

Our ref.: 6912-10/IPCC/AR5

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

Geneva, 15 January 2010

Sir/Madam,

I am writing to you to invite your Government to nominate experts for consideration as Coordinating Lead Authors, Lead Authors, or Review Editors for the Fifth Assessment Report (AR5) of the Intergovernmental Panel on Climate Change (IPCC).

At its 28th Session (Budapest, Hungary, 9-10 April 2008) the Panel agreed to continue to prepare comprehensive assessment reports and to maintain the existing Working Group structure under which:

- (i) Working Group I assesses the scientific aspects of the climate system and climate change;
- (ii) Working Group II assesses the scientific, technical, environmental, economic and social aspects of the vulnerability (sensitivity and adaptability) to climate change of, and the negative and positive consequences (impacts) for ecological systems, socio-economic sectors and human health, with an emphasis on regional sectoral and cross-sectoral issues; consistent with recent considerations it will also focus on the adaptation needs, options, opportunities, and constraints to reduce current and future risks;
- (iii) Working Group III assesses the scientific, technical, environmental, economic and social aspects of the mitigation of climate change.

At its 29th Session (31 August - 4 September 2008, Geneva) the Panel decided to carry out a Fifth Assessment Report (AR5) to be finalized in 2014.

The outlines of the Working Group contributions to the AR5 were developed after a comprehensive scoping process involving the scientific community and governments and were approved in Plenary in October 2009. They can be accessed on the IPCC Website on the following link <http://www.ipcc.ch/activities/activities.htm>. The Panel at its 31st Session in October 2009 decided also that the contribution of Working Group I will be completed in September 2013, Working Group II in March 2014, Working Group III in April 2014 and the Synthesis Report in September 2014. The outline of the Synthesis Report will be developed over the course of 2010.

Compared to the previous Assessment Reports, the AR5 will put greater emphasis on assessing the socio-economic aspects of climate change and its implications for sustainable development. New features include:

- (i) A new set of scenarios for analysis across Working Group contributions;
- (ii) Dedicated chapters on oceans, sea level change, carbon cycle and climate phenomena such as monsoon and El Niño;
- (iii) Much greater regional detail on climate change impacts, adaptation and mitigation interactions; inter- and intra-regional impacts; and a multi-sector synthesis;
- (iv) Integrated risk and uncertainty assessment of climate change response policies (both adaptation and mitigation).

A number of issues were identified as important for consistent treatment throughout the Working Groups' contributions. Key cross-cutting themes are: Water and the Earth System: Changes, Impacts and Responses; Carbon Cycle including Ocean Acidification; Ice Sheets and Sea-Level Rise; Mitigation, Adaptation and Sustainable Development; and Article 2 of the UNFCCC. Key cross-cutting methodologies will be: Consistent Evaluation of Uncertainties and Risks; Costing and Economic Analysis; Regional Aspects; Treatment of Scenarios; and Greenhouse Gas Metrics.

The Coordinating Lead Authors and Lead Authors are responsible for drafting the chapters and revising them taking into account comments submitted by reviewers during the two IPCC-mandated reviews, namely the expert review and the second review by governments and experts. A representative cross-section of authors will also contribute to drafting, revising and finalising the Technical Summary and Summary for Policymakers (SPM). A detailed description of the IPCC writing and review process and respective roles and responsibilities is contained in the "Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports" which can be viewed on the IPCC website on <http://www.ipcc.ch/pdf/ipcc-principles/ipcc-principles-appendix-a.pdf>.

The task of Coordinating Lead Authors and Lead Authors is a demanding one. The workload, during the period from the second half of 2010 – 2014, will be in the order of several months and can be particularly heavy during certain periods. It is expected that Coordinating Lead Authors and Lead Authors will attend four Lead Authors meetings between 2010 and 2013 and possibly other chapter drafting meetings. In order to reduce the amount of travel, most chapter drafting meetings will be conducted through webconferences. The presence of Coordinating Lead Authors and selected Lead Authors may be requested at Sessions of the IPCC and its Working Groups during 2013 and 2014 to assist in finalising the SPM and/or the Working Group contribution to the Fifth Assessment Report. The time commitment of Review Editors is less than that for Lead Authors but will include attendance at two Lead Authors meetings between 2012 and 2013.

The composition of the group of Coordinating Lead Authors and Lead Authors for a chapter of the Assessment Report shall represent a range of views, expertise, gender, and geographical representation, ensuring appropriate representation of experts from developing and developed countries and countries with economies in transition.

Being fully intergovernmental, it has been the practice in IPCC for the Governments in the developed world to support their respective Coordinating Lead Authors/Lead Authors/Review Editors for participation in the preparation of the chapters/sections of IPCC reports. Such support extends to the travel and subsistence of Coordinating Lead Authors/Lead Authors/Review Editors to attend meetings of Lead Authors and other relevant meetings such as the Sessions of the IPCC Working Groups and of the IPCC. The travel and subsistence of the Coordinating Lead Authors/Lead Authors/Review Editors from the developing countries and countries with economies in transition to attend the meetings of Lead Authors and other relevant meetings will be borne out of the IPCC Trust Fund.

The role of the IPCC is to assess scientific, technical and socio-economic information, based on peer reviewed and internationally available literature. Therefore, the IPCC requires that the nominee(s) have appropriate expertise. All nominations should indicate the Working Group(s), chapter(s) and author role(s) for which the candidate is being nominated, a specification of the nominees' key area of expertise and be accompanied by a curriculum vitae and a list of relevant publications. To facilitate the selection of suitable candidates and to respond to the guidance provided by the Panel 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, a standardised nomination form has been prepared.

I request that the nominations be made by completing the appropriate forms in the online nomination tools available for each Working Group at the closed web sites that have been set up specifically for the AR5 nomination process. To facilitate this, the three sites can be accessed via <http://www.ipcc.ch/activities/activitiesar5nomination.htm> using the common username and password given below:

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The three links take you directly to the forms-based web tool for each Working Group. You are encouraged to submit the web nomination form. Summary CVs in English - preferably no more than 5 pages – must be uploaded to complete the process. Nominations will also be accepted by using an XLS form that can be downloaded from the respective Working Group web site. The XLS forms may be submitted using the same website and must also be accompanied by a summary CV in English. Please note that the deadline for receipt of all nominations at the Working Group Technical Support Units is **12 March 2010**. We kindly request you to keep user name and password confidential and not to share it publicly e.g. on an open website.

Nominations are also being requested from intergovernmental and non-governmental organizations. Irrespective of such requests, your Government may wish to include experts from academia, industry, environmental organizations and other non-governmental organizations in your nomination(s). All nominations will be provided to the Bureaux of Working Groups I, II and III and the IPCC Bureau that will select Coordinating Lead Authors, Lead Authors and Review Editors. The selection of contributing authors will be a matter for the Coordinating Lead Authors and Lead Authors of each chapter.

Consistent with section 4.2.4.1 of Appendix A of the Principles Governing IPCC Work, all nominated experts not selected as Coordinating Lead Authors, Lead Authors, and Review Editors will be invited to act as expert reviewers for the reports for which they have been nominated. Furthermore, you will have the opportunity to provide additional names of expert reviewers well in advance of each review period. Finally, it is our intention to use these nominations also to identify a pool of experts for consideration for future AR5 related workshops and expert meetings, while inviting governments and organizations to nominate additional experts for those activities as appropriate at the relevant time.

A copy of this letter is being sent to the Ministry for Foreign Affairs, IPCC Contact Point(s), the Permanent Representative with WMO and Focal Point(s) of UNEP of your country for information.

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

Yours sincerely,



(Renate Christ)
Secretary of the IPCC