

Our ref.: 5181-15/IPCC/BUR

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

Geneva, 13 March 2015

Sir/Madam,

I have the honour of addressing you on the matter of nominations for the position of the IPCC Chair, as well as members of the IPCC Bureau and any Task Force Bureau (TFB). A new Bureau of the IPCC and the Task Force on National Greenhouse Gas Inventories is to be elected at the 42nd Session of the Panel. The 42nd Session is scheduled to take place in Dubrovnik, Croatia from 5 to 8 October 2015.

For detailed information regarding the conduct of the elections please consult Appendix C to the Principles Governing IPCC Work, *Procedures for the Election of the IPCC Bureau and any Task Force Bureau*, as amended at the 41st Session, in the following referred to as Procedures for IPCC Elections. The most important provisions and next steps are highlighted below.

According to *Rule 21*, the Secretary of the IPCC shall invite Members of the IPCC to submit to the Secretariat written nominations for the IPCC Chair and for all other IPCC Bureau and Task Force Bureau positions six months or more before the scheduled elections.

Nominations should be submitted in writing to the Secretariat to ipcc-nominations@wmo.int at least one month before a scheduled election. A nomination should include the curriculum vitae of the person nominated, as well as a Disclosure Form in accordance with the IPCC Policy on Conflict of Interest http://www.ipcc.ch/nominations/forms/ipcc_coi_form.docx. Upon its receipt the Secretariat shall post the curriculum vitae on the IPCC website.

Rule 7 of the Election Procedures, requires that “size, structure and composition of the IPCC Bureau and any Task Force Bureau will be reviewed and amended, as necessary, by the Panel at least one Session prior to the Session at which the IPCC Bureau and/or any Task Force Bureau are elected.” It further stipulates that “(I)in accordance with paragraph 5 of the IPCC Principles, the overall composition of the IPCC Bureau, the IPCC Working Group Bureaux and the Bureaux of any Task Forces of the IPCC shall reflect balanced geographical representation with due consideration for scientific and technical requirements.” The Panel has considered this item at its 41st Session, 24-27 February 2015, in Nairobi, Kenya and agreed to amend the size and composition of the IPCC Bureau by adding two positions for Region I - Africa and 1 position for Region II - Asia. The revised composition for the IPCC Bureau can be found in Addendum 1 to this letter. Size and composition of the TFB remain unchanged.

According to *Rule 8* the IPCC Bureau shall be elected for the Term of the IPCC Bureau which shall be defined at least one Session prior to the one at which the IPCC Bureau is elected. At the 41st Session the Panel decided that the term of office of the new IPCC Bureau and Task Force Bureau shall be the duration of the Sixth Assessment Report cycle, starting in October 2015 and ending one year after the session at which the final product of the AR6 has been accepted, expected to end in 2022 at the latest.

Rule 10 stipulates that the term of office of the IPCC Chair, the IPCC Vice-Chairs and the Working Groups and Task Force Bureau Co-Chairs will be limited to one term in a particular office, with the provision of a possible nomination for election for one further term in the same office for individual cases if the Panel so decides. The other members of the IPCC Bureau and of any Task Force Bureau shall be eligible for nomination for re-election for a second consecutive term in the same office.

Your Government may wish to be represented in the next IPCC Bureau or the Bureau of the Task Force on National Greenhouse Gas inventories. To this end, it may wish to nominate an expert or experts from the country for a position or positions on the Bureau. Please note that nominations for positions on the IPCC Bureau and any Task Force Bureau are to be made by the government of a Member of the IPCC. Governments of Members of the IPCC should refrain from nominating non-nationals without the consent of the nominee's national government.

Consistent with *Rule 21*, I invite your Government's nomination(s), with curriculum vitae and Conflict of Interest Disclosure Form, no later than **1 September 2015**. Please indicate in your nomination whether a nomination is for the position of the IPCC Chair or for a position in the IPCC Bureau or Task Force Bureau. In the latter case you may wish to indicate any specific position. The curriculum vitae should clearly indicate the relevance of the nominee's expertise to the position sought. In case the nomination is for the position of a Co-chair of a Working Group or the TFB you may indicate whether your country is ready to host or co-host a Technical Support Unit. In this context I wish to draw your attention to the decision taken by the Panel at its 41st Session which specifies that at least one Co-chair of a Working Group or TFB should be from a country that is ready to host a Technical Support Unit.

Members of the IPCC may also nominate a person for the IPCC Chair, the IPCC Bureau or the Task Force Bureau by making oral representations to the Panel at the Session at which an election is to be held. Individuals so nominated must provide curriculum vitae for distribution to the Panel at the time of nomination, as well as submit a Disclosure Form to the Secretariat in accordance with the IPCC Policy on Conflict of Interest. Every nominee shall have the qualifications as described in the Terms of Reference of the Bureau.

Nominees should make every effort to be present during the election for the position for which they are nominated. Financial support for the participation in the election Session for nominees by and from developing countries or economies in transition can be provided by the Secretariat at the request of the Member of the IPCC making the nomination.

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 (WMO) and to the United Nations Environment Programme (UNEP).

Yours sincerely,



(Renate Christ)
Secretary of the IPCC