

Our ref.: 5118-25/IPCC/AR7

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

COPY

Geneva, 7 March 2025

Dear Sir/Madam,

I have the honour of inviting you to submit nominations of experts for consideration as Coordinating Lead Authors, Lead Authors, or Review Editors for the Seventh Assessment Report (AR7) of the Intergovernmental Panel on Climate Change (IPCC).

At its 60th Session (Istanbul, Türkiye • 16-19 January 2024) the Panel agreed to continue to prepare comprehensive assessment reports and to maintain the existing Working Group structure under which:

- (i) Working Group I assesses the scientific aspects of the climate system and climate change;
- (ii) Working Group II assesses the scientific, technical, environmental, economic, and social aspects of vulnerability to climate change, the negative and positive consequences of climate change, and options for adapting to it;
- (iii) Working Group III assesses the scientific, technical, environmental, economic, and social aspects of the mitigation of climate change.

The outlines of the Working Group contributions to the AR7 were developed after a comprehensive scoping process involving the scientific community and governments (Kuala Lumpur, Malaysia • 9-13 December 2024) and were agreed in Plenary at the 62nd Session of the IPCC (Hangzhou, China • 24-28 February 2025). They can be accessed on the IPCC website at the following link: [Decision IPCC-LXII-8](#).

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/site/assets/uploads/2018/09/ipcc-principles-appendix-a-final.pdf>. The tasks and responsibilities for Coordinating Lead Authors, Lead Authors, and Review Editors are specified in Annex 1 to these procedures.

The task of Coordinating Lead Authors and Lead Authors is a demanding one. They are responsible for drafting the chapters and thereafter revising them considering comments submitted during the two IPCC-mandated reviews – namely an Expert Review and a second review by Governments and Experts. The Coordinating Lead Authors and Lead Authors will be expected to attend four Lead Author Meetings between 2025 and 2027/2028, and virtual chapter drafting meetings. A subgroup of authors will also contribute to drafting, revising, and finalizing the Summary for Policymakers (SPM) for each of the Working Group contributions to the AR7.

The presence of Coordinating Lead Authors and select Lead Authors may be requested at Sessions of the IPCC and its Working Groups to assist in finalizing the SPMs. The time commitment of Review Editors is less than that of Lead Authors but will include attendance at

two Lead Authors Meetings during the latter half of the cycle. Please note that the work on the preparation of the reports will be conducted in English.

The role of the IPCC is to assess in a comprehensive, objective, open, and transparent way the scientific, technical, and socio-economic information relevant to understanding the scientific basis of risk of human-induced climate change, its potential impacts, and options for adaptation and mitigation. Therefore, the IPCC requires that the nominee(s) have appropriate expertise. All nominations should indicate the chapter(s) and author role(s) for which the candidate is being nominated, a specification of the nominee's primary areas of expertise, and a supporting curriculum vitae (in English and not to exceed 4 pages) and list of relevant publications.

Coordinating Lead Authors, Lead Authors, and Review Editors will be selected by the Working Group I, II, and III Bureaus for respective contributions to the AR7. The composition of writing team members for each chapter shall aim to reflect:

- The range of scientific, technical, and socio-economic views and expertise, including experts from academia and practitioners and policymakers;
- Geographic representation (ensuring appropriate representation of experts from developing and developed countries and countries with economies in transition);
- A mixture of experts with and without previous experience in IPCC;
- Gender balance.

You are invited to submit nominations through the online nominations tool at: <https://apps.ipcc.ch/nominations/authors/>. Experts can be nominated for each of the three contributions to the AR7, with each Working Group assigning a maximum number of chapters and roles for which an expert can be nominated. Each nomination should indicate clearly the field of expertise of the nominee.

The deadline for uploading all nominations is **Thursday 17 April 2025 (midnight CEST)**. It will not be possible to accept late nominations. When submitting a nomination, use your established credentials to log on to the platform. If you have difficulty accessing the nominations system, or should there be a change of Focal Point, please inform the Secretariat immediately.

Consistent with section 4.3.4.1 of Appendix A of the Principles Governing IPCC Work, all nominated experts not selected as Coordinating Lead Authors, Lead Authors, and Review Editors will be invited to act as Expert Reviewers of the reports for which they were nominated. It is also our intention to use the full nominations pool to identify candidates for IPCC Expert Meetings to be conducted over the course of the AR7 cycle.

It is expected that Governments and Observer Organizations provide travel and subsistence funding for their nominees should they be selected to serve as Coordinating Lead Authors, Lead Authors, and Review Editors. The IPCC Trust Fund is limited to support of Coordinating Lead Authors, Lead Authors, and Review Editors from developing countries and countries with economies in transition where Governments may not be in a position to provide support.

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,



(Abdalah Mokssit)
Secretary of the IPCC