**Memorandum of Understanding Template**

This document provides a template to use to set up an agreement between two organizations, typically between a data provider to the National GHG Inventory and the organization developing the Inventory. 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). This Toolkit can be used by key members of a national inventory team to successfully design and develop a sustainable inventory system. Modify the template below to account for the memorandum of understanding you’d like to develop for your country-specific circumstances.

**MEMORANDUM OF UNDERSTANDING**

between

**\_\_\_\_\_\_\_\_\_\_\_[MINISTRY X]\_\_\_\_\_\_\_\_\_\_\_**

and

**\_\_\_\_\_\_\_\_\_\_\_ [MINISTRY Y]\_\_\_\_\_\_\_\_\_\_\_**

on

**The National Greenhouse Gas Inventory and Program B, C, etc…**

1. **OBJECTIVES**

The objectives of this Memorandum of Understanding (MOU) between [Ministry X] and [Ministry Y] are:

*Examples:*

1. *To develop a system of data sharing between Ministry X and Ministry Y, to support the development of the National Greenhouse Gas Inventory (for UN reporting obligations (e.g. National Communication, BUR and/or national policy purposes)). Ministry X has been tasked under [degree, law, act, etc.] to coordinate development of the national GHG inventory.*
2. *To commit to work together to develop and jointly implement a program to slow the growth of greenhouse gas emissions.*
3. **AUTHORITIES AND RELATED ACTIVITES**

Nothing in this agreement alters, or is intended to alter, the legal and regulatory authorities of Ministry X and Ministry Y. This agreement is solely intended to facilitate the fulfillment of legal requirements and cooperative efforts.

1. **The National Greenhouse Gas Inventory**
2. **The Program**

Provide a description of the program in question and context for the program in this MOU.

*Example from the USA: Section 1605 (a) of the Energy Policy Act (EPAct), requires that the Secretary of Energy, through the U.S. Energy Information Administration (EIA), develop an inventory of national aggregate greenhouse gas emissions. The inventory shall be established in consultation with EPA using existing and readily available data. Information in the inventory shall be analyzed and updated annually, also using available data.*

*The Clean Air Act Amendments of 1990 require that EPA: prepare national and international inventories of methane; monitor and report CO2 emissions from certain stationary sources; pursue pollution prevention, including prevention of greenhouse gas emissions; and address substances which deplete stratospheric ozone (many of which, including their substitutes, are greenhouse gases). The CAA also authorizes EPA to compile and verify emission inventories of criteria air pollutants, most of which are implicated in climate change as indirect greenhouse gases. Section 103 ( c) of the CAA requires that EPA conduct a program of research, testing, and development of methods of sampling, measurement, monitoring, analysis, and modeling of air pollutants, to ensure the comparability of air quality data collected in different States and obtained from different nations.*

*The Global Climate Protection Act of 1987 requires that the President, through EPA, develop a coordinated national policy on global climate change. As the necessary first step in meeting this requirement, EPA will continue to develop greenhouse gas inventories in cooperation with other agencies and various international organizations. EPA has developed the national inventories of U.S. emissions consistent with draft Intergovernmental Panel on Climate Change guidelines.*

1. **Authorities**

Provide descriptions for the national authorities that are relevant to this MOU*.*

*Example from the USA: EPAct Section 1605 (b) (4) allows reporting entities to use information reported through the voluntary reporting system to demonstrate achieved reductions of greenhouse gases.*

1. **Program B** (If necessary)
2. **The Program**

Provide a description of the program in question and context for the program in this MOU.

1. **Authorities**

Provide descriptions for the national authorities that are relevant to this MOU.

1. **PROVISIONS**

**A. The National Greenhouse Gas Inventory**

 It is mutually agreed:

1. *to…;*
2. *to…*

*Examples from the USA:*

1. *to cooperate in the development of greenhouse gas inventories to meet the EPAct provisions and the E.S. commitments under the United Nations Framework Convention on Climate Change;*
2. *to share expertise, emission factors, methodologies, and data pertaining to the development of greenhouse gas inventories; and,*
3. *to establish appropriate points of contact for this section who will be available to regularly meet, review cooperative activities, and to raise issues as necessary.*

 Ministry X agrees:

1. *to continue to consult with DOE on EPA’s maintenance and preparation of the greenhouse gas inventories to meet the U.S. commitments under the UNFCCC;*
2. *to ensure that this inventory will undergo full interagency review, and that any outstanding issues will be raised to the Office on Environmental Policy or its Monitoring, Evaluation, and adjustment Task Force for final resolution; and,*
3. *to forward the inventory to the Department of State for submission by the U.S. Government under the UNFCCC.*

 Ministry Y agrees:

1. *to make available supporting technical reports, models, and data that may form the basis of the guidelines; and,*
2. *to provide, in advance, a schedule for review of draft and final materials which includes, to the extent possible, adequate time for review and comment.*

**B. Program B** (If necessary)

 It is mutually agreed:

 Ministry X agrees:

 Ministry Y agrees:

1. **MEETINGS AND CORRESPONDENCE *(optional)***

To accomplish the goals and activities set forth in this MOU, Ministry X and Ministry Y will to the fullest extent possible:

1. Regularly meet for the purposes of program planning and monitoring and evaluating outcomes;
2. Respond to correspondence by telephone or email in a manner and timeframe that promotes efficiency and the timely progress or completion of objectives and tasks consistent with the goals and activities described above; and,
3. Agree to specific meeting or call times and dates as far as possible in advance of the appointed occasion.
4. **POINTS OF CONTACT**

The points of contact for the MOU on The National Greenhouse Gas Inventory are:

|  |  |
| --- | --- |
| **Ministry X** | **Ministry Y** |
| **Position** | **Position** |

Points of contact may be re-designated by the signatories.

1. **DURATION OF THE AGREEMENT**

This MOU may be amended by written agreement between Ministry X and Ministry Y. The agreement becomes effective on the date of signature by both parties. It shall remain in effect for a \_\_\_\_ year term from the effective date. This MOU may be terminated by mutual written agreement of X and Y or by either party with \_\_\_\_ days notice to the other party.

This memorandum of understanding is entered into

On the \_\_\_\_ day of \_\_\_\_ in the year \_\_\_\_.

**Signatures:**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name | Name |
| Position | Position |
| Ministry X | Ministry Y |
| Date of Signature | Date of Signature |