

Our ref.: 5123-19/IPCC/TFI

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

COPY

Geneva, 28 January 2019

Subject: Methodology Report titled “*2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories*” (2019 Refinement)

Sir/Madam,

I have the honour of addressing you on the matter of the Government Review of the Final Draft of the Methodology Report titled “*2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories*”.

You may recall that at its 43rd Session (Nairobi, Kenya, 11–13 April 2016) the Panel agreed to refine the *2006 IPCC Guidelines for National Greenhouse Gas Inventories* (2006 IPCC Guidelines), including producing a Methodology Report in order to update and supplement the 2006 IPCC Guidelines. The overall aim of the refinement of the 2006 IPCC Guidelines is to provide an updated and sound scientific basis for supporting the preparation and continuous improvement of national greenhouse gas inventories. This process will result in a Methodology Report which will be used in conjunction with the 2006 IPCC Guidelines. At its 44th Session (Bangkok, Thailand, 17–20 October 2016), the Panel approved the outline for this Methodology Report titled “*2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories*” (2019 Refinement), which will be finalized in May 2019.

As mandated by IPCC rules and procedures, the First Order Draft (FOD) of the *2019 Refinement* underwent Expert Review from 4 December 2017 to 11 February 2018 and was revised by the authors to produce the Second Order Draft (SOD). The SOD underwent Government and Expert Review from 2 July to 9 September 2018. Subsequently authors have incorporated government and expert comments in the SOD to produce the final draft.

I have the pleasure to inform you that the Final Draft of the Overview Chapter is available for your consideration and review **from 28 January to 24 March 2019 at 23:59 (GMT+1)**. The refined chapters of all Volumes are also available for your review. Governments are requested to submit only very important comments, in view of the limited time available to authors between the end of the Government Review and the IPCC Plenary Session in May 2019. The aim of the review is to ensure that the Overview Chapter is accurate, well-balanced and presents the findings of the underlying report clearly, and is consistent with the scope of the full report as approved by the Panel. To this end your review comments will be most helpful if they:

- Address specific text, tables, etc. in the draft and provide clear suggestions for changes in wording or content where appropriate. Please provide full references for any additional literature cited in a review comment.

- Ensure that any suggested changes to the Overview Chapter of the report are fully consistent with material in the chapters of the report and provide cross references to that material.
- Please note that text styles including standardized spelling, use of units, etc., will be corrected as necessary in subsequent proof reading steps. Detailed comments on typographical errors are not generally of use at this stage.

The Lead Authors will consider the review comments on their volumes and chapters and independent Review Editors for each volume will ensure that all substantive comments receive appropriate consideration.

In accordance with the IPCC Procedures, the Final Draft of the Overview Chapter will be submitted for section-by-section adoption by the 49th Session of the IPCC (IPCC-49) and the full Final Draft Report will be submitted for acceptance by the IPCC-49. Coordinating Lead Authors and Review Editors will be present at the Session to assist the TFI Co-chairs and to facilitate consideration by the IPCC of the *2019 Refinement*.

To facilitate the adoption of the Overview Chapter and the acceptance of the full report and to ensure an efficient conduct of IPCC-49, I kindly invite you to submit your government comments by **24 March 2019 at 23:59 (GMT+1)**. Details on how to access the draft report and submit your comments are provided below.

Please note that **all comments will be published attributable by country** following the final approval and publication of the report.

Access to the draft report:

The Final Draft and detailed instructions for submitting your review comments on the Overview Chapter are available from the following closed web site:

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

From this website you can download the entire Final Draft of the Overview Chapter in one file as well as the separate chapters of the Methodology Report in portable document format (pdf). In addition, the above web site provides a Microsoft Excel comments sheet into which we ask you to insert your comments.

To access the Final Draft please use your unique credentials that you have already received for previous government review. Please contact the TFI Technical Support Unit <2019_Refinement_Review@iges.or.jp> if you don't have the credentials, or if you have any questions about the process.

Please note that this is a confidential document which must not be distributed, cited or quoted. We therefore kindly request you not to share the access details to the draft report.

Preparation and submission of review comments:

Please prepare your review comments using the Microsoft Excel spreadsheet that can be downloaded from the web site given above. Given the large number of comments that are received on IPCC draft reports and the limited time available to collate these in a form that can be used by the authors, I must ask that you use this exact format **and no other** (e.g. Word, PDF, self-generated excel, etc). Each spreadsheet can accommodate up to 1000 comments. For those Governments that anticipate submitting more than 1000 comments I ask that you prepare separate spreadsheets for each volume.

Please note that all review comments must be submitted via the online portal by Sunday, 24 March 2019 at 23:59 (GMT+1). Given the tight timeline for the preparation of the *2019 Refinement*, we regret that delays to the schedule cannot be accommodated. The review comments will be compiled immediately on 25 March and thus it will not be possible to submit comments after the deadline.

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 and to the United Nations Environment Programme.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a checkmark-like flourish.

(Abdalah Mokssit)
Secretary of the IPCC