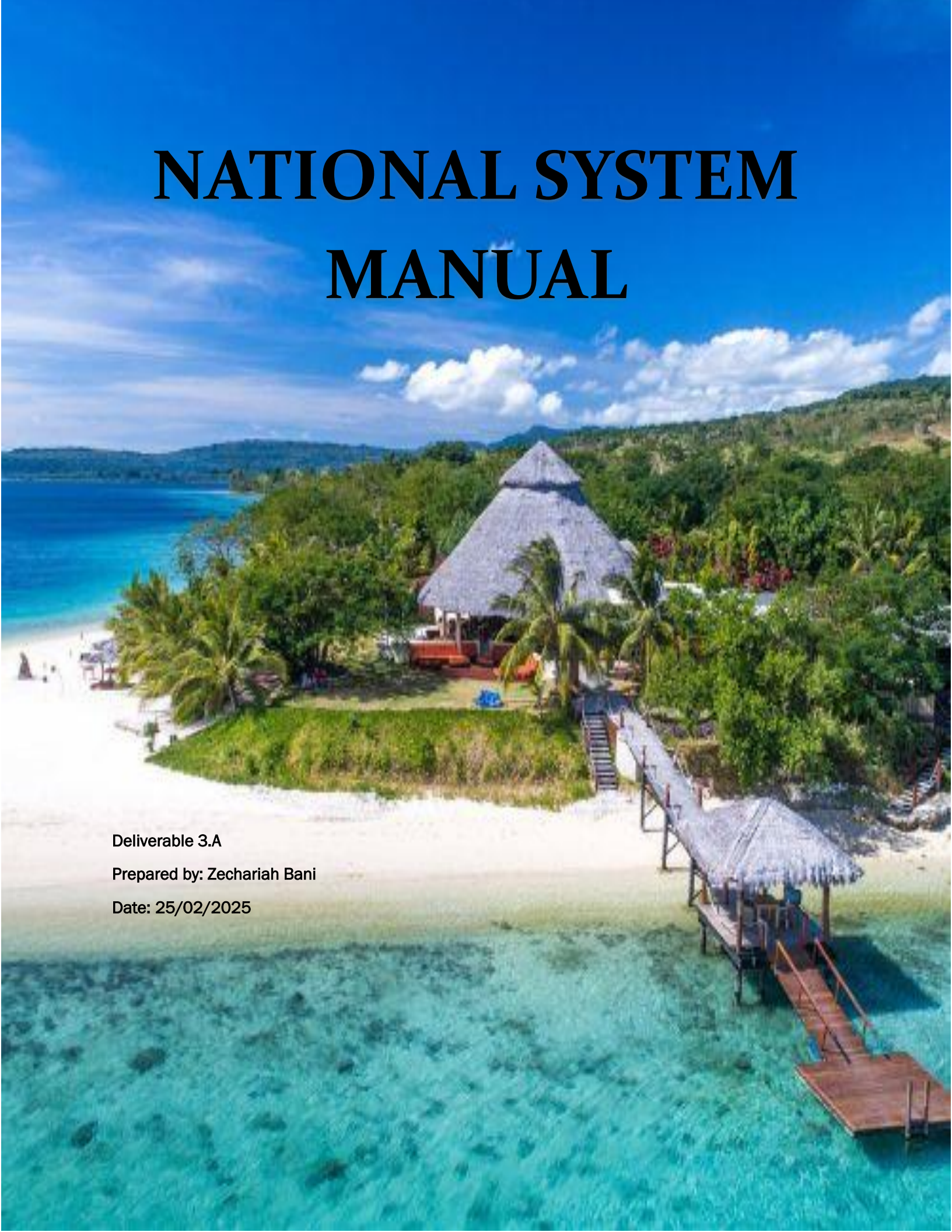


NATIONAL SYSTEM MANUAL

Deliverable 3.A

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PURPOSE OF DOCUMENT

By the ETF and the Paris Agreement, Vanuatu is currently developing its national system for the national GHG inventory. All inventory processes, plans and procedures are compiled in the National Inventory System Manual package.

The purpose of this document is to introduce the Manual and list its key components and provide the relevant references.

BRIEF DESCRIPTION OF NATIONAL SYSTEM AT THE CURRENT STAGE.

The National inventory system is being developed to improve GHG inventory management and reporting for Vanuatu. It will contribute by making updates of the inventory easier and much efficient. Some of the key features and responsibilities of the national Inventory System Manual are:

- Identifying people who could contribute to the creation and updating of the GHG inventory.
- Improve efficiency by clearly stating who is responsible for creating each sector of the inventory, reporting the inventory, and checking work. It may not be necessary to have a large number of people working on the inventory especially for simpler inventories. Include potential users of inventory information, if applicable.
- Help country institutionalize inventory process and systems, which improves institutional memory and makes updating the inventory easier and more efficient. Continuous improvement should be a theme that reinforces the inventory cycle.

The components of the National Systems Manual package consist of several components (attached), including:

1. Institutional Arrangements document (based on the US EPA template)
<https://docc.gov.vu/> - Institutional arrangements is a system that an organization and the government create to structure relationships, responsibilities, and processes within a specific context. The purpose of these arrangements can vary based on the situation, but some general purposes include:
 - Coordination and Efficiency
 - Stability and Governance
 - Resource Allocation
 - Conflict Resolution
2. GHG calculations templates <https://docc.gov.vu/> - GHG (Greenhouse Gas) calculations are a critical part of measuring and managing an organizations or a country's impact on the environment in terms of carbon emissions and other GHGs. The purpose of GHG calculations is to quantify the total amount of greenhouse gases being emitted into the atmosphere, enabling organizations to assess their carbon footprint and take steps to reduce emissions.
3. GHG Inventory Manual <https://docc.gov.vu/> - A GHG (Greenhouse Gas) Inventory Manual is a detailed guide that helps organizations or countries to systematically track, measure, report, and manage their greenhouse gas emissions. It is used to ensure that all relevant sources of GHG emissions are accounted for and reported accurately, in a

standardized and consistent manner. There are four (4) Inventory Manual for four (4) prioritized sectors.

4. Quality Control/Quality Assurance procedures <https://docc.gov.vu/> - Quality Assurance (QA) and Quality Control (QC) are both crucial aspects of ensuring that products and processes meet certain standards of quality. While they are related, they have distinct purposes:

Purpose of Quality Assurance (QA):

1. Prevent Defects
2. Process Improvement
3. Consistency
4. Customer Satisfaction
5. Risk Mitigation

Purpose of Quality Control (QC):

1. Detect Defects
2. Corrective Action
3. Final Product Assurance
4. Compliance and Standards Adherence
5. Measurement and Evaluation

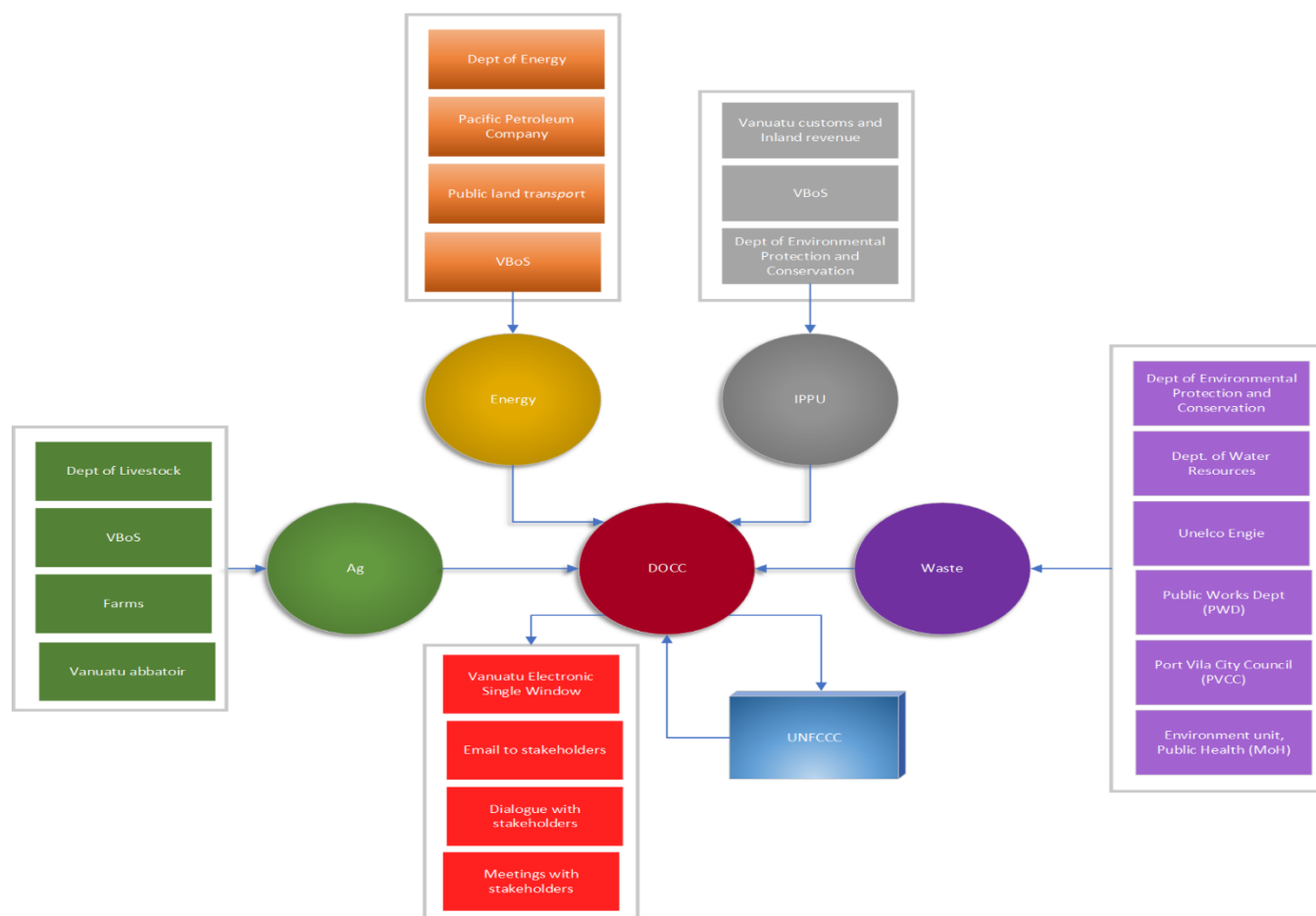


Figure 1: Institutional Arrangement for Vanuatu Sector.

The Manual is a live document that is going to be updated as the national inventory system in Vanuatu is developing and maturing.