**Industrial Processes Sector Lead: Roles and Responsibilities**

In implementing institutional arrangements for the National Greenhouse Gas (GHG) Inventory, it is important to communicate responsibilities to all contributing staff. This document describes the major responsibilities for the **Industrial Processes (IP) Sector Lead**, whose primary role will be to manage and coordinate development of GHG emission estimates in the IP sector. This document is part of EPA’s National GHG Inventory Toolkit, a supplementary resource to EPA’s [*Developing a National GHG Inventory System Template Workbook*](http://www.epa.gov/climatechange/EPAactivities/internationalpartnerships/capacity-building.html), in particular the Institutional Arrangements (IA) Template. This Toolkit can be used by key members of a national inventory team to help design and develop a sustainable inventory management system. The IP Sector Lead can use this document as a reference tool during the development of the National GHG Inventory to guide him/her through the most important responsibilities of the position.

## The IP Sector Lead Should Understand:

* their specific responsibilities as the IP Sector Lead, including a clear understanding with their immediate supervisor/organization and the National Inventory Coordinator (NIC) on their role in producing the IP GHG estimates for the inventory,
* the expected and required deliverables and timeline for the submission of each deliverable,
* the estimated amount of time necessary to complete the tasks of the IP Sector Lead,
* the budget available, as appropriate to your institutional arrangements and national circumstances, such as the funds allocated by your immediate supervisor or the NIC, to develop the IP sector GHG estimates and how these funds may be utilized in support of developing and documenting the IP estimates, and
* the IPCC Guidelines for the IP sector, including default methods, data sources, basic QA/QC, uncertainty assessment, and reporting procedures.

## IP Sector Preparation

* Review the Consultative Group of Experts’ (CGE) materials related to the IP sector. [[CGE Materials](http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/349.php)]
* Review the IP section of the IPCC Guidelines to understand the default methods, data sources, basic QA/QC, uncertainty assessment, and reporting procedures. [[2006 IPCC Guidelines](http://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html)]
* Review the UNFCCC guidance materials for additional information. [[UNFCCC Guidance](http://unfccc.int/national_reports/non-annex_i_natcom/guidelines_and_user_manual/items/2607.php)]
* Review the IP section of the previous National GHG Inventory and other reports relevant to national GHG estimates for this sector. Reviewing the IP section from other country’s GHG inventory reports can also be informative.
* Understand which categories in the IP sector were identified as key categories in the previous inventory.
* Review the EPA’s Template Workbook on *Developing a National Greenhouse Gas Inventory System* and additional Toolkit Materials available on the GHG Inventory Capacity Building portal. [[EPA Template Workbook & Capacity Building](http://www.epa.gov/climatechange/EPAactivities/internationalpartnerships/capacity-building.html), [Capacity Building Portal](https://regions.ghgcapacitybuilding.com)]
* Use software packages, if applicable, that are relevant and useful for this sector.
* Be familiar with the National Communication (NC) development process.

## IP Sector Responsibilities and Activities

* Review the [*IPCC Guidelines*](http://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html) *for National Greenhouse Gas Inventories* and *Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories.*
  + Understand the GHG categories that are sources in the IP sector.
  + At minimum understand the Tier 1 methodologies, data needs, and other requirements for developing GHG estimates for the IP sector, and become familiar with those for Tier 2.
* Collaborate with the NIC to manage the IP sector budget and develop an IP sector-specific workplan and schedule that coincides with deliverables acknowledged in the overall National Inventory Schedule.
* Develop and implement an IP sector-specific plan for archiving all relevant information and materials, in coordination with the archiving coordinator and adhering to any existing archiving guidance materials for your national inventory.
* Oversee the establishment and arrangements between IP sector data collectors and third-party data providers.
  + If required, develop agreements such as Memorandums of Understanding (MOU) with necessary organizations (e.g., Ministry of Industry, Department of Mines and Geology, universities) to assist with activities required by the IP Sector Lead (e.g. data collection, generating GHG estimates, management/handling of confidential information), as appropriate.
  + Develop Statements of Work (SOW) to issue to engage contractors, and/or sector experts. Manage the work being carried out under these contracts to ensure it is meeting the requirements and needs of your GHG inventory sector.
  + If IP data are not publically available or reported to the government, identify data providers for each industry (e.g. trade associations, private companies, etc.)
* Coordinate with the Energy Sector Lead to determine if there will need to be any adjustments made to either sector in cases where GHG estimates might overlap (e.g. iron and steel production, ammonia, etc.).
* Consider potential improvements identified in the previous inventory for this sector and assess whether to implement improvements based on the contribution to overall national emissions (by conducting a Key Category Analysis) and availability of resources.
* Oversee development of GHG estimates from all categories in the IP sector.
  + Determine the most appropriate IPCC methodology to be used to estimate GHGs for each category.
  + Oversee choice and/or development of emission factors.
  + Document all methodologies and assumptions.
* In consultation with the QA/QC coordinator, convene IP sector working group to review calculations and perform initial Quality Assurance/Quality Control (QA/QC).
  + QA includes review procedures conducted by personnel not involved in the inventory development process (e.g., experts not involved with estimate development, the public, other relevant agencies, non-governmental organizations, universities, etc.).
  + QC includes routine reviews implemented by the inventory development team to measure and control the quality of the inventory as it is prepared (e.g., sector leads and supporting experts involved with estimate development).
* Coordinate the response to comments received from QA (external) reviews of the IP sector GHG estimates and update the inventory if necessary.
* Review the final IP sector GHG estimates and the narrative describing the assumptions, methodologies, and results.
* Oversee the development of the uncertainty analysis for the IP sector.
* Identify and document any improvements needed for subsequent inventories, related to activity data, emission factors, methodologies, or other components of developing the estimates.