

Our ref.: 5193-14/IPCC/TFI

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

~~Annex(es): 2~~

## COPY

Geneva, 2 May 2014

Sir/Madam,

I have the honour of inviting you to nominate experts to participate in the IPCC Expert Meeting on Systematic Assessment of TFI Products, which will be held on 25-27 August 2014 (venue to be determined), by the IPCC Task Force on National Greenhouse Gas Inventories (TFI).

The objectives of the meeting are:

- To review the currently available TFI products including the *2006 IPCC Guidelines for National Greenhouse Gas Inventories*, and their two Supplements (the *2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol* and the *2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands*) by sharing experiences in their use by various stakeholders in order to identify their strengths and weaknesses;
- To consider the topics/areas including sectors/categories/approaches that need to be enhanced/improved/added in the future TFI work as well as the scope of this work, taking into consideration emerging needs from the United Nations Framework Convention on Climate Change (UNFCCC) as well as other potential uses; and
- To consider ways to further enhance utility of the TFI products.

Experts who will be qualified to participate in the meeting are:

1. National inventory compilers
2. Experts working on capacity-building projects on national GHG inventories
3. Inventory reviewers under the UNFCCC
4. Experts who contributed to the TFI products (e.g. authors of the IPCC Guidelines, members of Editorial Board for Emission Factor Database)

In nominating experts it is understood that your Government will provide sufficient support to the experts to prepare for the meeting, take part in it, and contribute to drafting and revising any report that may be produced as a result of that. In accordance with the IPCC procedures and established practices, travel support will be provided from the IPCC Trust Fund for the participants from developing countries and countries with economies in transition.

In your nominations, please specify the area(s) of expertise and experiences of the nominee, preferably in accordance with the relevant inventory categories as well as the items listed in the nomination form (Attachment II). Please provide the full contact information (address/affiliation/phone/fax/e-mail) and Curriculum Vitae, using the attached nomination form.

The electronic file of the form is attached to this letter (Attachment II). Nominations should be sent no later than **30 May 2014** preferably by e-mail to:


Technical Support Unit  
IPCC Task Force on National Greenhouse Gas Inventories  
C/o Institute for Global Environmental Strategies  
2108-11, Kamiyamaguchi, Hayama, Kanagawa  
240-0115 Japan  
Email: [nggip-meetings@iges.or.jp](mailto:nggip-meetings@iges.or.jp)  
Fax: +81 46 855 3808  
Phone: +81 46 855 3750

Based on the nominations received, the Task Force Bureau (TFB) will select participants to this meeting, taking expertise and geographical representation into consideration. The selected experts will receive an invitation letter from the TFB Co-chairs and will be contacted by the Technical Support Unit of the TFI.

A copy of this letter 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,



  
Gaetano Leone  
Deputy Secretary of the IPCC

Attachment I: Plan of the Expert Meeting on Systematic Assessment of TFI Products  
Attachment II: Nomination form