

Our ref.: 5165-24/IPCC/GEN

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

COPY

Geneva, 22 May 2024

Dear Sir/Madam,

I have the pleasure of inviting you to nominate experts to participate in the *IPCC Workshop on the IPCC Inventory Software* to be held by the IPCC Task Force on National Greenhouse Gas Inventories (TFI) from 28-30 August 2024.

Azerbaijan, the incoming Presidency for the 29th session of the Conference of the Parties (COP29) to the United Nations Framework Convention on Climate Change (UNFCCC), is tentatively scheduled to host this workshop in Baku. The venue will be confirmed shortly.

This Workshop was agreed to by the IPCC Panel at its 60th Session (Istanbul, Türkiye, 16-19 January 2024), [Decision IPCC-LX-5](#), responding to a request from the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement at its Fifth Session.

The IPCC TFI will be supported by the UNFCCC Secretariat in organizing this workshop, which will demonstrate the IPCC inventory software.

The IPCC inventory software has been designed to facilitate the estimation by Parties of their Greenhouse Gas (GHG) emissions and removals, an essential information to be reported under the enhanced transparency framework of the Paris Agreement.

The workshop will also address how the IPCC inventory software is linked to the new ETF GHG inventory reporting tool developed by the UNFCCC Secretariat for the electronic reporting, using the common reporting tables, of the information in the national inventory reports of anthropogenic emissions by sources and removals by sinks of greenhouse gases.

IPCC Member countries are being invited to nominate **one expert** from your national greenhouse gas inventory team.

I would like to draw your attention to the joint organization of this workshop with the UNFCCC and encourage you to approach the UNFCCC Focal Point of your country, as necessary, to identify a suitable expert to participate in the workshop.

You are invited to submit your nomination of an expert through the online nominations tool at <https://apps.ipcc.ch/nominations/workshop/software/>. All nominations should clearly indicate the field of expertise of the nominee. Please also note that the work of the Workshop will be conducted only in English.

The deadline for uploading all nominations is **Wednesday, 12 June 2024** (midnight CEST). Kindly be informed that due to a very tight schedule it will not be possible to accept nominations after the deadline.

Please use your unique IPCC credentials to access the nomination portal. In case of difficulty, please contact the service desk at ipcc-sec@wmo.int. Should there be a recent change of the Focal Point, please inform the Secretariat.

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).

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

Yours sincerely,

A handwritten signature in black ink, appearing to be 'AM' with a flourish.

(Abdalah Mokssit)
Secretary of the IPCC