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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, 3 December 2021

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) <<https://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 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. Being well recognized by the Parties to the UNFCCC as a useful tool for inventory compilers, the EFDB has been referred to in a number of conclusions and recommendations from meetings under the UNFCCC.

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; 2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol; and 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories.*

The EFDB is open for proposals of new emission factors and parameters. The proposals are evaluated by the Editorial Board for their robustness, applicability and appropriate documentation.

The Editorial Board is composed of experts recommended by Governments and Organizations (refer to Annex I for the current list of the Editorial Board members). 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*, the *2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands*, and the *2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories*;
- 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 15 out of 36 members will expire at the end of 2021. The terms for another 6 members will expire at the end of 2022. Therefore, the Bureau of Task Force on National Greenhouse Gas Inventories (TFB) decided to request Governments and Organizations to nominate suitable experts for the Editorial Board both for positions that will fall vacant at the end of 2021 and 2022 (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 or 4 days. In addition, one or two sector-specific expert meetings to collect data for the 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.

However, it should be also noted that the role and responsibilities of the Editorial Board as well as the modalities of its work may be reviewed and modified, during the term of the current and newly selected members, by the TFB for the IPCC seventh assessment cycle after their election in 2023.

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 24 January 2022** by e-mail directly to:

Technical Support Unit (TSU)
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 (not to the IPCC Secretariat)

Given the tight timeline for the preparation of a recommendation for the new composition of the Editorial Board, we regret that delays to the schedule cannot be accommodated and thus it will not be possible to accept nominations after the deadline.

It also should be noted that only nominations received from IPCC Focal Points of member Governments or Observer Organizations, members of IPCC Bureau and members of the TFB, with the Nomination Form (Annex III) will be accepted.

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 and their IPCC Focal Points will receive a notice of the selection but not informed all nominees. For any inquiry, please contact the TFI TSU.

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 black ink, consisting of a large, stylized 'O' followed by a smaller 'M' and a checkmark-like flourish.

Abdalah Mokssit
Secretary of the IPCC

Annex I: Current Membership of Editorial Board
Annex II: Role and Responsibilities of Editorial Board
Annex III: Nomination Form 2021