

Our ref.: 5158-23/IPCC/TFI

~~Annexes: 2~~

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

Geneva, 5 May 2023

COPY

Subject: *Scoping Meeting for the Methodology Report on Short-lived Climate Forcers (SLCF)*

Dear Sir/Madam,

I have the honour of inviting you to nominate experts to participate in the Scoping Meeting for the Methodology Report on Short-lived Climate Forcers (SLCFs) to be produced by the IPCC Task Force on National Greenhouse Gas Inventories (TFI).

In accordance with the decision taken at the 46th Session of the IPCC held in Montreal, Canada on 6-10 September 2017 (Decision IPCC/XLVI-6), an expert meeting on SLCFs was held jointly by the TFI and Working Group I (WGI) on 28-31 May 2018 to discuss issues on estimation of emissions and climate effects. This expert meeting concluded, among others, that internationally-agreed, globally applicable methodologies and emission factors for SLCF emission inventories are necessary in order to enhance scientific understanding and assessment of SLCFs' role in climate change as well as to inform climate policy at the national and international levels. It also concluded that the IPCC can play an important role to develop and disseminate such methodological guidance based on existing methodologies such as those in the EMEP/EEA Emission Inventory Guidebook for Air Pollutants (EMEP/EEA Guidebook).

Taking the conclusions of this expert meeting into consideration, at the 49th Session of the IPCC held in Kyoto, Japan on 8-12 May 2019, the Panel approved that the TFI produces an IPCC Methodology Report on SLCFs following the Appendix A to the Principles Governing IPCC work. The Panel also agreed on the approach, output and timeline, and required activities for the preparation of the Methodology Report (Decision IPCC/XLIX-7), as attached to this letter (Attachment I). In accordance with this decision, the TFI has done some work within the IPCC's sixth assessment cycle (AR6 cycle) preparatory to the production of Methodology Report during the seventh assessment cycle (AR7 cycle). The work done within the AR6 cycle includes expert meetings, the reports of which are available at the TFI website¹. The outcome of the preparatory work will serve as a basis of discussion during the scoping as well as writing process for the Methodology Report on SLCFs.

¹ https://www.ipcc-nggip.iges.or.jp/public/mtdocs/2110_SLCF.html and
https://www.ipcc-nggip.iges.or.jp/public/mtdocs/2204_SLCF_EM3.html

In order to consider the outline of the Methodology Report on SLCFs, a scoping meeting will be held in late 2023 or early 2024. The date and venue of the scoping meeting will be determined by the Bureau of TFI for the AR7 cycle after they are elected at the 59th Session of IPCC on 25-28 July 2023. Draft terms of reference, draft table of contents and draft work plan for the proposed Methodology Report will be prepared at this scoping meeting, and will be submitted to the Panel for its consideration and approval.

In their nominations, IPCC Focal Points are kindly asked to specify the area(s) of expertise as well as the full contact information (address/affiliation/phone/fax/e-mail) of the nominee, using the attached nomination form (Attachment II to this letter). Please note that participants in the meeting should be familiar with one or more of relevant species² as well as one or more of inventory sectors that are included in Section C-4 in the **nomination form**. The filled nomination form should be submitted with a **curriculum vitae** for each of nominees.

Nominations should be sent no later than **Friday, 30 June 2023** by e-mail directly to:

Technical Support Unit
IPCC Task Force on National Greenhouse Gas Inventories
c/o Institute for Global Environmental Strategies
2108-11, Kamiyamaguchi, Hayama, Kanagawa
240-0115 Japan
Email: nqgip-meetings@iges.or.jp

It should be noted that only nominations received through IPCC Focal Points of member Governments will be accepted.

Based on the nominations received, the TFI Technical Support Unit will compile a list of nominees by the end of the AR6 cycle. Then, after the AR7 cycle starts at the end of July 2023, the TFB will prepare the list of invitees. An invitation letter to the scoping meeting will be sent to the selected nominees in due course. The Panel will be informed about the list as well as the outcome of the meeting at its plenary session after the scoping meeting.

A copy of this letter is being sent for information to the Ministries for Foreign Affairs and to the Permanent Representatives from your country to World Meteorological Organization (WMO) and to the United Nations Environment Programme (UNEP).

Yours sincerely,



(Abdalah Mokssit)
Secretary of the IPCC

² Methane is one of typical SLCFs but not included for consideration in this scoping meeting because it is already covered in the existing IPCC guidelines for national GHG inventories.