

Our ref.: 5355-14/IPCC/TFI

~~Attachments: 2~~

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

COPY

Geneva, 15 December 2014

Sir/Madam,

I have the honour of inviting you to nominate experts to participate in the technical assessment of IPCC Inventory Guidelines by the IPCC Task Force on National Greenhouse Gas Inventories (TFI).

The work will assess where science and data availability have developed sufficiently since the 2006 *IPCC Guidelines for National Greenhouse Gas Inventories* to support the refinement or development of methodological advice for specific categories and gases, with a view to identifying any specific areas or issues to be prioritized. Another aim is to conduct technical assessments on cross-sectoral issues, including improvement of user-friendliness of other inventory tools with a view to contributing to capacity development programmes.

In accordance with the IPCC Trust Fund programme and budget for the year 2015 (approved by the IPCC at its 40th Session) this work will be undertaken through the combination of an on-line questionnaire survey and expert meetings.

The on-line questionnaire survey will be conducted from late January to late February 2015 to collect inputs from inventory experts about the need and the feasibility of methodological development or refinement for specific categories and gases. All the experts nominated for the work of technical assessment will be invited to participate in the on-line survey. The TFI Task Force Bureau (TFB) will consider the results of on-line questionnaire survey and establish a provisional list of categories and gases as well as cross-sectoral issues for consideration more in detail at the expert meetings.

Subsequently, two expert meetings, (i) Energy/IPPU/Waste Sectors and (ii) AFOLU Sector, will be convened in June and July 2015 respectively, to assess the maturity of scientific advances and the availability of new data, and to identify any specific areas or issues that should be prioritized in TFI's future work. Selection of the participants for these meetings will be carried out by the Bureau of TFI based on the nominations received for the work of technical assessment, taking inventory expertise and geographical representation into consideration. The selected experts will receive an invitation letter from the Technical Support Unit of TFI. The TFI Task Force Bureau (TFB) will consider the outcome of these expert meetings and develop a further work plan on development or refinement of methodological guidance on national greenhouse gas inventories.

Those qualified for consideration to participate in the meetings are experts on national greenhouse gas inventories, including national inventory compilers, inventory reviewers under the United Nations Framework Convention on Climate Change (UNFCCC), experts working on capacity-

building projects on national GHG inventories, 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 subsequent meeting report. 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 making nominations, please specify the area(s) of expertise and experience 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 **23 January 2015** 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
Fax: +81 46 855 3808
Phone: +81 46 855 3750.

A copy of this letter is being sent for information to the Ministry of Foreign Affairs and to the Permanent Representatives from your country to the World Meteorological Organization (WMO) and to the United Nations Environment Programme (UNEP).

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Carlos Martin-Novella', written over a horizontal line.

(Carlos Martin-Novella)
Deputy Secretary of the IPCC

Attachment I: Terms of Reference for Technical Assessment of IPCC
Inventory Guidelines for the year 2015

Attachment II: Nomination form