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

Geneva, 20 October 2023

COPY

Sir/Madam,

I have the pleasure of addressing you on the Scoping Meeting for the IPCC Special Report on Climate Change and Cities.

The Panel at its Forty-third Session (Nairobi, Kenya, 11–13 April 2016) in its [Decision IPCC/XLIII-6](#). Sixth Assessment Report (AR6) Products, Special Reports, paragraph 6, decided that the seventh assessment cycle would include a Special Report on Climate Change and Cities. To develop the scope and outline of the Special Report on Climate Change and Cities, a Scoping Meeting will be held in late March/early April 2024. The exact dates and the location of the Scoping Meeting will be communicated upon confirmation. The Scoping Meeting would result in a draft Scoping Paper describing the objectives and an annotated outline of the Special Report as well as the process and timeline for its preparation. The Panel at its Sixty-first Session will review the draft Scoping Paper and will decide on further IPCC work on this Special Report.

[Rule 4.1 of Appendix A to the Principles Governing IPCC Work](#), Convening Scoping Meeting to Prepare Report Outline, provides that for nominations for participation in Scoping Meetings, consideration should be given to the following criteria: scientific, technical and socio-economic expertise, including the range of views; geographical representation; a mixture of experts with and without previous experience in IPCC; gender balance; experts with a background from relevant stakeholder and user groups, including governments.

I have the honour of inviting you to nominate experts to participate in the Scoping Meeting for the IPCC Special Report on Climate Change and Cities.

Participants in the Scoping Meeting should collectively have expertise in the following areas:

Biophysical (expertise examples include urban meteorology and climatology, urban meteorological/energy/water/carbon/air quality modelling and observational monitoring, urban carbon cycle, urban hydrology, urban biodiversity, land-atmosphere interactions);

Impacts and Risks, including (i) Economic and Non-economic Losses and Damages and (ii) Compounding and Cascading Aspects (expertise examples include statistical climatology, detection and attribution of climate extremes, heat islands and urban overheating, air pollution, inland and coastal flooding, critical infrastructure including power, digital communication and transport, water/energy/food/health nexus, food security, health, supply chain, vulnerability, losses and damages, risk management, disaster risk reduction, risk modelling);

Sectoral Development, Adaptation, Mitigation and Responses to Losses and Damages (expertise examples include built environment, urban planning, building design and materials, tourism, urbanization trends, informal settlements, migration and urban poverty, water management, energy systems, infrastructure, ecosystems and biodiversity, nature based solutions/ecosystem

based adaptation, livelihood and communities perspectives issues, urban scenarios/pathways, transportation systems and mobility services, industry, urban agriculture and food production, waste management, climate services and early warning systems, environmental psychology);

Energy and Emissions (expertise examples include emission inventory, urban and embodied emissions, urban energy demand and services, energy mix, urban energy management, power grid layout, standards and regulations, carbon accounting, urban carbon sequestration, renewable energy, life cycle assessment);

Governance, Policy, Institutions, Planning and Finance (expertise examples include typology of cities and decision frameworks, urban planning, architecture, smart cities, mitigation / adaptation policies, energy security, water security and sanitation, barriers and enabling conditions for urban climate finance, insurance, livable cities, role of normative principles in governance, science, technology and innovation for sustainable cities, articulation between local and national development priorities, climate resilient development in cities, Sustainable Development Goals, environmental, social and governance reporting);

Civil Society (expertise examples include social coherence, justice, equity, ethics, gender, intersectionality science, decision making, science/policy interaction, communication, digital/cyber security, indigenous knowledge systems, diversity of urban stakeholders involved in climate responses, city networks / alliances, environmental advocacy).

While the final outline for the Special Report may not include all areas listed above, broad expertise is solicited in order to determine robust areas for consideration. In selecting scoping meeting participants, consideration will be given to the following criteria: scientific, technical and socio-economic expertise, including the range of views; geographical representation; a mixture of experts with and without previous experience in IPCC; gender balance; and experts with a background from relevant stakeholder and user groups, including urban practitioners and planners, representatives of civil society organizations and local/regional governments.

You are invited to submit nominations of experts through the online nominations tool at <https://apps.ipcc.ch/nominations/scoping/cities/>. Please note that a CV (maximum 4 pages) in English should be uploaded for each nomination form. All nominations should clearly indicate the field of expertise of the nominee. Please also note that the work of the Scoping Meeting will be conducted only in English.

The deadline for upload of all nominations is **17 November 2023**. 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-help@ipcc.ch. Should there be a recent change of the Focal Point, please inform the Secretariat.

An invitation letter for the Scoping Meeting will be sent to the selected nominees in January 2024.

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,

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a checkmark-like flourish.

(Abdalah Mokssit)
Secretary of IPCC