



No. 9575-03/IPCC/TFI

Geneva, 25 November 2003

Attachments: 3

Sir/Madam,

I am writing to you to invite nominations from your Organization of experts for consideration as Coordinating Lead Authors, Lead Authors, Contributing Authors, Expert Reviewers or Review Editors for the different volumes of the Methodology Report “*2006 IPCC Guidelines for National Greenhouse Gas Inventories*” (*2006 IPCC Guidelines*) of the Intergovernmental Panel on Climate Change (IPCC).

The IPCC has been jointly established by the World Meteorological Organization (WMO) and the United Nations Environment Programme (UNEP) to

- (i) assess available information on science, impacts and adaptation, and mitigation of climate change,
- (ii) assess and develop methodologies and practices such as the IPCC guidelines for the determination of national greenhouse inventories,
- (iii) to provide, on request, scientific/technical/socio-economic information to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UN FCCC) and its subsidiary bodies.

The Terms of Reference, Table of Contents and the Workplan for the preparation of the *2006 IPCC Guidelines* as agreed by the 21<sup>st</sup> Session of the Panel (Vienna, Austria, November 2003) are attached (Attachment 1) to this letter for your use in guiding the choice of nominees.

An IPCC description of the roles and responsibilities of Co-ordinating Lead Authors, Lead Authors, Contributing Authors, Expert Reviewers and Review Editors is also attached to this letter (Attachment 2). The Coordinating Lead Authors and Lead Authors are responsible for drafting the volumes of the specific sectors and the volume on Cross-Cutting Issues and Reporting Tables. The “Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports” can be viewed on the IPCC website on <http://www.ipcc.ch/about/app-a.pdf>.

The task of Co-ordinating Lead Authors and Lead Authors is a demanding one. The Co-ordinating Lead Authors and Lead Authors would attend, at least one meeting, and where relevant up to five meetings, in 2004 to prepare the First Order Draft of each volume of the *2006 IPCC Guidelines*. The Co-ordinating Lead Authors and key authors would also attend a meeting in the beginning of 2005 to consolidate the sectoral reports into a First Order Draft of the *2006 IPCC Guidelines*. Two IPCC-mandated reviews, namely the expert review and the second review by governments and experts, will take place in 2005, and the Co-ordinating Lead Authors and Lead Authors would attend two meetings in 2005 revising the draft report taking into account comments submitted by reviewers. The time commitment of Review Editors is less than that for Co-ordinating Lead Authors or Lead Authors, but will include attendance at the two Authors meetings in 2005 considering the comments from the reviews. Contributing Authors are normally not required to attend any of these meetings.

To the Executive Heads of International and other Organizations

The preparation of the *2006 IPCC Guidelines* will build on the existing IPCC Guidelines and Good Practice Guidance reports and any recent and new advances in related science as well as experience in inventory compilation and review of inventories. This being the case, the IPCC requires that the nominee(s) have appropriate expertise. Each nomination should indicate the volume(s) for which the candidate is being nominated and be accompanied by summarised information on the nominee's expertise. A standardised nomination form has been prepared to facilitate the selection of suitable candidates and to respond to the guidance provided by the IPCC on the selection of authors, in particular the need for openness and transparency, and to aim for geographical balance, involvement of new authors and expanding the range of disciplines. **Please use the attached nomination form (Attachment 3 – electronic forms are provided on the website of the IPCC National Greenhouse Gas Inventories Programme <http://www.ipcc-nggip.or.jp> and the IPCC website <http://www.ipcc.ch/>) for your reply and return it by e-mail. As a matter of preference, we would appreciate it if you would use the Excel version of the nomination form. Addition of any other information, such as detailed CV, is encouraged but optional.** All nominations should reach the following contact point no later than **15 January 2004** preferably by email at [nggip-tsu@iges.or.jp](mailto:nggip-tsu@iges.or.jp), or

Ms Kyoko Miwa  
Technical Support Unit  
IPCC National Greenhouse Gas Inventories Programme  
c/o Institute for Global Environmental Strategies  
2108-11, Kamiyamaguchi, Hayama, Kanagawa,  
240-0115 Japan  
Email: [miwa@iges.or.jp](mailto:miwa@iges.or.jp)  
Fax +81 468 55 3808  
Phone +81 468 55 3750

All nominations will be provided to the Task Force Bureau of Inventories that will select Co-ordinating Lead Authors, Lead Authors and Review Editors. The selection of Contributing Authors will be left to the Co-ordinating Lead Authors and Lead Authors.

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

Yours sincerely,



(R. Christ)  
Acting Secretary of the IPCC