**Agriculture 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 **Agriculture Sector Lead**, whose primary role will be to manage and coordinate development of GHG emission estimates in the Agriculture 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 Agriculture 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 Agriculture Sector Lead Should Understand:

* their specific responsibilities as the Agriculture Sector Lead, including a clear understanding with their immediate supervisor/organization and the National Inventory Coordinator (NIC) on their role in producing the Agriculture 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 Agriculture 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 Agriculture sector GHG estimates how these funds may be utilized in support of developing and documenting the Agriculture estimates, and
* the IPCC Guidelines for their sector, including default methods, data sources, basic QA/QC, uncertainty assessment, and reporting procedures.

##  Agriculture Sector Preparation

* Review the Consultative Group of Experts’ (CGE) materials related to the Agriculture sector. [[CGE Materials](http://unfccc.int/national_reports/non-annex_i_natcom/training_material/methodological_documents/items/349.php)]
* Review the Agriculture section of the IPCC Guidelines to understand the default methods, data sources, basic QA/QC, uncertainty assessment, and reporting procedures of [X]. [[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 Agriculture section of the previous National GHG Inventory and other reports relevant to national GHG estimates for this sector. Reviewing the Agriculture section from other country’s GHG inventory reports can also be informative.
* Understand which categories in the Agriculture 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.

## Agriculture 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 Agriculture sector.
	+ At minimum understand the Tier 1 methodologies, data needs, and other requirements for developing GHG estimates for the Agriculture sector, and become familiar with those for Tier 2.
* Collaborate with the NIC to manage the Agriculture sector budget and develop a/an Agriculture sector-specific workplan and schedule that coincides with deliverables acknowledged in the overall National Inventory Schedule.
* Develop and implement an Agriculture 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.
* Identify the types of agricultural practices in your country that are relevant to production of GHG emissions (e.g., Crop Production, Livestock Management, Burning of Agricultural Residues or Grasslands), contact national, regional, and local experts to determine if the necessary data is readily available, and establish institutional arrangements for collecting activity data.
* Oversee the establishment and arrangements between Agriculture 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 Agriculture, universities) to assist with activities required by the Agriculture Sector Lead (e.g. data collection, generating GHG estimates), as appropriate.
	+ Develop Statements of Work (SOW) 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.
* Contact federal agencies/ministries or non-governmental organizations to inquire about the existence of satellite imagery data for categories such as Agriculture Residue Burning. Ensure this is done in coordination with the LULUCF sector, which also requires access to imagery.
* 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 Agriculture sector.
	+ Determine the most appropriate IPCC methodology to be used to estimate GHGs for each category.
	+ Oversee choice and/or development of emission factors.
	+ Coordinate with the LULUCF Sector Lead to determine emission calculations and activity data adjustments for complex categories such Agricultural Soil Management and Manure Management.
	+ Ensure consistency of data between enteric and manure management (e.g., livestock populations and characterization).
	+ Ensure consistency between nitrogen quantities in Manure Management and Agricultural Soil Management.
	+ Coordinate with the Waste sector to ensure assumptions on application of sewage sludge and nitrogen content are consistent.
	+ Document in a transparent manner all methodologies, data, emission factors, and assumptions in coordination with contractors and other technical experts that are developing the estimates.
* In consultation with the QA/QC coordinator, convene Agriculture sector working group to review calculations and perform initial Quality Assurance/Quality Control (QA/QC), consulting QA/QC coordinator.
	+ 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 Agriculture sector GHG estimates and update the inventory if necessary.
* Review the final Agriculture sector GHG estimates and the narrative describing the assumptions, methodologies, and results.
* Oversee the development of the uncertainty analysis for the Agriculture sector.
* Identify and document any improvements needed for subsequent inventories, related to activity data, emission factors, methodologies, or other components of developing the estimates.