

	Urban Greenhouse Gas Inventory Specialist Exam Specifications
A	Project Planning
1	Establish Project Goals and Objectives
2	Develop a Project Plan
3	Establish Quality Control Procedures
B	Defining the Scope of an Emissions Inventory
1	Identify Program Authorities (e.g., Covenant of Mayors, National Government, Local Policies) who might assist, require, and otherwise have a stake in the inventory
2	Define Program Objectives
3	Determine Reporting Framework or Platform
4	Set Inventory Boundaries
5	Decide on Methodologies
C	Managing Data
1	Identify Data Needs
2	Identify Data Sources
3	Obtain Stakeholder Commitment
4	Collect Activity Data
5	Determine Emissions Factors
6	Determine Other Parameters (e.g., fuel economy, population)
7	Analyze Data
D	Calculating Emissions
1	Execute Calculations
2	Calculate Uncertainties
E	Synthesizing Emission Inventory Results
1	Organize Calculated Results
2	Interpret Results
F	Reporting Activities
1	Generate Reports
2	Manage Internal Results Dissemination