



WMO

INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE



UNEP

SCIENTIFIC ASSESSMENT OF CLIMATE CHANGE

Co-chairs: Sir John Houghton (UK) and Dr L G Meira Filho (Brazil)

Our ref: M/IPCC/12/13/4

Date as postmark

Dear Colleague

Draft IPCC Guidelines for National Greenhouse Gas Inventories

It gives us great pleasure to send to you the enclosed three volumes which comprise the *Draft IPCC Guidelines for National Greenhouse Gas Inventories*:

Volume 1	<i>Reporting Instructions</i>
Volume 2	<i>Workbook</i>
Volume 3	<i>Reference Manual</i>

Much effort has been invested in the *Draft Guidelines* to ensure that they incorporate the optimum currently available methods for developing consistent national greenhouse gas emissions inventories in all countries. We are grateful for the substantial help provided to this work by the Organisation for Economic Co-operation and Development (OECD) and the International Energy Agency (IEA).

We are distributing copies of the *Draft Guidelines* for review to a wide range of IPCC national contact points and to scientific and technical experts who have participated or expressed interest in the IPCC/OECD programme. We would appreciate it very much if you were able to find time in your schedule to review this draft. If so, please read the 'Important Information for Reviewers' which accompanies this letter. This provides important guidance on the submission of review comments.

The review comments will be taken into account in producing the final version of the *Guidelines*, which will be presented for formal approval by the Scientific Assessment Working Group (WGI) of IPCC at its fourth plenary session in September 1994. The Guidelines will then be conveyed to the tenth session of the IPCC, scheduled for November 1994, for adoption by the Panel.

The Draft Guidelines were originally developed in English. Volumes 1 and 2 have been translated into the five other languages of the United Nations (financial limitations have delayed translation of Volume 3, which is currently available in English only). We are particularly interested to receive suggestions or corrections concerning the language of the non-English versions, in addition to comments on the substance and presentation of the *Draft Guidelines*. If you are proficient in both English and one of the other five languages, and would be willing to compare in detail the original English version with a translated version in order to ensure consistency, please let us know so that we can send both language versions.

The draft IPCC *Workbook* methodologies (Volume 2) are available as DOS-compatible, spreadsheet-based software which can be used to begin to develop a national inventory. The software also includes default activity data. The software, available on 3.5in or 5.25in diskette, can be obtained from the address shown in "Important instructions for Reviewers".

May we take this opportunity to express our thanks for your contribution to this programme.

Yours sincerely,

John Houghton

L. G. Meira Filho

Sir John Houghton and Dr L G Meira Filho
Co-chairs of IPCC WGI



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Important Information for Reviewers of the Draft IPCC Guidelines for National Greenhouse Gas Inventories

Background

Parties to the UN Framework Convention on Climate Change accept a number of commitments which include:

- "Develop, periodically update, publish and make available to the Conference of the Parties, in accordance with Article 12, national inventories of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, using comparable methodologies to be agreed upon by the Conference of the Parties";

Article 4.1(a)

- "Formulate, implement, publish and regularly update national and, where appropriate, regional programmes containing measures to mitigate climate change by addressing anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol"

Article 4.1(b)

The *IPCC Guidelines for National Greenhouse Gas Inventories* are intended to assist the Parties directly in implementing these requirements. In anticipation of this need, the *Guidelines* have been developed through a joint IPCC/OECD programme in co-operation with the International Energy Agency (IEA).

Nature of this draft

The accompanying draft was prepared on the basis of input from a wide range of technical experts and international conferences and workshops over the period 1990 to 1994. It is believed to represent a major advance on previously-available methodologies for estimation and reporting of greenhouse gas inventories, in terms of its wide international applicability and its user-friendly style of presentation. Much effort has been devoted to removing errors and to ensuring accurate cross-referencing. However that process is not yet complete and, in examining this document, you the reviewer are being asked to play an important and active part in the evolution of the final version of the *Guidelines*.

The IPCC review process

The peer review process is one of the most important elements in the strategy adopted by IPCC for establishing a broad international input to its reports, and all those actively participating in the review process will be acknowledged in the papers presented to the WGI plenary at which the *Guidelines* will be approved.

Review comments will be passed to the technical authors who originally produced the relevant section of the *Draft Guidelines*. In many cases issues raised by review comments will be uncontroversial. In cases where there is a valid diversity of opinion, however, the authors will be asked to consult a wider range of experts.

Review comments which express agreement with sections of the draft Guidelines, particularly where the issue is a complicated or sensitive one, are positively encouraged. This helps to avoid the danger of important text, which may be widely but silently accepted by most reviewers, being adversely altered in response to one or two critical comments. Reviewers are also asked to suggest, wherever possible, *solutions* to errors or discontinuities that they find rather than simply noting their existence.

The Draft Guidelines were originally developed in English. Volumes 1 and 2 have been translated into the five other languages of the United Nations (financial limitations have delayed translation of Volume 3, which is currently available in English only). We are particularly interested to receive suggestions or corrections concerning the language of the non-English versions, in addition to comments on the substance and presentation of the *Draft Guidelines*. If you are proficient in both English and one of the other five languages, and would be willing to compare in detail the original English version with a translated version in order to ensure consistency, please let us know so that we can send both language versions.

Timetable

The timetable for the Guidelines is at Annex 1. The last date for receipt of review comments is **Monday, 16 May**, though it greatly helps the whole process if review comments are submitted as soon as possible

Submission of review comments

Enclosed with this letter is a proforma 'Cover sheet for review comments'. Please use this as a master copy for photocopying. It will greatly ease the recording and handling of your review comments if you use separate cover sheets for comments relating to different sections of the Guidelines.

All review comments should be sent to:

Paul Schwengels
(Guidelines Review Comments)
The IPCC/OECD Greenhouse Gas Inventories Programme
OECD Environment Directorate
2, rue André Pascal
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France

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**Timetable for review and approval of IPCC Guidelines for
National Greenhouse Gas Inventories**

This version dated: 18 Feb 1994

Date (1994)	Event or process
Feb 21- Mar 4	Printing and distribution of English version of Volumes 1-3 of the Guidelines by USA
Mar 10- 25	Printing and distribution of non-English version of Volumes 1 and 2, and English version of Volume 3 of the Guidelines by Australia (Chinese), France (French), Netherlands (Russian and Arabic) and Spain (Spanish),
Mar/Apr/May	Review of draft Guidelines by countries and submission of comments to IPCC/OECD.
May 16	Last date for receipt of review comments
May 16 - July 1	Assessment of review comments and compilation of list of proposed amendments to (the English version of) the draft Guidelines (Volumes 1-3).
July 4-22	Lists of proposed amendments produced for other five language versions of the Guidelines.
July 25-29	Duplication of lists of amendments and preparation for distribution
Early August	Distribution of lists of proposed amendments to IPCC national focal points
Sep 13-16	Approval of Guidelines at IPCC WGI Plenary, Maastricht, the Netherlands.
Nov 10-12	Ninth session of the IPCC, Nairobi, Kenya.

Draft IPCC Guidelines for National Greenhouse Gas Inventories

Cover sheet for review comments

Reference no

11/11/2011

(to be inserted by IPCC/OECD)

Part I. Reviewer

Name	Affiliation (country or organisation)
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Part II. Comment (use one cover sheet per substantive comment)

Summary of substance of comment	Volume ¹ :
	Section :
	Page :
Language:	Number of pages attached to this cover sheet:

Part III. This space is for use by IPCC/OECD

<p>Action taken by IPCC/OECD</p>	<p>Date received:</p> <p>Handled by :</p>
<p>Action taken by technical authors</p>	
<p>Additional comments</p>	

1 Volume 1 = Reporting Instructions
Volume 2 = Workbook
Volume 3 = Reference Manual



