

Regulation on the Greenhouse Gas Inventory Working Group of the Regional for Climate Action Transparency Hub for Central Asia (ReCATH)

Chapter 1. General Provisions

1. This Regulation on the Working Group on Greenhouse Gas Inventories under the Regional Climate Action Transparency Hub for Central Asia project ReCATH (hereinafter referred to as the Regulation) regulates the activities of the Working Group on Greenhouse Gas Inventories under the Regional Climate Action Transparency Hub for Central Asia project ReCATH (hereinafter referred to as the Working Group).
2. The working group shall be guided in its activities by the project documentation as well as by these Regulations.
3. The main objectives of the working group shall be to negotiate and make recommendations to decision makers on greenhouse gas inventories, on building sustainable systems for transparency in climate action, including, but not limited to, risk and vulnerability assessment at the national and regional levels.
4. The composition of the working group shall be approved by a joint decision of the five participating countries at the first meeting of the working group.
5. The working group's working body is the Regional Environmental Center of Central Asia (hereinafter referred to as the working body).
6. Decision of the working group by results of negotiations is formalized by minutes, which are signed by the head, secretary and all present members of the working group.

Chapter 2. Main tasks and functions of the working group

7. The objectives of the working group are:
 - Increasing the technical capacity for greenhouse gas inventories in the region to meet country obligations under the Paris Agreement under the ETF
 - Ensure support and development of the project and continuity of the future functioning of the main elements laid down in the project, dissemination of the project and its results at national and regional level
 - Attracting new investments and better use of investments in the region to address climate change issues in the area of greenhouse gas inventories
8. The functions of the working group are:
 - Qualitative review and assessment of materials and documents, including mutual quality assessment for selected portions of the inventory reports and the provision of expert opinions on greenhouse gas inventories on a national basis
 - Informal advice on matters concerning national greenhouse gas inventories using the 2006 IPCC methodology, organization and handling of relevant data and information and reporting under the UNFCCC and the Paris Agreement, within the terms of reference of the working group
 - Awareness-raising workshops on inventory issues within the competence of the working group

- Preparing project proposals and submitting agreed draft recommendations/documents to the working group's body
- Providing guidance to decision makers based on data and information on greenhouse gas inventory and inventory processes at the national level and to the national project partners
- Expert support and participation in concept writing for new inventory projects (or incorporating the national greenhouse gas inventory as one of its components) to be implemented on the basis of the ReCATH project
- Informal advice on the national greenhouse gas inventories using the 2006 IPCC methodology, organization and handling of relevant data and information and reporting under the UNFCCC and Paris Agreement, within the terms of reference of the working group
- Awareness-raising workshops on inventory issues within the competence of the working group

Chapter 3. Organization and procedure for the activities of the working group

9. The working party shall be composed of the head, deputy head (if necessary or deputy head) and members of the working party.
10. The working group shall be headed by the head, who shall manage its activities, chair its meetings, plan its work, approve the agenda, and exercise general control over the implementation of its decisions. During the head's absence, his/her functions shall be performed by the deputy or deputy head in accordance with the approved structure

Secretary of the working group:

- a) forms the agenda of the meeting of the working group;
 - b) ensures the preparation of relevant documents, materials for the meeting of the working group;
 - c) prepares the minutes of the meeting of the working group.
11. The working body provides organizational and technical support for the work of the working group, including:
 - considers applications/requests from national partners;
 - Requests and receives from state bodies, organisations, officials information necessary for the implementation of its functions
 - Prepare proposals for the agenda of the working group meeting, necessary documents, materials, which shall be sent to the members of the working group three working days prior to the working group meeting
 - invite members of the working group to the meetings and hear the members of the working group
 - ensure organisation and logistical support for the members of the working group and the speakers/experts and other participants invited to the meetings

— formalises and disseminates the results of the working group's activities

12. Working group meetings are held every 3 months and/or as required and are considered eligible if attended by at least two-thirds of the total number of members of the working group.
13. Meetings are held both in person, online and/or in a hybrid format.
14. All decisions are made by consensus or by agreement of all parties/participants. Members of the working group who do not agree with the decision made may express their opinion in writing, which is attached to the minutes of the working group. The secretary is not a member of the working group.
15. Based on the results of the meeting of the working group, the secretary of the working group draws up a protocol within three working days, which is signed by the head, secretary and all members of the working group present and submitted to the working body.
16. The organization of the activities of the working group, the collection and storage of materials is carried out by the working body.

Chapter 4. Termination of the activities of the working group

17. The working group terminates its activities on the basis of the decision of the working group, the decision of which is brought to the attention of all interested parties by the working body.