

Our ref.: 5162-24/IPCC/SR

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

Geneva, 9 August 2024

Subject: *IPCC Special Report on Climate Change and Cities*

Sir/Madam,

I have the honour of inviting you to submit nominations of experts for consideration as Coordinating Lead Authors, Lead Authors, and Review Editors for the “Special Report on Climate Change and Cities”.

The outline of the Special Report agreed by the Panel at its Sixty-first Session (Sofia, Bulgaria, 27 July to 2 August 2024) is available at: [Decision IPCC-LXI-5](#).

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/site/assets/uploads/2018/09/ipcc-principles-appendix-a-final.pdf>. The tasks and responsibilities for Coordinating Lead Authors, Lead Authors, and Review Editors are specified in Annex 1 to these procedures.

The task of Coordinating Lead Authors and Lead Authors is a demanding one. They are responsible, in particular, for drafting the different chapters of the Special Report and thereafter revising those taking into account comments submitted during the two IPCC-mandated reviews, namely the expert review and the second review by governments and experts. A subgroup of authors will also contribute to drafting, revising, and finalizing the Summary for Policymakers (SPM) of this Special Report.

The Coordinating Lead Authors and Lead Authors will be expected to attend four Lead Author meetings between 2025 and 2026 and possibly other chapter drafting meetings. In order to reduce the amount of travel, most chapter drafting meetings will be conducted through web conferences. The presence of Coordinating Lead Authors and selected Lead Authors may be requested at Sessions of the IPCC and its Working Groups in early 2027 to assist in finalizing the SPM. The time commitment of Review Editors is less than that for Lead Authors but will include attendance at two Lead Authors’ meetings in 2026.

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 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.

Coordinating Lead Authors, Lead Authors and Review Editors will be selected by the Working Group I, II and III Bureau. The composition of the group of Coordinating Lead Authors and Lead Authors for each chapter shall aim to reflect:

- The range of scientific, technical and socio-economic views and expertise, including experts from academia and practitioners and policymakers;
- Geographic representation (ensuring appropriate representation of experts from developing and developed countries and countries with economies in transition);
- A mixture of experts with and without previous experience in IPCC;
- Gender balance.

You are invited to submit nominations through the online nominations tool at: <https://apps.ipcc.ch/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 clearly indicate the field of expertise of the nominee. Please note that the work on the preparation of the special report will be conducted in English.

It is expected that Governments and Organizations 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 the Sessions of the IPCC Working Groups and of the IPCC. The IPCC Trust Fund is limited to support of Coordinating Lead Authors/Lead Authors/Review Editors from developing countries and countries with economies in transition where Governments may not be in a position to provide support.

The deadline for uploading all nominations is **Friday 20 September 2024 (midnight CEST)**. 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, which 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.

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

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 (UN Environment).

Yours sincerely,



(Abdalah Mokssit)
Secretary of the IPCC