INTERGOVERNMENTAL PANEL ON climate change

Our ref.: 5270-16/IPCC/TFI

~~Annex(es): 1~~

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

COPY

Geneva, 31 October 2016

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 inviting you to submit nominations of experts for consideration as Coordinating Lead Authors, Lead Authors, Contributing Authors, Review Editors and Expert Reviewers to contribute to the production of a Methodology Report titled "*2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories*" (*2019 Refinement*).

Following the decision by the Panel at its 44th Session (17-20 October 2016, Bangkok, Thailand) on the outline of this Methodology Report, the IPCC's Task Force on National Greenhouse Gas Inventories (TFI) will submit a final draft of the *2019 Refinement* to the IPCC for its consideration at its Plenary session in May 2019.

The outline approved by the Panel at its 44th Session is contained in the decision by the IPCC which is available at:
https://www.ipcc.ch/meetings/session44/l3_adopted_outline_methodology_report_guideline.pdf
The terms of reference for the production of this Methodology Report are contained in Annex 1 to this decision, and the table of contents of this Methodology Report is contained in Annex 2 to this decision.

A detailed description of the IPCC writing and review process is contained in the "Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports" which can be viewed on the IPCC website at: https://www.ipcc.ch/pdf/ipcc-principles/ipcc-principles-appendix-a-final.pdf. The tasks and responsibilities for Coordinating Lead Authors, Lead Authors, Contributing Authors, Review Editors and Expert Reviewers are specified in the Annex 1 to these procedures.

The task of Coordinating Lead Authors and Lead Authors is a demanding one. The Coordinating Lead Authors and Lead Authors will be requested to attend two author meetings in 2017 and two author meetings in 2018. In addition, selected authors will also be requested to attend another meeting in 2018 as well as the IPCC Plenary in May 2019 where the whole document is approved. They would also be expected to draft text and consider review comments on their own time – a significant effort. The role of Review Editors is to ensure all comments are considered by the authors. However, the time commitment of Review Editors is less than that for Coordinating Lead Authors or Lead Authors, but will include attendance at two author meetings in 2018. Contributing Authors are normally not required to attend any of these meetings.

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WMO UNEP

It is expected that Governments and Organizations that are in a position to do so, provide travel and subsistence support for the participation of their respective Coordinating Lead Authors/Lead Authors/Review Editors in the preparation of the chapters/sections of IPCC reports and to attend author meetings and other relevant meetings such as the Sessions of the IPCC. The IPCC Trust Fund may only support a limited number of Coordinating Lead Authors/Lead Authors/Review Editors from developing countries and countries with economies in transition where Governments may not be in a position to support them.

Nominations are also being requested from inter-governmental and non-governmental organizations. Irrespective of such requests, your Government may wish to include experts from academia, industry, environmental organizations and other non-governmental organizations in your nominations. All nominations will be provided to the TFI Bureau (TFB) which will select Coordinating Lead Authors, Lead Authors and Review Editors. The selection of Contributing Authors will be left to the Coordinating Lead Authors and Lead Authors. All the nominees for Expert Reviewers will be invited to join in the reviews of drafts. In the selection process the TFB will consider the nominee's areas of knowledge, experience and expertise, as described in the nomination form. They will aim for a list of authors that will, as far as possible, reflect:

- the range of scientific, technical and socio-economic views and expertise;
- geographical representation (ensuring appropriate representation of experts from developing and developed countries and countries with economies in transition); there should be at least one and normally two or more from developing countries (per chapter);
- a mixture of experts with and without previous experience in IPCC;
- gender balance.

You are invited to submit nominations using the attached form (Annex 1) which asks for details of both the experts and their volumes of interest. Nominations should be sent no later than **Friday, 9 December 2016 (midnight CEST)**, by email to:

Mr. Andrej Kranjc
Head, 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: 2019refinement-nominations@iges.or.jp

It should be noted that only nominations received from IPCC Focal Points, Observer Organizations, members of IPCC Bureau and members of TFB will be accepted.

The TFI TSU will inform the selected authors and their Government Focal Points as soon as possible after the selection. The first Author Meeting is currently scheduled to be held in June 2017.

I thank you in advance for your consideration of this matter.

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,

(Abdalah Mokssit)
Secretary of the IPCC

~~Annex 1: Nomination Form~~