

Our ref.: 5144-16/IPCC/TFI

To the Executive Heads of  
International and other Organizations

Annex(es): 2

**COPY**

Geneva, 12 May 2016

Sir/Madam,

I have the honour of inviting you to nominate experts to participate in the Scoping Meeting for the Methodology Report(s) to refine the *2006 IPCC Guidelines for National Greenhouse Gas Inventories (2006 IPCC Guidelines)* to be produced by the IPCC Task Force on National Greenhouse Gas Inventories (TFI).

At the 43<sup>rd</sup> Session of the IPCC (11 to 13 April 2016, Nairobi, Kenya), the Panel approved the proposal on "Refinement of 2006 IPCC Guidelines for National Greenhouse Inventories, including production of a Methodology Report(s)" as contained in the document IPCC-XLIII/Doc. 6, Corr.1 (Attachment 1 to this letter).

The refinement of the *2006 IPCC Guidelines* is necessary in order to provide an updated and sound scientific basis for future international climate actions, particularly those under the Paris Agreement which was adopted by the Conference of Parties to the United Nations Framework Convention on Climate Change (UNFCCC) at its 21<sup>st</sup> session. The refinement work will not revise the *2006 IPCC Guidelines*, but will update, supplement and/or elaborate the *2006 IPCC Guidelines* where gaps or out-of-date science are identified by the scoping meeting and agreed by the Panel. The outcome of this refinement work will not replace the *2006 IPCC Guidelines*, but would be used in conjunction with the *2006 IPCC Guidelines*.

A Methodology Report(s) will be produced as a major output(s) of this refinement work to address the following three needs while avoiding a fundamental revision of the *2006 IPCC Guidelines*, taking full account of issues identified by the technical assessment expert meetings held in 2015<sup>1</sup> and 2016<sup>2</sup>:

- Providing supplementary methodologies for sources or sinks of greenhouse gases only where currently there are gaps or where new technologies and production processes have emerged requiring elaborated methodologies or for sources or sinks that are not well covered by the *2006 IPCC Guidelines*;
- Providing updated default values of emission factors and other parameters based on the latest available science only where significant differences from current default values are identified;
- Providing additional or alternative up-to-date information and guidance, where possible, as clarification or elaboration of existing guidance in the *2006 IPCC Guidelines*.

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<sup>1</sup> Expert Meeting for Technical Assessment of IPCC Inventory Guidelines (Energy, IPPU, Waste Sectors), 29 June - 1 July 2015, Geneva, Switzerland; and Expert Meeting for Technical Assessment of IPCC Inventory Guidelines (AFOLU Sector), 13-16 July 2015, São Paulo, Brazil

<sup>2</sup> Expert meeting for Technical Assessment of IPCC Inventory Guidelines: follow-up on specified issues from the 2015 expert meetings, 25-26 April 2016, Wollongong, Australia; and Expert meeting for Technical Assessment of IPCC Inventory Guidelines (Cross-sectoral issues), 27-29 April 2016, Wollongong, Australia

In order to consider the scope and format of the Methodology Report(s) to refine the *2006 IPCC Guidelines*, a Scoping Meeting will be held from 29 to 31 August 2016. The venue of the meeting will be announced through the website of IPCC and TFI immediately when it is confirmed. Draft terms of reference, draft table of contents and draft work plan for the proposed Methodology Report(s) will be prepared at this scoping meeting, and will be submitted to the 44<sup>th</sup> Session of the IPCC for its consideration and approval.

In their nominations, Organizations 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 national greenhouse gas inventory preparation using the *2006 IPCC Guidelines* and collectively have expertise in the sectors, categories and cross-sectoral issues that are included in Section C-3 in the nomination form.

Nominations should be sent no later than **Friday, 10 June 2016** 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: [nggip-meetings@iges.or.jp](mailto:nggip-meetings@iges.or.jp)

It should be noted that only nominations received from the IPCC Focal Point for your Organization will be accepted.

Based on the nominations received the Bureau of TFI (TFB) will prepare the list of participants. An invitation letter to the Scoping Meeting will be sent to the selected nominees. The Panel will be informed about the list as well as the outcome of the meeting at its 44<sup>th</sup> Session.

Yours sincerely,



(Mannava Sivakumar)  
Acting Secretary of the IPCC