

Our ref.: 5286-17/IPCC/AR6

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

Geneva, 15 September 2017

Sir/Madam,

I have the honour of inviting you to submit nominations of experts for consideration as Coordinating Lead Authors, Lead Authors, or Review Editors for the Sixth Assessment Report (AR6) of the Intergovernmental Panel on Climate Change (IPCC).

At its 41<sup>st</sup> Session (Nairobi, Kenya, 24-27 February 2015) 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.

The outlines of the Working Group contributions to the AR6 were developed after a comprehensive scoping process involving the scientific community and governments (Addis Ababa, Ethiopia, 1 – 5 May 2017) and were approved in Plenary at the 46<sup>th</sup> Session of the IPCC (Montreal, Canada 6 – 10 September 2017). They can be accessed on the IPCC Website on the following link: <http://bit.ly/2wg2QtT>.

The contribution of Working Group I will be completed in April 2021, Working Group II in October 2021, Working Group III in July 2021 and the Synthesis Report in September 2022. The outline of the Synthesis Report will be developed in April 2019.

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 finalizing the Technical Summary and Summary for Policymakers (SPM). A detailed description of the IPCC writing and review process 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 at: <https://www.ipcc.ch/pdf/ipcc-principles/ipcc-principles-appendix-a-final.pdf>.

The task of Coordinating Lead Authors and Lead Authors is a demanding one. The workload, during the period from the second half of 2018 – 2021, will be in the order of several months and can be particularly heavy during certain periods. Coordinating Lead Authors and Lead Authors must attend four Lead Authors meetings between 2018 and 2020 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 2021 and 2022 to assist in finalizing the SPM and/or the Working Group contribution to the Sixth Assessment Report.

The time commitment of Review Editors is less than that for Lead Authors but will include attendance of two Lead Authors meetings between 2019 and 2020. The role of REs is to *"ensure that all substantive review comments are afforded appropriate consideration, advise the authors on how to handle contentious/controversial issues and ensure that genuine controversies are reflected adequately in the text of the report"* (<https://www.ipcc.ch/pdf/ipcc-principles/ipcc-principles-appendix-a-final.pdf>).

The composition of the group of Coordinating Lead Authors and Lead Authors for a chapter of the Assessment Report will 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.

The role of the IPCC is to assess in a comprehensive, objective, open and transparent way the scientific, technical and socio-economic information relevant to understanding the scientific basis of risk of human-induced climate change, its potential impacts and options for adaptation and mitigation. 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 summary (maximum 4 pages) curriculum vitae in English.

Working Group II also welcomes the nomination of experts with expertise in areas specific to the cross-chapter papers (see outline). Experts interested in the cross-chapter papers will need to be nominated for one of the relevant sectoral chapters (Section 1) or regional chapters (Section 2) and selected for the respective chapter teams. Author teams of the cross-chapter papers will be recruited from the chapter teams as a second step. For example, the Polar regions Cross-Chapter Paper will include Authors selected for Chapter 2 or 3 or for Chapters 10-14, where polar issues are integrated.

You are invited to submit nominations through the online nominations tool at: <https://www.ipcc.ch/apps/nominations/authors/>. Please note that a summary CV (maximum 4 pages) in English should be submitted with each nomination form and that experts can be nominated for a maximum of 3 chapters. All nominations should indicate clearly the field of expertise of the nominee. Please note that the work on the preparation of the reports will be conducted in English.

The deadline for upload all nominations is **Friday 27 October 2017 (midnight GMT + 1)**. 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 credentials that you have already received for previous calls for submitting nominations of experts. Should there be a change of the Focal Point, please inform the Secretariat.

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 that will select Coordinating Lead Authors, Lead Authors and Review Editors for their respective reports. The selection of contributing authors will be a matter for the Coordinating Lead Authors and Lead Authors of each chapter.

Consistent with section 4.3.4.1 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 AR6 related workshops and expert meetings, while inviting governments and organizations to nominate additional experts for those activities as appropriate at the relevant time.

It is expected that governments that are in a position to do so provide travel and subsistence support for the participation of their respective Coordinating Lead Authors/Lead Authors/Review Editors to attend meetings of Lead Authors and other relevant meetings such as Sessions of the IPCC Working Groups and of the IPCC. Where governments may not be in a position to provide such support, the IPCC Trust Fund will endeavor to provide travel and subsistence support for Coordinating Lead Authors/Lead Authors/Review Editors from developing countries and countries with economies in transition; however, due to the current financial position of the IPCC governments should be aware that this type of support may be restricted to a limited number of individuals, and the ongoing provision of this support cannot be guaranteed.

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 and to the United Nations Environment Programme.

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

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. Mokssit', with a checkmark at the end.

(Abdalah Mokssit)  
Secretary of the IPCC