, and the potential of relevant mitigation measures.

- To identify joint action mechanism amongst various national and international units for implementing the recommendation of national communications on climate change.
- To secure more feedback from private sector in the report preparation.
- Stress on vulnerability and adaptation component in the INC.
- Stress more on economic factors in the mitigation options to be suggested for various economic sectors, mainly the industrial and residential sectors. In this aspect emphasis should be put on the win- win opportunities, i.e. achieving GHG reduction jointly with some economic benefits.
- Emphasis on the concept of sustainable development and the sustainability of each of the economic sectors, and to come- up with suggestions to maintain the sustainability of various mitigation options.
- Emphasis on recent regional developments such as in the energy supply sector, namely the regional gas networking and electrical interconnection planned and partially constructed among countries in the region.
- Emphasis on health and socio-economic impacts and adaptation measures.
- Stress the need to adopt capacity building activities.

Appendix B: Technical Components of the Project Proposal

I. Background and Project Context

51. The SAR covers an area of 185,180 km^2, of which only one third is classified as arid zone. The total population number has reached around 18.3 million in 2005. Population density has increased from 52 persons/km^2 in 1960 up to 74 persons/km^2 in 1994. The economic development that took place in SAR in the recent years has led to an increase of GNP from LS 659 billion in 1993 to LS 931 billion in 1998 (1US$ is equivalent to LS 50). Years 1999 and 2000 have witnessed a drop in the GDP by around (-2%), this figure changed to a net growth of around 3.4% in 2001. The SAR Government considers the environment to be an integral component of all sectoral activities, and is aiming to achieve an integrated rural development that includes the protection and improvement environmental conditions in the country.

52. The Syrian Arab Republic has ratified the UNFCCC in 3/4/1996. As a non-Annex I Party to the Convention SAR has no quantitative commitments on the reductions of GHGs emissions but is, in accordance with the Article 12 of Convention, obliged to prepare National Communications to the COP of the UNFCCC with the GEF support, build awareness of climate change issues and increase the national consensus and willingness to take action against climate change, provide the international community with information on the inventory and trends of sources and sinks of greenhouse gas emissions in SAR. It is also aimed to provide a profile of mitigation measures planned in the future, provide information on the potential vulnerability of the economy of SAR to the projected climate change and adequate adaptation measures for the projected climate change, integrate climate change into the broader development planning process of the country and realign policies to take climate change into consideration, integrate climate change issues into the planning and implementation of sector efforts and other national development plans and developing public support for government initiatives in the field of climate change.

53. In brief, the purposes of this project are to assist SAR with the enabling activities necessary to undertake the INC to the COP in accordance with the UNFCCC guidelines. An additional purpose of this project is to strengthen Syria's ability to fulfill its commitments under the Convention.

II. Project Objectives

54. This project seeks funds for SAR to undertake enabling activities to prepare the country's INC to the UNFCCC. As defined by the COP, enabling activities are those measures that facilitate the implementation of response measures in accordance with the UNFCCC (Decision 11/CP.2) to prepare the INC of SAR to the COP, in accordance with Article 12 of the UNFCCC.

55. The project development objective is to strengthen the institutional and technical capacity of SAR to deal with climate change issues and to mainstream climate change concern into sectoral and national development priorities.

56. Project Immediate Objective: The project will enable SAR to prepare and submit its INC to the UNFCCC and meet its obligations under the Convention.

57. The project will contribute to the on-going global effort to better understand the sources and sinks of greenhouse gases, potential impacts of climate change, and effective response measures to achieve the ultimate objective of the UNFCCC, which is "to stabilize greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system".

58. The project will help identifying and developing projects related to climate change and mitigation of greenhouse gases, which may be eligible also for further funding or co-funding by GEF other multilateral or bilateral organizations.

59. In addition, the project will contribute to enhance general awareness and knowledge on climate change related issues in SAR, and to strengthen the dialogue, information exchange and cooperation among all the relevant stakeholders including governmental, non-governmental, academic, and private sectors in accordance to the Article 6 of the UNFCCC and Implementation of Buenos Aires Plan of Action.

60. The following results are expected to be accomplished by the project: a) the consolidation of the institutional capacity of the GCEA/ MLAE to apply the UNFCCC guidelines; b) a set of measures oriented towards the achievement of national aims on GHG emission reduction; c) consensus in favor of the measures relative to Climate Change which may contribute to sustainable development; and d) framework for activating the National Climate Change Committee.

III. Project Strategy

61. The close collaboration of all relevant entities, ministries, and other institutions in SAR is crucial for the success of the project. The project will respond to these issues by employing the best local expertise as well as international consultants, when needed. Most of the activities are within the existing national environmental legislation. Project stages such as green house gasses inventories, mitigation options and vulnerability and adaptation assessment, will be implemented through academic and research teams from various stakeholders that will be mobilized in the process of preparation of INC.

62. All academic and decision making institutions along with the NGO community potentially related to climate change and sustainable development problems such as poverty reduction, millennium development goals (MDG), energy and food production, sustainable forests and water resources management, health and

biodiversity protection, natural disaster mitigation, etc., have been invited for stocktaking process and have participated in the selection of priority sectors and goals for the INC. This has been a very important step in creating the institutional framework for the implementation of INC and should be considered as a sustainability element of the INC preparation process. The project will also make sure that INC is appropriately linked with country's development priorities and review and identify the relevant policy frameworks for climate change mainstreaming.

63. The project will collaborate closely with the other relevant ongoing projects in SAR, in order to enable an effective information exchange between the projects and full utilization of their results Collaboration with relevant regional and international experts will be established. In addition, during the preparation of the SAR INC to UNFCCC, close communication will be established with other major bilateral and multilateral donors active in the climate change focal area or related fields.

64. The GCEA at the MLAE will execute the project in its capacity of National Focal Point (NFP) of SAR to UNFCCC. The GCEA has been selected as the local executing agency for this enabling activities project. The project will be executed in close cooperation with relevant ministries and UNDP CO staff, and will be assisted by a number of national level governmental and development institutions, NGOs, industry, and private consultant firms.

65. To facilitate co-ordination, participation and sustainability of the results of the project, a Project Steering Committee (PSC) will be established to provide general guidance and supervision of the project, as well as to promote public participation and awareness raising through workshops, TV, web site, using electronic networks and otherwise.

66. Since this is the first time that SAR undertakes the preparation of the National Communication to the UNFCCC, it will actively cooperate with other regional countries that have already undergone this process and are already preparing the Second National Communication. SAR will draw on lessons and experience from countries such as Jordan. Lebanon, and other ESCWA member states. Such collaboration has already been established during the stocktaking exercise by facilitation of the UNDP.

67. The project will enable SAR to prepare its INC on Climate Change to the COP of the UNFCCC and meet its convention obligations. This project outcome will be achieved through wide range activities, including gathering data on anthropogenic GHG emissions and preparation of the national GHG inventories based on adopted methodologies of IPCC; an assessment of potential impacts of climate change and analysis of potential options to adapt to the impacts of climate change with respect to the climate change impacts studies on the agriculture, water resources, forestry and natural ecosystems; an analysis of potential options to abate the increase in GHG emissions and to enhance removals by sinks. In addition, the necessary financial and technological needs will be conducted and priorities identified for climate change

research and monitoring, education, training and awareness raising, institutional strengthening and climate change policy development. The information will be presented in a consistent, transparent and comparable manner, taking into account specific national circumstances, as well as all other principle aspects from the "Guideline for the Preparation of National Communication from Parties Not Included in Annex I to the Convention" (17/CP.8). The project will also strengthen the capacity of SAR to contribute to ongoing climate change international negotiations under UNFCCC and to analyze the opportunities and obligations rising from new regional and international initiatives aiming to protect global climate.

68. The role of local UNDP CO, as an implementing agency, will be facilitation of coordination among relevant international programmes.

IV. Project Activities

69. The components of the Project are described below, and include:

- Identification of National Circumstances;
- Conducting GHG inventory;
- Preparation of Programs Containing Measures to Facilitate Adaptation to Climate Change;
- Identification of Programs Containing Measures to Mitigate Climate Change;
- Collection of other Information Considered Relevant to the Achievement of the Objective of the Convention
- Identification of Constraints and Gaps and Related Financial, Technical and Capacity Needs;
- Preparation of the FNC

IV.1. National Circumstances

70. The information to be provided on National Circumstances conditions of SAR include geography, population, natural resources and socio/economic parameters of the country. These parameters play a vital role is assessing the country's vulnerability and its ability to deal with adaptation and mitigation strategies. Planned climate change activities should be in line with the process of implementation of SAR aiming to meet the MDGs. It is important to stress coordination of on-going and planned activities by various donors in related areas of promotion of renewable energy resources, assessment of vulnerability of forest and land degradation, improvement of data management systems, etc.

71. **Activities:**

a. Preparation and analysis of data needed for national circumstances.
b. Identify the respective sources of information, and collect data and information from them in the course of the project implementation.

c. Draft the national circumstances section in the INC in compliance with the most recent guidelines.
d. Circulate the national circumstances section for comments and incorporate them into the report.
e. Finalize the national circumstances section in the INC.

Methodology

72. Collecting data and information in line with data obtained from ongoing international, regional, national and sectoral programs. Close cooperation with and involvement of different governmental institutions, agencies and NGOs. Participation at relevant conferences and other events organized in the sustainable development, poverty reduction, MDGs, NEAP and other programs.

IV.2. GHG Inventory

Priorities for INC

73. The gaps identified in the stakeholder consultations process and self-assessment exercise, and which will be addressed in the INC, are as follows:
- Limited legal and administrative capacity for by-law preparation in the areas of data collection, quality control and quality assurance, inventory preparation and reviewing represent significant constrains.
- Inconsistency between data available from 1994 and data requested by IPCC methodology, and lack of modern equipment for data collection, archiving, management and web presentation.
- Lack of sufficient funding for targeted research as well as availability of skilled personnel with required experience in GHG inventory preparation for the key categories and priority sectors are other major constrains for developing national methodological capacity.

Activities

74. Following activities are planned for INC:

- Identifying sources of data for key categories and priority sectors covered by the INC, including sources of new gases as defined by the IPCC guidelines;
- Gathering data on anthropogenic emissions of GHG for key source categories and priority sectors;
- Assessing possibilities for inventory of new GHG gases;
- Assessing the suitability of IPCC'96 default emission factors for key source categories where appropriate;
- Preparing the GHG inventory for all sectors and all gases considered in IPCC'96 guideline for the baseline year 1994;
- Training workshops (with wide local participation and international partners) for relevant sectors;
- Conducting training sessions for the OECD/IPCC inventory software;

- Conducting awareness campaigns for key decision-making institutions and other concerned entities.

Methodology

75. IPCC'96 methodology, Good Practice Guidance on Land Use, Land-Use Change and Forestry, as well as other documentation will be used as a basic methodology for GHGs inventory in the INC. The Handbook developed by UNDP/GEF NCSU on "Managing the National Greenhouse Gas Inventory" will be adopted as methodological manual while conducting the national inventory. IPCC software and GHGs reporting tables developed by the UNFCCC Secretariat (decision 17/CP.7) will be used for archiving data and data reporting of inventory results.

IV.3. Programs Containing Measures to Facilitate Adaptation to Climate Change

Gaps and Priorities for INC

76. The GCEA/MLAE, in addition to other concerned state units, will be responsible for climate change monitoring, climate data exchange and database management, and applied research and climate predictions in the framework of the various scientific and technical programs implemented by the World Meteorological Organization (WMO).
77. Climate monitoring during the last decade of the 20th century was not adequate and resulted in lack of reliable data on local climate change patterns. In addition, climate change considerations are still poorly integrated into the sectoral and development policies; national capacities for planning and policy development is weak, vulnerability assessment and development of adaptation measures are almost non-existing and awareness of decision makers about the climate change is also not adequate.
78. Therefore, database construction, based on available historical climate data of last century and climate change scenario will be the most important tasks of the INC. Along with the climate change scenario a socio-economic scenario will be developed before the assessment of vulnerability to climate change of various sectors/systems. On the basis of future trends in climate change in SAR, the vulnerability and adaptation assessment will be carried out for the following sectors: energy, agriculture, forestry, water resources, the coastal zone, natural ecosystems and human health. The vulnerability assessment will identify the most vulnerable systems and regions to climate change in SAR. Based on this assessment, adaptation measures for the most vulnerable systems and regions will be developed. Appropriate methodologies will be employed in adaptive capacity needs assessment and in designing adaptation strategy and policy options.
79. Integration of climate change issues, including adaptation measures into the national and regional development programs, such as MDGs, NEAP, etc..., will be key

methodological approach. Therefore, the ways and means for effective integration of adaptation measures into development and sectoral strategies should be elaborated with particular focus on procedural and methodological aspects of mainstreaming. Coordination among relevant Ministries and Government Agencies and units during the preparation of adaptation measures will ensure maximum participation of stakeholders and transparency of the process.

80. Lack of national experts with appropriate experience for developing the adaptation policy framework may be one of the main barriers. For this reason, the role of regional and international experts in INC and the technical support services Unit will be vital for preparation of the INC.

81. ***Activities***

3.1. Climate database construction and data collection;
3.2. Assess climate variability and extreme events (droughts, floods, etc);
3.3. Select appropriate methods and approaches for development of climate change scenario;
3.4. Develop climate change scenario for SAR;
3.5. Develop socio-economic scenario considering the regional, national, and local parameters, priorities and programs;
3.6. Assess vulnerability of Agriculture and Forestry, Water resources, Coastal Zone, Natural Ecosystems and Human Health for areas that is most critical;
3.7. Analyze policy options and elaborate adaptation measures for all vulnerable Sectors/systems (as listed above) in the key identified vulnerable areas;
3.8. Assess capacity for implementation of adaptation measures;
3.9. Provide stakeholder involvement in adaptation strategy development;
3.10. Identify ways and means for effective integration of adaptation measures into development and sectoral national strategies of SAR;
3.11. Prepare adaptation and vulnerability report and produce awareness raising material;
3.12. Implement information dissemination and awareness campaigns for the public as well as for decision makers.

Methodologies

82. All available climate data will be collected, digitalized, and analyzed. With regard to climate change scenario development for a specific region in Syria, the Regional Climate modeling (RCM) system PRECIS (Providing Regional Climates for Impact Studies) may be applied. In this context, application of workbook prepared by UNDP/GEF NCSU (National Communications Support Unit) in cooperation with the Hadley Centre, along with technical assistance from NCSU, will be utilized when selecting the most realistic climate change scenario for SAR. A socio-economic scenario, for assessing vulnerability and adaptation, will be developed taking into consideration regional, national and local circumstances and development priorities. The IPCC Special Report on Emission Scenarios and the Handbook developed by

UNDP/GEF NCSU, interpreting storylines and giving various recommendations, will be used as a guidebook when developing socio-economic scenario.

83. In addition, the IPCC Technical Guidelines for Assessing Climate Change Impacts and Adaptations, the UNEP Handbook on Methods for Climate Change Impact Assessment and Adaptation Strategies, the International Handbook on Vulnerability and Adaptation Assessments, and Compendium of Decision Tools to Evaluate Strategies for Adaptation to Climate Change, are considered as principal manuals in the preparation of this INC section.
84. Methodologies and tools offered by User's Guidebook on Adaptation Policy Framework (APF) and nine Technical Papers provide flexible approaches to developing adaptation strategies, policies, and measures and will be applied taking into consideration the country's specific conditions.

IV.4. Programs Containing Measures to Mitigate Climate Change

Gaps and priorities for INC

85. The mainstreaming of issues related to climate change should also be conducted through funding procedures for various frameworks. Climate change considerations are still poorly integrated into sectoral and development policies; national capacities for planning and policy development is weak to a certain extent. Also, national capacities to conduct vulnerability assessment and develop mitigation and adaptation measures are very limited, and awareness of decision-makers on climate change is not as high as needed. Lack of reliable data and absence of long- term energy and forestry strategies and emissions trend projections, are considered as the main barriers to the elaboration of successful, cost-effective measures for climate change mitigation policy.
86. Therefore, the opportunities of GHGs emissions reduction from different economic sectors and increasing of the sinks will be considered during the INC preparation. Focus will be made on the potentials of utilizing the significant renewable energy resources available in the country (hydro, geothermal heat, biomass, solar and wind), in addition to alternative fuels such as natural gas. Moreover, cost effective means of addressing the low energy efficiency will be addressed.
87. With regard to the mitigation measures, key economic sectors will be assessed in the INC. An active participation in the development of energy, forestry and other relevant sectoral strategies and incorporation of climate mitigation measures in the country's sustainable development strategy, including cost-benefit analysis, will be the main task in the INC.

88. ***Activities***

4.1. Identify priority sectors for abatement analysis taking into consideration the results of the GHG key source analysis, sectoral and national strategies and the country's priorities;

4.2. Establish database systems for each priority sector and for the general macroeconomic parameters of the country;
4.3. Select methodology (existing models, expert judgment) and detail the level of GHGs projection for each sector, and identify uncertainties;
4.4. An analysis of potential options to abate the increase in GHGs emissions and to enhance removals by sinks;
4.5. Elaborate GHGs mitigation measures for priority sectors (power, transport, industry), assess feasibility of their implementation and facilitate integration of these measures in relevant national programs;
4.6. Prepare mitigation report;
4.7. Assess financial barriers for each priority sector and identify the ways to overcome them;
4.8. Develop national action plan for climate change mitigation measures;
4.9. Implement awareness raising activities for public and decision-makers.

Methodology

89. IPCC third assessment report will be used as a guideline methodology for development of socio-economic scenarios and planning of measures to mitigate climate change. In addition, Long-range Energy Alternatives Planning system (LEAP), Energy and Power Evaluation Program (ENPEP) and other accessible software will be adopted for national circumstances and used for GHGs future trends projections at national, sectoral and source levels, taking into account availability of national data. All existing development and sectoral strategies will be utilized in the processes of assessment. The sectoral Ministries and key agencies, including the private sector will be brought into the assessment process.

IV.5. Other Information Considered Relevant to the Achievement of the Objective of the Convention

Gaps and Priorities for INC

90. Lack of reliable financial resources and absence of systematic approach in capacity building are considered as the main barriers to strengthen institutional capacity and ensure sustainability of implementation of various programs related to climate change. Therefore, activities related to provisions under Article 6 of the UNFCCC, as well as needs assessment of systematic observation and climate change research, technology needs assessment for various sectors in relation to mitigation and adaptation, are the priority for SAR implementation. The detailed assessment of these priorities will be launched during the INC preparation.

91. ***Activities***

5.1. Assess technology needs for mitigation and adaptation;

5.2. Review the national plans and programs on systematic observation and improving climate research and forecasting capacities;
5.3. Identify gaps, needs and priorities for education, training and public awareness on climate change issues;
5.4. Preparation of public awareness programs and campaigns;
5.5. Establishment of a website for climate changes activities and issues, and establishment of the information network;
5.6. Provide information on capacity-building activities in accordance with the decision 2/CP.7.

Methodology

92. Study of national and regional institutional framework and programs related to climate change will be conducted. In this context, relevant information will be collected through close cooperation with different governmental institutions, agencies, academia, NGOs, relevant projects and programs and individual interviews.

IV.6. Constraints and Gaps and Related Financial, Technical and Capacity Needs

93. National institutional arrangement for initiation and coordination of the Program for the implementation of the UNFCCC, under the overall supervision of the GCEA Focal Point to UNFCCC, is generally functioning, but main difficulties are anticipated mainly due to limited financial support, information and human resources, and institutional and human resource capacity constraints.

94. ***Activities***

6.1. Provide information on financial, technical and other capacity needs and constraints associated with the implementation of the Convention under articles 4 (obligations) and 12 (Communication and information related to implementation);
6.2. Provide the list of adaptation measures and list of projects for financing, focusing on barriers and ways to overcome these barriers;
6.3. Provide the list of GHGs mitigation measures and list of projects for financing, focusing on
barriers and ways to overcome these barriers;
6.4. Provide information on in-kind contribution made available by SAR for the preparation of the INC;
6.5. Provide information on technology and local know-how development needs;
6.6. Provide information on development and enhancement of local capacities.

Methodology

95. Study of financial, technical and other capacity needs and constraints of institutions responsible for activities related to climate change will be conducted through collection, compilation and synthesis of existing information, individual interviews and / or group discussions, site visits, etc. Existing capacity assessment reports will be collected and reviewed.

V. Institutional Framework for Project Implementation

96. This project will utilize the National Execution modality with the MLAE as the Executing Agency. The national lead agency responsible for the oversight and implementation of the enabling activity will be the General Commission for Environmental Affairs (GCEA) at the MLAE, primarily with regard to the achievement of the outputs (results), impact and objectives.
97. The lead agency GCEA will work closely through "the Climate and Atmosphere Department" (CAD) with The Project Management Unit (PMU), The Head of CAD will be responsible for coordinating and facilitating project's activities at the GCEA, relevant ministries, provincial departments, other governmental sectors and line agencies, and supporting the NPD to ensure achieving all project outputs inline with the INC objectives
98. **A Project Steering Committee (PSC)** will be established with a mandate to guide project activities, approve Annual and quarterly work plans, disseminate project outputs and ensure that the project is firmly integrated into the ongoing and planned national development and environment initiatives.
99. The PSC will consist of:
    - The UNDP RR, or DRR or representative;
    - Minister or Deputy Minister of Local Administration and Environment;
    - And Head or Deputy Head of SPC.
    - GEF Operational Focal Point
    - Head of the General Commission for Environmental Affairs (GCEA)
    - The PSC will meet on a quarterly basis.
    - The Project Management Unit PMU under the authority of the NPD and the Head of the Climate and Atmosphere Department (DCC) will act as the Secretariat of the PSC.

100. In order to provide technical support and to insure the involvement of the relevant stakeholders, and their support and commitment to the implementation of the proposed activities. The agency will establish a Project Technical Committee. The PTC will include, but not restricted to:
    - MLAE, GEF Operational Focal Point.
    - MLAE, Head of the General Commission for Environmental Affairs (GCEA)
    - The Conventional Focal Point for SAR for UNFCCC,
    - MLAE, GCEA, Climate and Atmosphere Department (CAD).
    - MLAE, Environment Research Center
    - Ministry of Electricity,

- Ministry of Agriculture,
- Ministry of Transport,
- Ministry of Industry
- Ministry of Health,
- Meteorological Department
- University of Damascus, University of Aleppo,
- The Syndicate of Engineers,
- Chambers of Industries of Syrian Industrialists,
- Natural reserves,
- NGOs,
- UNDP CO
- PMU

101. Activities which are within the existing national environmental legislation such as GHG inventories, mitigation options and vulnerability & adaptation assessment, will be implemented through sub-contracts with national consultants. Also, the activities, which require regional or international expertise, will also be implemented through sub-contracts. Submitted bids will be reviewed and evaluated by the PTC based on an evaluation guideline to be designed by the NPD and approved by UNDP. It will include a review of all applicants' level of expertise, human and financial resources. The National Project Director and the Project Technical Committee will examine the draft INC and submit it to the PSC for final approval.

102. The project will collaborate closely with the all relevant Ministries and other concerned state Dept., as well as with all other relevant ongoing projects, both through the PTC and between the research teams, in order to enable an effective information exchange between the projects and full utilization of their results. Regarding the international collaboration, working links with relevant regional and international expert institutions will be created, and they will be consulted when selecting the methodologies for, and implementation of the specific activities of the project.

103. GCEA in co-ordination with UNDP-CO will also undertake the necessary arrangements for the establishment of the Project Management Unit (PMU). The PMU will be the nucleus for the commencement of project implementation. It will consist of a National Project Director, to be hired on a full-time basis (See Appendix D), will coordinate the day-to-day project execution activities and will be responsible for meeting the objectives of the project. The NPD will also be responsible for submitting quarterly workplans and progress reports to UNDP, GCEA and PSC. S/He will oversee selection of providers of supplies and services, will be submitting payment requests to UNDP, and will be providing regular guidance and direction to the PMU. The NPD in coordination with CAD and the consultants) will also facilitate organization of project workshops and meetings of the PSC and PTC. S/He will ensure project delivery on a timely and efficient basis. Administrative, finance, information and public Awareness assistants will be hired to assist the NPD. In addition, the NPD will supervise the work of three technical teams; namely the GHG inventory team, the GHG mitigation team and the vulnerability and adaptation team,

which, will perform technical tasks and activities proposed under this project. A National Team Leader will lead each of these teams. National experts will be chosen from key relevant sectors including government agencies, academic institutions, NGOs, and private sector as necessary. National experts mentioned above will be hired on Ad-Hoc basis under Special Service Agreements. The recruitment process will be made according the UNDP rules and regulations.

VI. Assessing Project Impacts

104. The project will help the country in meeting its obligations to the UNFCCC, i.e. it will generate, analyze and communicate information relevant for the preparation and submission of Syria's INC to the COP, and will include compilation of a national GHG inventory, vulnerability assessment, and mitigation and adaptation analysis, in addition to other information relevant for the INC.

105. The project will have significant long-term implications for the country, such as the formulation of a policy framework for integrating climate change issues into national programs/policies related to sustainable development, identifying adaptation measures and response strategies for mitigating climate change impacts. The project will provide the initiative for addressing areas of national concerns likely to arise due to climate change such as energy efficiency, food security, water resources and forestry management for vulnerability assessment and adaptation measures.

106. Other important project impacts include awareness raising and capacity building of ministries, institutions and agencies involved in addressing climate change issues. Capacity building and networking between concerned government institutions and agencies will be facilitated through consultative meetings and training workshops. The project will also expose policy-makers, planners and researchers to participatory approaches for developing linkages of climate change and development.

107. Apart from the preparation of the INC, the project is expected to strengthen information exchange dialogue and co-operation among relevant stakeholders, including governmental agencies, NGOs, academic and private sectors.

108. The initial emphasis of the project will be on the sustainability of a national GHG inventory and monitoring of climate change impacts on different sectors. A permanent mechanism to update the national GHG inventory on a regular basis and monitor the climate change impacts on different sectors could be established later on.

109. The following indicators should be considered when assessing the project impact: sustainability and continuity of national GHG inventory preparation, monitoring of climate change and its impact on different sectors, consistency of adaptation and mitigation measures with national and regional priorities and programs, awareness raising among decision makers, establishing and updating a roster of experts related to climate change. The detailed documentation of the INC preparation process will also improve the project sustainability, and the INC will be prepared for submission to COP.

110. Provision has been made to conduct an end-of-project evaluation a few months after the completion and submission of the INC. A short-term consultant will be recruited for this purpose. The UNDP country office may decide to utilize the UNDP Environmental Outcome Evaluation to determine the impact of the project. At the beginning of the project, a practical framework to assess capacity development and the potential impacts of the national communication process will be developed. The framework may look into five strategic areas: 1) Capacity to conceptualize and formulate policies, legislation, strategies and programmes; 2) Capacity to implement policies, legislation, strategies and programmes; 3) Capacity to engage and build consensus among all stakeholders; 4) Capacity to mobilize information and knowledge; 5) Capacity to monitor, evaluate, report and learn will be included in the framework.

111. The framework will identify a few practical indicators to assess the impacts of the SNC in incorporation climate change concerns into development and sectoral planning, as appropriate. The National Communications Support Programme (NCSP) would provide guidance on developing an impact assessment framework, linked to the different components of the SNC, and the possible indicators that may used to assess impacts.

112. In developing this framework, capacity development impacts may be given special attention. In general, capacity development can be assessed at three levels: a) At the individual level - the process of changing attitudes and behaviors, most frequently through imparting knowledge and developing skills through training, learning by doing, participation, ownership, and processes associated with increasing performance through changes in management, motivation, morale, and levels of accountability and responsibility. b) Capacity development at the organizational level - overall performance and functioning capabilities, such as developing mandates, tools, guidelines and information management systems for the ability of the organization to adopt change. c) At the systemic level - creation of enabling environments i.e. the overall policy, economic, regulatory and accountability frameworks within which institutions and individuals operate, relationships and processes between institutions.

113. It is important to note that the development and adoption of such a framework would be a country-driven exercise that seeks to bring the SNC process closer to development priorities in the context on national policy-making. Under the guidance of the NCSP, Syria would design an impact assessment framework that meets the country's needs and priorities in terms of facilitating the linkage between the SNC and development issues.

Appendix C: Detailed Work Plan

Outputs/Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Implementation arrangements and project inception:										
1. Contract the project office staff	X									
2. Establish technical teams	X									
3. Update the composition of the PCC	X									
4. Organize a project initiation workshop	X									
5. Organize a scoping meeting	X									
6. Maintain and upgrade the electronic network among experts/institutions	X	X	X	X	X	X	X	X	X	X
7.Construct and maintain the national climate change web page	X	X	X	X	X	X	X	X	X	X
IV.1: National Circumstances										
1. Preparation and analysis of information related to national circumstances	X	X								
2. Identify the respective sources of information and collect data from them	X	X								
3. Draft national circumstances sections relevant to each thematic area.		X	X							
4. Draft the National Circumstances section under the INC			X	X						
5. Circulate the National Circumstances section for comment, get comments.				X						
6. Finalize the National Circumstances section under the INC				X						
IV.2: GHG Inventory										
1.Identify and mobilize national experts in targeted sectors and related areas of relevance					X	X				
2. Gather data on anthropogenic emissions of GHG for key source categories					X	X				
3. Assess suitability of IPCC default emission factors						X				
4. Prepare GHG inventory for all sectors							X	X		
5. Conduct training workshops for relevant sectors						X	X	X		
6. Conduct training on relevant softwares							X			
7. Raise awareness in decision making institutions					X	X	X	X	X	X
8. Undertake uncertainty assessment								X	X	
9. Circulate the inventory for internal review							X			
10. Organize a national workshop to present findings of the GHG inventory								X		
11. Incorporate comments received from the review process and finalize the inventory to be submitted as a part of the INC								X		
IV.3. Programs Containing Measures to Facilitate Adaptation to Climate Change										
1. Climate data base construction and data collection	X	X								
2. Assess climate vulnerability and extreme events (droughts, floods,...)		X	X							
3. Select appropriate methods and approaches for climate change scenarios	X	X								
4. Develop climate change scenarios		X	X							
5. Develop an environmental-socio-economic baseline			X							
6. Assess current vulnerability of climate and sectors in most critical areas		X	X	X						
7. Analysis of adaptation measures for all vulnerable sectors			X	X						
8. Assess capacity for implementation of adaptation measures				X						
9. Provide stakeholder engagement in the adaptation strategy development		X	X	X	X					

Outputs/Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
10. Identify means of effective integration of adaptation measures into national strategies			X	X						
11. Prepare adaptation and vulnerability report and conduct awareness campaigns				X	X					
12. Raise awareness among decision makers				X	X	X	X	X		
IV.4. Programs Containing Measures to Mitigate Climate Change										
1. Identify priority sectors for abatement analysis						X				
2. Establish databases for each priority area and for general macroeconomic parameters						X	X			
3. Select methodology for GHG projection for each sector, and conduct uncertainty analysis						X	X			
4. Analyze potential options to abate the increase of GHG and enhance removal by sinks						X	X			
5. Elaborate GHG mitigation measures for priority sectors						X	X	X		
6. Prepare mitigation report								X		
7. Assess financial barriers for each priority sector and means to overcome them								X	X	
8. Develop national action plan for mitigation measures								X	X	
9. Awareness campaigns for public and decision makers						X	X	X	X	X
IV.5. Other Relevant Information										
1. Assess technology needs for mitigation and adaptation						X	X			
2. Review national plans and programs on systematic observation						X	X			
3. Identify gaps and needs for education and training of the public				X	X	X	X	X		
4. Information on financial, technical and capacity needs and constraints						X	X	X		
5.Provide list of adaptation measures and list of projects for financing, focusing on barriers and means of overcoming them						X	X			
6. Provide list of mitigation measures and list of projects for financing, focusing on barriers and means of overcoming them						X	X			
7. Provide information on local in- kind contribution and capacities						X	X			
Preparation and Submission of the INC							X	X	X	X

Appendix D: **Terms of Reference (TOR)s**

1. TOR for National Project Director

In consultation with the Project Steering Committee (PSC), the National Project Director (NPD) will be fully responsible for day-to-day management, co-ordination and supervision of the implementation of the above project. Specifically, his\her responsibilities are but not limited to the following:

- To prepare a detailed work plan for the project and draft terms of reference for the subcontracts (in consultation with Executing Agency and UNDP);
- To supervise and ensure the timely implementation of the project relevant activities as scheduled in the working plan;
- To organize and supervise the workshops needed and training during the project;
- To identify and hire/subcontract the national experts (in consultation with the Executing Agency and UNDP);
- To liaise with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to involve their staff in project activities, and to gather and disseminate information relevant to the project;
- To prepare periodic progress reports of the project;
- To control the expenditures and to ensure an adequate management of the resources provided for the project;
- To finalize the INC together with the government personnel and the national experts;
- To identify synergies of the INC with other relevant ongoing / new projects.
- To initiate and mobilize resources for the potential follow-up activities.
- To collaborate with all relevant stakeholders and the Project Steering Committee and other partners to ensure their involvement in the INC

Qualifications and Experience

- An advanced degree (preferably M.Sc.) in environment-related studies and other related disciplines, and experience in climate change issues;
- A minimum of 10 years of working experience in the area relevant to the project;
- A demonstrated ability in managing international projects, and in collaborating and cooperating with all project personnel including government officials, UN system, scientific institutions, NGOs and private sector;
- Ability to speak read and write in good English.
- Substantial knowledge of methodologies for inventories (*IPCC Revised 1996 Guidelines* and *Good Practice Guidance, LEAP etc*)
- Familiarity with computers and word processing

2. TOR for Administrative/Financial Assistant

One national consultant will be hired (part-time) to assist the NPD in carrying out his/her duties.

- To assist the NPD in having an overall control of the execution and expenditures of the project;
- To organize the office work, and to schedule and control the contacts and meetings of all institutions/experts involved;
- To assist the NPD in preparing and translating documents and reports related to the project.

Qualification and Experiences:

- Familiarly with accounting and management of the budgets;
- Good communication and presentation skills;
- Good computer skills, especially with word processing;
- Ability to speak read and write in English.

3. TOR for Project Steering Committee

In order to ensure a successful implementation of the UNDP-GEF climate change projects, the Ministry of Local Administration and Environment acting as a UNFCCC focal point Ministry to UNFCCC, and as the Executive Agency of this Project has agreed on establishment of a Project Steering Committee (PSC). The PSC is comprised of UNDP RR, or DRR or representative, Head or Deputy Head of SPC, the Minister or Deputy Minister of Local Administration and Environment, General Director of the General Commission for Environmental Affairs (GCEA);and GEF National Focal Point.

Invitations to the meeting can be issued by either UNDP or MLAE. Coram is achieved when two agencies are present.

The **National Project Director (NPD)** supported by CAD, NPC, CCT **and** other PMU staff, will act as Secretary to the PSC. At least one week prior to each PSC meeting, the NPD will be responsible to prepare and disseminate all relevant **Reports** to all PSC members.
The PSC will meet on a quarterly basis

The mandate of PSC is as follows:

- Agrees on annual work plan and approve quarter work plan including approval of resources (financial and human) needed for quarter period.
- Facilitate the work of project director visa vie other agency
- Agree on any necessary step needed for better project implementation
- Review financial audit report

- Review quarter progress report
- Ensure that Government funds are made available when needed by taking proactive steps and prerequisites for release of funds
- Ensure that there is a clear and unambiguous decision-making process with the relevant governmental bodies for project implementation so that project activities are implemented well
- Review APR report
- Attend TPR meetings

4. TOR for Project Technical Committee

The duties and operating rules of the above PTC are as following:

- PTC provide support to the National Project Director and national experts and counterparts during the implementation process of all project activities;
- PTC will oversee monitoring and evaluation of the project, and make necessary comments for the all draft documents prepared by the national climate change team;
- PTC will receive information in regular basis on the status of the implementation of the project activities and problems to be faced with;
- PTC will meet not less than three times during the project lifetime;
- PTC will operate on the basis of consensus in accordance with its Rules of Procedure agreed on its first session;
- With respect to project implementation, the Chairperson of the PTC together with the NPD will be responsible for consultants' short lists, selection of consultants, and monitoring of study reports.

5. TOR for Team Leader in Climate Change GHG National Inventory

The objective of the GHG inventory of the Initial National Communication (INC) is to conduct the inventory of all greenhouse gases considered by the Convention and all economic sectors in the Syrian Arab Republic. The outcomes of this inventory will be included in the national Inventory Report and the INC of the Syrian Arab Republic to be submitted to the COP.

The GHG inventory team leader should work in consultation with and under the guidance and supervision of the Project Manager.

Main duties:

- Invite the experts and set up the composition of GHG inventory team on the basis of the previous tender and roster of experts established during the stocktaking exercise;
- Develop the scope of work and respective terms of reference for the team members (national experts);

- Lead the team in conducting the GHG inventory;
- Ensure the timely and effective management of all activities as scheduled;
- In consultation with PM select and implement the methodologies for the conducting of GHG inventory;
- Identify the gaps and key sectors for GHG inventory;
- Organize the scheduled consultations/workshops and ensure their success;
- Produce the National Inventory Report in accordance with IPCC methodology and UNFCCC reporting formats;

Qualifications and Experience:

- An advanced degree in energy, environmental management or other field relevant to the project;
- A minimum of 7 years of working experience in the area relevant to project;
- Good understanding of GHG inventory process and knowledge of IPCC methodology;
- A demonstrated ability in managing projects, and in collaborating and cooperating with all project personnel including government official, scientific institutions, NGOs and private sector;
- Familiarity with computers and word processing;
- Ability to speak read and write in good English.

6. Generic terms of reference (TOR) for scoping and implementing the V&A component of the National Communication

These generic terms of reference for the preparation of the V&A studies identify the basic set of activities that the V&A expert/consultant will be responsible for under the supervision of the National Communication's Coordinator. It is important to note that these generic terms of reference do not intend to limit the work of the expert but to guide countries on the general profile of the V&A expert and on the activities generally expected to be carried out.

Profile of the V&A expert/consultant

The V&A expert should be very knowledgeable and with hands-on experiences on V&A issues, have a solid understanding of the gaps and needs for developing/improving vulnerability assessments, and have technical expertise in the formulation of adaptation options. The V&A expert should be able to scope technical studies in the V&A area and design an implementation strategy to carry out the different V&A activities within the framework of the NC. He/She should also have a solid understanding of the institutional arrangements and resources required to carry out the V&A work.

Although the NC project document already provides the framework for the V&A studies, the expert should be able to advise on any adjustments if needed, both at the organizational and technical levels, for a successful implementation of the V&A studies.

Activities

In general, the V&A expert/consultant should be responsible for ensuring that the following set of activities is carried out. Emphasis on different activities will depend on the scope of the work already described in the NC project document and/or on the specific activities the V&A expert would be assigned to.

Policy and institutional issues

1. Identify the key policy issues the V&A study of the SNC project aims to address, e.g.,
   a. to scope the scale of risks associated with projected climate change;
   b. to aid in the identification of priorities for adaptation;
   c. to support the development of a national adaptation strategy.

2. Identify the expected output of the V&A study of the SNC project on the basis of the project document, e.g.,
   a. impacts assessment at the sectoral level for the given priorities identified in the project document;
   b. a national adaptation strategy, including policies, programs and projects.

3. Develop a clear strategy to link the V&A outputs to national development planning. This would include, among others:
   a. assessment of institutional arrangements/stakeholders engagement required to facilitate linking the outcome of the V&A studies to sectoral or national planning;
   b. framework for assessing how the above linkage can be monitored and measured in the short and long terms, for instance through the development of practical indicators.

Technical issues

Scope of the V&A study

4. Elaborate on the scope (geographic, thematic, sectoral coverage, time horizon) of the V&A study, e.g.,
   a. designing a strategy to build on but advance what was done within other V&A national exercises;
   b. elaborating on the scope of studies to address sectors/regions identified as sensitive/vulnerable to climate change, as per the NC project proposal;
   c. preparing a detailed workplan for each of the study to be carried out, including a strategy to involve the relevant stakeholders, timeline, etc.;
   d. designing a strategy, as applicable, to link the V&A studies with previous and ongoing related projects/activities (e.g., land degradation, biodiversity, international waters).

Methodological framework

5. Elaborate on the overall methodological framework for the V&A study as per the project document and in consultation with the project coordinator. In doing so, the V&A expert should ensure that:
    a. The proposed methodological framework is the most appropriate given the policy questions to be addressed, the characteristics of the study (e.g., sectoral focus, spatial and temporal scales, stakeholders involved, and data requirement, etc.), and data availability;
    b. In-country expertise required for such a methodological framework is available. If needed, the V&A expert should develop a strategy to address technical capacity gaps. For instance, by exploring the possibility of applying another framework in which more in-country expertise exists, or by designing a training/technical backstopping strategy, etc.

Scenarios development

6. Identify the types of scenarios required to conduct the V&A assessment, e.g., climate, socio-economic, sea level, adaptive capacity, technology, land-use land-cover.

7. Identify the temporal and spatial resolution needed for these scenarios (e.g., national, sub-national, watershed, community, farm level, multi-decadal average, annual, monthly, daily, mean conditions, extreme events, etc.). In doing so, the expert should justify the choices.

8. Develop the strategies for developing such scenarios, e.g., model-based, expert judgment, etc.

In the preparation of the scenarios development strategy, the expert should assess the feasibility of the scenario needs and the methods for developing these scenarios, given the characteristics of the studies, and data availability. For instance, the expert would be expected to advice on alternative options to running regional climate models or other resource intensive and time consuming exercises. The V&A expert would also assess whether there is enough in-country expertise to develop such scenarios and/or identify options to address the needs for additional expertise.

Sectoral assessment (to be considered by each of the sectors to be covered in the V&A study)

9. Elaborate on the methods and tools, as per the project document, chosen to undertake sectoral assessments, e.g., numerical models, elicitation of expert views, stakeholder consultations, focus groups, etc. In doing so, the expert will advise on any adjustments needed to the options identified in the project document.

10. Provide justifications for the selection of the methods/tools considering the research questions, characteristics of the study, and requirements of data and technical expertise of these methods/tools.

11. Assess in-country expertise required to apply the selected methods/tools and prepare training/technical backstopping strategy as required.

12. Develop a strategy to integrate findings from sectoral assessment, as needed. For instance, by applying an integrated model, synthesizing sectoral information, etc.

Technical assistance needs

13. Develop a technical backstopping/training strategy to strengthen the national capacity needed to carry out the different V&A studies, This would include details on the type of support needed (training courses on particular methodological frameworks/tools, guidance material, technical documents and good practice) and the, timeline for such support.

7. TOR for Team Leader in Climate Change – GHG Abatement Measures

The objective of the GHG abatement section of the Initial National Communication (INC) is to assess the potential of GHG abatement, investigate the alternative and renewable energy resources, economical potential and barriers to energy efficiency, capacity building for technology transfer process and integration of abatement measures in sectoral and national strategy. As a result of these activities, INC of the Syrian Arab Republic will be prepared and submitted to the COP.

The GHG abatement team leader should work in consultation with and under the guidance and supervision of the Project Manager.

Main Duties:

- Invite the experts and set up the composition of GHG mitigation team on the basis of the previous tender and roster of experts established during the stocktaking exercise;
- Develop the scope of work and respective terms of reference for the team members (national experts);
- Lead the team to conduct the GHG projection and plan mitigation measures;
- Ensure the timely and effective management of the activities as scheduled;
- Identify the gaps and priority area for mitigation measures preparation;
- Organize the scheduled consultations/workshops and ensure their success;
- Produce the report of the results of GHG mitigation assessment.

Qualifications and Experience:

- An advanced degree in energy, environmental management or other field relevant to the project;
- A minimum of 7 years of working experience in the area relevant to project;
- Good understanding of climate change and knowledge of sustainable development issues;
- A demonstrated ability in managing projects, and in collaborating and cooperating with all project personnel including government official, scientific institutions, NGOs and private sector;
- Familiarity with computers and word processing;
- Ability to speak read and write in good English.

Appendix E: Endorsement Letter from GEF OFP and UNFCCC Focal Point

Syrian Arab Republic
Ministry of Local Administration and Environment

الجمهورية العربية السورية
وزارة الإدارة المحلية والبيئة

Date :26 April 2006

To: Mr. Ali Al-Za'tari
Resident Representative
UNDP/ Country office
Syria- Damascus

Subject: Project Proposal for the Preparation of Syria's Initial National Communication to the United Nations Convention on Climate Change.

Dear Mr. Ali,

On behalf of the Government of the Syrian Arab Republic, and in the respective capacities of GEF Focal Point and UNFCCC Focal Point, we hereby jointly endorse the request of funding from the Global Environment Facility for the above mentioned project proposal, to be presented through the United Nations Development Program.

In doing so, we express our joint agreement with the content of the project proposal and with its implementation arrangements.

We look forward to your kind consideration in this matter.
Sincerely yours,

UNFCCC Focal Point
Climate Change Division
General Commission for Environmental Affairs
Ministry of Local Administration and Environment
Syrian Arab Republic
Eng. Haitham Mosnawati

GEF Operational Focal Point
Deputy Minister of Local Administration and Environment
Eng. Imad Hassoun

Appendix F: TOR Review and Update

The TOR draft has been circulated for review to a number of national experts that contributed to the stocktaking process. The comments received were mainly:

- Editorial modifications to the text.
- Emphasis on the need on capacity building and awareness activities.
- Collaboration with ongoing climate change- related projects.

The TOR has been updated and submitted taking into consideration all these comments.

Also, the comments from GEF have been received and the TOR has been modified and finalized accordingly.