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Annex(es): 1

To designated IPCC Focal Points and
Ministries of Foreign Affairs (if no focal
point has been designated)

COPY

Geneva, 22 April 2013

Sir/Madam,

I have the honour of addressing you on the matter of the Government and Expert Review of the Second Order Draft (SOD) of the *2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol (KP Supplement)*.

In December 2011, the Parties to the Kyoto Protocol to the United Nations Framework Convention on Climate Change (UNFCCC) invited the IPCC to review and, if necessary, update supplementary methodologies for estimating anthropogenic greenhouse gas emissions by sources and removals by sinks resulting from land use, land-use change and forestry (LULUCF) activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol (KP), related to the annex to decision 2/CMP.7, on the basis of, inter alia, Chapter 4 of IPCC's *2003 Good Practice Guidance for Land Use, Land-Use Change and Forestry (GPG-LULUCF)*. In response, in June the following year, at its 35th Session in Geneva, Switzerland, the IPCC decided to produce the *KP Supplement*.

Following a call for nomination of experts to contribute to the *KP Supplement* sent to member governments and observer organizations by IPCC in June 2012, the Bureau of the TFI selected Coordinating Lead Authors, Lead Authors and Review Editors based on the large number of nominations received in August 2012. The updated list of authors is attached for your information.

The review of the First Order Draft (FOD) of the *KP Supplement* by experts ("Expert Review") took place from 7 January through 3 February 2013. The report has now been revised by the authors in response to comments received and the SOD will undergo review by governments and experts ("Government and Expert Review") from **22 April** through **2 June 2013**.

The multi-stage review of draft reports is a key element of the IPCC assessment process.

Participation in the review of the *KP Supplement* provides governments and experts with the opportunity to comment on the entire report including the Overview Chapter and the Glossary. The authors of the *KP Supplement* will consider all review comments from experts and governments at a meeting to be held in July 2013. Review Editors will ensure that all comments receive appropriate consideration. The Final Draft of the *KP Supplement* will be distributed to governments in September 2013, following which the Overview Chapter will be adopted and the report will be accepted at the 37th Session of IPCC scheduled to be held in Georgia in October 2013.

The purpose of the Government and Expert Review is to help ensure that the report represents the latest scientific and technical findings, provides a balanced and comprehensive assessment of the current information and is consistent with the Terms of References that were approved by the IPCC in June 2012. To this end, your review comments will be most helpful if they:

- Consider the structure, coverage and balance, including appropriate use of available peer-reviewed literature;
- Wherever possible, provide clear suggestions for revisions to text, figures and tables with specific wording;

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- Consider ways of shortening the text without loss of relevant information;
- Consider ways of improving the presentation of material graphically or through tables;
- Please note that the Final Draft will undergo a professional copyedit prior to publication. Errors in spelling, grammar, units, etc., will be corrected at that time and do not need to be called out in your review.

Access to the SOD:

The SOD can be accessed via the *KP Supplement* Government Review webpage on the TFI website:

[Part of the text removed here]

The access credentials are:

Username: *[Part of the text removed here]*

Password: *[Part of the text removed here]*

This username and password pair should be kept confidential.

Please note that this draft report is made available solely for the purpose of the IPCC review process. It must not be cited, quoted or distributed.

Submission of review comments:

The IPCC Procedures advise that “Governments should send one integrated set of comments for each Report to the appropriate Working Group/Task Force Bureau Co-chairs through their Government Focal Points”.

Your government review comments must be submitted using the Comment Submission Form for Governments that is available to download from the *KP Supplement* Government Review webpage on the TFI website. The instructions for the Government Review of the SOD of the *KP Supplement* are also available from the same website. We shall appreciate it if your government review comments are submitted by e-mail to the TFI Technical Support Unit (TSU) at <kpsg_review@iges.or.jp> following the instructions latest **by 2 June 2013**. Due to the large number of comments expected, we cannot guarantee that comments received later or in other formats will be made available to authors at the time they start preparing the Final Draft.

For your information, access to the SOD of the *KP Supplement* is also being provided directly to those experts who registered for the Expert Review of the FOD. An online registration process for the Expert Review has been set up and can be accessed via the TFI website. In accordance with the decision of the 35th Session of the IPCC in June 2012, IPCC observer organizations are also invited to encourage experts to participate in the review.

Additional information about the Government and Expert Review is available in Appendix A to the Principles Governing IPCC Work¹. If you have any questions, please contact the TFI TSU at <kpsg_review@iges.or.jp>.

A copy of this letter without the webpage access details is being sent to the Ministry for Foreign Affairs, the Permanent Representative with the World Meteorological Organization (WMO), and the United Nations Environment Programme (UNEP) Focal Point(s) of your country for information.

Yours sincerely,



(Renate Christ)
Secretary of the IPCC

¹ http://www.ipcc.ch/organization/organization_procedures.shtml

List of Authors of the 2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol (KP Supplement)

(as of 16 April 2013)

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