

Our ref.: 5244-18/IPCC/TFI

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

## COPY

Geneva, 18 June 2018

**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 and Expert Review of the Methodology Report titled “*2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories*”.

You may recall that at its 43<sup>rd</sup> 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 44<sup>th</sup> 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.

Following an IPCC call for nominations in October 2016 to member governments and observer organizations for experts to participate in the production of the *2019 Refinement*, Coordinating Lead Authors, Lead Authors and Review Editors were selected by the Task Force Bureau in February 2017 from the large number of nominations received. The First Order Draft (FOD) of the *2019 Refinement* was available for expert review from 4 December 2017 to 11 February 2018. The report has now been revised by the authors in response to comments received and the Second Order Draft (SOD) will undergo simultaneous review by governments and experts.

All the experts who provided a review of the FOD as well as all those previously nominated for any role in the *2019 Refinement* by governments and observer organizations but not selected will be informed separately about the Government and Expert Review and invited to participate in the review. Governments and observer organizations are now asked to encourage additional experts to participate in the Government and Expert Review of the SOD of the *2019 Refinement*.

The Government and Expert Review of the SOD is a key element of the IPCC assessment process to help ensure that the report provides a balanced and comprehensive assessment of the latest scientific findings. The IPCC Procedures state that the review process shall be objective, open and transparent, with a wide circulation that aims to involve as many independent experts as possible in the IPCC process, seeking a range of views, expertise, and geographical representation.

To this end your review comments will be most helpful if they:

- Address specific text, tables, figures, 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.
- Editorial comments can be provided, but 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 review process will follow standard IPCC procedures<sup>1</sup>. These procedures advise that governments should send one integrated set of comments to the Task Force Bureau Co-chairs through their Government Focal Points. An expert reviewer may also be asked to participate in the government review organized within his or her own country. In such a case, he/she can submit comments either as an individual or as part of the government review. Additional information on the role of Expert Reviewer is available in Annex 1 of Appendix A to the Principles Governing IPCC Work.

**The government and expert review of the SOD will take place from 2 July to 9 September 2018, 23:59 (GMT+2).**

### **Expert Review**

An online registration process is open for prospective expert reviewers via the IPCC Task Force on National Greenhouse Gas Inventories (TFI) SOD Review webpage:

<http://www.ipcc-nggip.iges.or.jp/home/2019refinement/sod.html>

Please note that IPCC Focal Points do not need to register. Registration will close on **2 September 2018, 23:59 (GMT+2)**, one week before the end of the review period.

### **Government Review**

I kindly invite you to submit your government comments by **9 September 2018, 23:59 (GMT+2)**. 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 10 September and thus it will not be possible to submit comments after the deadline.

The draft report is accessible to governments from 2 July 2018 via the link:

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This web page will contain the drafts themselves, supporting materials, the comments spreadsheet, and instructions. You will be asked to upload the completed government review onto this system using the comments spreadsheet.

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](mailto:2019_Refinement_Review@iges.or.jp)> if you don't have the credentials, or if you have any questions about the process.

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<sup>1</sup> <http://www.ipcc.ch/>

**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.

The Lead Authors will consider the review comments on their volumes and chapters at a meeting to be held from 22-26 October 2018 and independent Review Editors for each volume will ensure that all substantive comments receive appropriate consideration. A final draft of the Overview Chapter and the underlying report will be made available to Governments in January 2019 for their review (28 January – 24 March 2019). A Plenary Session of the IPCC to adopt the Overview Chapter and accept the full underlying report will take place in May 2019.

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

Please note that all review comments must be submitted by means of the SOD repository site by **Sunday, 9 September 2018, 23:59 (GMT+2).**

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, appearing to be 'A. Mokssit' with a stylized flourish at the end.

(Abdalah Mokssit)  
Secretary of the IPCC