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Annex(es): 3

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

COPY

Geneva, 27 November 2015

Sir/Madam,

I have the honour of inviting you to nominate experts to serve on the Editorial Board of the Intergovernmental Panel on Climate Change (IPCC) Emission Factor Database (EFDB) <<http://www.ipcc-nggip.iges.or.jp/EFDB/main.php>>, coordinated by the IPCC Task Force on National Greenhouse Gas Inventories (TFI). The EFDB Editorial Board is the body responsible for evaluating proposals of emission factors and other related parameters for inclusion in the EFDB.

Nominations to the EFDB Editorial Board may be for two or four years and the re-nomination of some of the existing members is welcomed as this assists in maintaining continuity of the board and its decisions. Nomination for a four-year term is encouraged in order to maintain some stability in Editorial Board membership.

It is well recognised that the quality of national greenhouse gas (GHG) inventories is dependent on reliable emission factors. The *2006 IPCC Guidelines for National Greenhouse Gas Inventories* (2006 IPCC Guidelines) and the other IPCC Methodology Reports¹ provide default emission factors for the majority of source and sink categories. However, some of these default emission factors do not reflect region- or country-specific conditions, and might not be adequate for the inventory being developed. Many countries have expressed the need for an easily accessible public database of GHG emission factors to improve the quality of their GHG inventories. In the *2006 IPCC Guidelines*, it is emphasised that the EFDB is more than ever a potential source of data for higher tier methods. The database should be supported by reliable scientific results, data and other information. The IPCC EFDB was created based on recommendations from a scoping meeting held in New Delhi, India, 24-25 July 2000. The database was formally launched at the Eighth Session of the Conference of the Parties (COP8) to the United Nations Framework Convention on Climate Change (UNFCCC), in New Delhi, in October 2002.

The EFDB aims to increase the range of emission factors and other related parameters available and provide users with data that may be more appropriate for their national circumstances in developing and reporting their national GHG inventories under the UNFCCC. The database is open for proposals of new emission factors and parameters. The proposals are evaluated by the EFDB Editorial Board for their robustness, applicability and appropriate documentation. Since 2008, the work of EFDB Editorial Board has assumed increasing importance as a result of expert meetings held every year to actively collect data proposals. However, the appropriate use of data and information contained in the EFDB is entirely the responsibility of the user.

¹ *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories; Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories, 2000; Good Practice Guidance for Land Use, Land-Use Change and Forestry, 2003; 2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands, and 2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol*

The importance of EFDB is continuing to increase. It has been referred to in the conclusions of some of the recent meetings under the UNFCCC.

- ✓ In the context of revision of the UNFCCC reporting guidelines for Annex I Parties, the SBSTA32 welcomed the work of the IPCC to facilitate the use of the *2006 IPCC Guidelines*, including its efforts to develop inventory software and the EFDB. It invited the IPCC and other relevant organizations to strengthen their efforts in this area (FCCC/SBSTA/2010/6, paragraph 76).
- ✓ In the context of REDD discussion, the SBSTA32 requested the UNFCCC secretariat to work with the IPCC on promoting the use of the IPCC EFDB (FCCC/SBSTA/2010/6, paragraph 40).
- ✓ In the context of national communications from non-Annex I Parties (NAI-NC), the Consultative Group of Experts (CGE) agreed on the usefulness of EFDB, and recommended improvement of data quality by enhancement of sharing of country-specific emission factors through the EFDB among NAI Parties, as an element to be considered in a future revision of the NAI-NC Guidelines (FCCC/SBI/2011/5/Rev.1).
- ✓ New reporting guidelines on annual GHG inventories for Parties included in Annex I to the Convention (Annex I to Decision 24/CP.19): If Annex I Parties lack country-specific information, they could also use EFs or other parameters provided in the IPCC Emission Factor Database, where available, provided that they can demonstrate that those parameters are appropriate in the specific national circumstances and are more accurate than the default data provided in the 2006 IPCC Guidelines (paragraph 12).

The Editorial Board is composed of experts recommended by IPCC Member States (refer to Annex I for the current list of Editorial Board members). For the purpose of regular oversight of the EFDB work, a Management Committee, composed of the Editorial Board Co-chairs, Co-chairs of the Bureau of the Task Force on National Greenhouse Gas Inventories (TFB) and Head and another member of the Technical Support Unit (TSU) of the TFI, has been established.

The composition of the Editorial Board is as follows:

- at least seven Sector Experts for each of the following inventory sectors: i) Energy, ii) Industrial Processes and Product Use, iii) Agriculture, iv) Land Use, Land-Use Change and Forestry (LULUCF), and v) Waste. The Agriculture group (iii) and the LULUCF group (iv) may sometimes work as one single group to deal with issues on Agriculture, Forestry and Other Land Use (AFOLU) Sector in accordance with the structure laid out in the *2006 IPCC Guidelines*;
- two Editorial Board Co-chairs, with the overall responsibility of the evaluation of emission factors and parameters for the database, shall be elected by the Editorial Board from amongst its membership.

The terms of Editorial Board members are for four years, or two years. The terms for 7 out of the current 36 members will expire at the end of 2015. The terms for another 10 members, will expire at the end of 2016. Therefore the TFB, at its 27th session held in Hayama, Japan, November 2015, decided to request Governments and Organizations to nominate suitable persons for the Editorial Board both for positions that will fall vacant at the end of 2015 and for positions that will fall vacant at the end of 2016 (also indicated in Annex I).

The work of the EFDB Editorial Board is carried out mostly through exchanges of e-mails. An annual meeting of the Board is held, normally lasting for 3 days. In addition, two sector-specific expert meetings to collect data for EFDB are held every year but only the Editorial Board members for the specific sectors under consideration are expected to attend. Additional information on the role and responsibilities of the Editorial Board is provided in Annex II. In accordance with the IPCC Procedures and established practices, travel support will be provided from the IPCC Trust Fund for participants from developing countries and countries with economies in transition.

In your nominations, please specify the area(s) of expertise of the nominee, preferably in accordance with the inventory sector and category structure; and the likely duration of the nominees' term (4 or 2 years). Please provide the full contact information (address/affiliation/phone/fax/e-mail) and Curriculum Vitae, using the attached nomination form (Annex III). Nominations should be sent no later than **29 January 2016** 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-tsu@iges.or.jp
Fax: +81 46 855 3808
Phone: +81 46 855 3750

Based on the submissions received the TFB will prepare a recommendation for the new composition of the Editorial Board and submit it to the Chair of IPCC for decision. The IPCC Bureau will be informed about the new composition of the Editorial Board. Only experts selected for the Editorial Board will receive a notice of the selection.

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 the United Nations Environment Programme (UNEP).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'B. Stewart', followed by a period.

(Bruce Stewart)
Acting Secretary of the IPCC

Annex I: Current membership of the Editorial Board
Annex II: Role and Responsibilities of Editorial Board
Annex III: Nomination Form