

No: 5362-08/IPCC/SRREN

Attachment: 1

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

Geneva, 2 June 2008

Sir/Madam,

I am writing to you to invite nominations from your Government of experts for consideration as Co-ordinating Lead Authors, Lead Authors, Contributing Authors, Expert Reviewers or Review Editors for the different chapters of the Special Report on “Renewable Energy Sources and Climate Change Mitigation” (SRREN) of the Intergovernmental Panel on Climate Change (IPCC).

At its 28th Session (Budapest, April 2008) the Panel decided to prepare a Special Report on Renewable Energy and Climate Change. It has been agreed that the following issues will be included in the report (see the detailed structure of the report in the enclosed scoping document, Attachment 1):

- Renewable Energy and Climate Change
- Technical, Socio-economic and Environmental Matters related to
 - i. Bioenergy
 - ii. Direct Solar Energy
 - iii. Geothermal Energy
 - iv. Hydro Power
 - v. Ocean Energy
 - vi. Wind Energy
- Integration of Renewable Energy into Present and Future Energy Systems
- Renewable Energy in the Context of Sustainable Development
- Mitigation Potential and Costs of Renewable Energy Sources
- Policies for the promotion as well as Financing and Implementation of the Use of Renewable Energy Sources.

Please nominate your best experts for the preparation of this report based on the issues indicated above. Since many aspects are to be covered, including socio-economic and environmental issues, sustainable development, policies as well as climate change impacts on renewable energy potential, we ask you to look for a wide range of expertise as appropriate.

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).

The task of Co-ordinating Lead Authors and Lead Authors is a demanding one. The workload, during the period from the second half of 2008 – 2010, will be in the order of a several months and can be particularly heavy during certain periods. It is expected that Co-ordinating Lead Authors and Lead Authors would need to attend four Lead Authors meetings between the second half of 2008 and the first half of 2010 and possibly other chapter drafting meetings. The presence of Co-ordinating Lead Authors and selected Lead Authors may be requested at Sessions of the IPCC and its Working Groups during 2010 to assist in finalising the SPM. The time commitment of Review Editors is less than that for Lead Authors but will include attendance at two Lead Authors meetings between 2009 and 2010. Contributing Authors are normally not required to attend any of these meetings.

A description of the procedures for the preparation of IPCC reports and the roles and responsibilities of Co-ordinating Lead Authors, Lead Authors, Contributing Authors, Expert Reviewers and Review Editors can be found at **Appendix A to the Principles Governing IPCC Work on the ipcc website:** <http://www.ipcc.ch/pdf/ipcc-principles/ipcc-principles-appendix-a.pdf>.

Being fully intergovernmental, it has been the practice in IPCC for the Governments in the developed world to support their respective Lead Authors/Contributing Authors/Review Editors for participation in the preparation of the chapters/sections of IPCC reports. Such support extends to the travel and subsistence of 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 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 administered by the IPCC Secretariat.

The role of the IPCC is to assess scientific, technical and socio-economic information, based on peer reviewed and internationally available literature. This being the case, the IPCC requires that the nominee(s) have appropriate expertise. All nominations should indicate the chapter(s) and author role(s) for which the candidate is being nominated and be accompanied by a summarized curriculum vitae, including a specification of the nominees expertise 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 online nomination form has been prepared.

I request that the nominations be made by completing the appropriate forms in the online registration tool at <http://www.ipcc-sh.de> (one form per nominee per activity) and send it by e-mail at: tom.trittin@uni-flensburg.de

All nominations should be made no later than **31 July 2008**. This deadline will be strictly adhered to because of the time required for an appropriate screening and selection process. The newly elected Bureau of IPCC Working Group III will decide on the list of authors, in consultation with the Bureaus of the other Working Groups where appropriate. The selection of Contributing Authors will be left to the Co-ordinating Lead Authors and Lead Authors of the report.

Nominations are also being requested from intergovernmental and non-governmental organisations. Irrespective of such requests, your Government may wish to include experts from academia, industry, environmental organisations and other non-governmental organisations.

Copies of this letter are being sent to the Ministries 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.

Sincerely yours,



(Renate Christ)
Secretary of the IPCC