

Letter to Secure Institutional Support for Experts Applying as Lead Author or Coordinating Lead Author

Contact your institution to let them know of your intention to participate in IPBES/IPCC processes, what that would mean in terms of required time and possible funding, and be sure to highlight the benefits the institution stands to gain.

How to use this toolkit

- 1 Send as supporting material [Toolkit 2 – Why and How to Support Experts to Participate in IPBES/IPCC Processes](#).
- 2 Use the **RESPIN letter template** Toolkit 3 – Letter to Secure Institutional Support for Experts Applying as Lead Author or Coordinating Lead Author for IPBES or IPCC – if relevant. Download the editable Word version, or see the draft on the following pages.

📄 Download editable letter (.docx)

Adjust the letter depending on

IPBES text in green

IPCC text in orange

The role you have or are envisioning

Keep the text for the platform you want to contribute to, delete the other, and replace the [highlighted placeholders]. You can also contact your **National Focal Point** to back up your letter.

See also

TOOLKIT 1

[How to Get Institutional Support as an Expert Who Wants to Participate in IPBES/IPCC Processes](#)

ONLINE COURSE

RESPIN self-paced course
[IPBES & IPCC: Bridging Science, Policy & Practice](#)

FACTSHEET

RESPIN Factsheet
[IPBES and IPCC explained: Why and How to Engage as an Expert](#)

NATIONAL FOCAL POINTS

Find your country's focal point
[IPBES National Focal Points](#) · [IPCC National Focal Points](#)

Template letter

↓ Editable Word version

Name

Date

Role

Address

Dear [head of department, head of organisation, director, etc.] ,

This letter is to notify you that I am planning to apply for the role of author for the [Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services \(IPBES\) Assessment on XX / Intergovernmental Panel on Climate Change \(IPCC\) report XX](#) .

IPBES is an independent intergovernmental body established by States to strengthen the science-policy interface for biodiversity and ecosystem services for the conservation and sustainable use of biodiversity, long-term human well-being and sustainable development. IPBES performs regular and timely assessments of knowledge on biodiversity and ecosystem services.

The IPCC is a United Nations body that assesses climate change science, its impacts, and adaptation and mitigation strategies. It synthesises knowledge through assessment reports which inform climate negotiations under the United Nations Framework Convention on Climate Change (UNFCCC). The Assessment Reports and Special Reports produced by IPCC cover a wide range of disciplines in fulfilling the IPCC's mandate of assessing scientific, technological and socio-economic information in order to provide policymakers with a clear view of the current state of scientific knowledge relevant to climate change.

The work of the assessment is planned from XX and will be conducted over the next XX years. [Describe briefly here the topic of the report.]

[To be adjusted depending on the role, see also RESPIN Factsheet [IPBES and IPCC explained: Why and How to Engage as an Expert](#)]

If applying as Coordinating Lead Author

As a Coordinating Lead Author, my role is to assume the overall responsibility for coordinating a chapter of this assessment report. Coordinating Lead Authors (CLAs) are lead authors who have the added responsibility of ensuring that major sections and/or chapters of a report are completed to a high standard, are delivered to the report co-chairs in a timely manner and conform to any overall standards of style set for the document. All CLAs will be prominently acknowledged in the report and its Summary for Policymakers. In addition, CLAs have been authors of scientific papers based on assessments in top international journals. It is envisaged that my participation in the assessment as a CLA would require up to 30 per cent of my time, including attending three in-person author meetings taking place annually over the duration of XX years.

TEMPLATE LETTER – CONTINUED

If applying as Lead Author

As a Lead Author, my role is to assume the responsibility of producing designated sections or parts of a chapter of this assessment report. Lead Authors (LAs) work in small groups that together are responsible for one chapter. The essence of the lead authors' role is to synthesise material drawn from the available literature. Lead authors can identify contributing authors who can provide additional technical information or graphics on specific subjects covered in the chapter. LAs are expected to participate actively in the author meetings. It is envisaged that my participation in the assessment as a LA would require up to 15–30 per cent of my time, including attending three in-person author meetings taking place annually over the duration of XX years.

This is pro-bono work as my time working on the report will not be paid, but [name of the organisation] will be acknowledged alongside my name in the final report. [Name of the organisation] will benefit from the **credibility, clarity, and influence** of IPBES/IPCC products, which contribute as a basis for the **development of policy frameworks**, strategies and measures at international, European and national levels. Moreover, as an author, I will likely be invited to present the output of IPBES/IPCC at high-level events, serve on advisory boards, and engage with the media on the topic of XX, giving a front window to [name of the organisation] (see examples of media coverage for the [IPBES Global Assessment](#) launched in 2019).

My involvement and my unique expertise on XX will also enhance the institution's visibility and strategic positioning at the global level. The networking opportunities within a **transdisciplinary and multicultural team** will expand my professional networks and opportunities for future and long-lasting collaborations or joint projects. [Name of the organisation] will therefore get access to **international research networks and consortia, funding opportunities, and high-impact publications**. Moreover, participation in IPBES/IPCC can be a unique selling point in competitive project proposals and enhances the likelihood of being included in high-profile, high-impact publications. Institutions that backed up their experts in previous IPBES/IPCC assessments have reported more opportunities in research positions, project funding, and collaborative publications in leading journals.

Furthermore, involvement will allow me to gain skills and **enhance the competitiveness** of [name of the organisation]. I will be exposed to the latest research and methods, and gain insight into knowledge gaps and emerging topics, **guiding future research agendas**. I will broaden my scientific perspective, improve writing, editing, scientific diplomacy and consensus-building skills, and even benefit from training in science communication.



TEMPLATE LETTER – CONTINUED

Beyond immediate outcomes, [name of the organisation] will also gain **long-term advantages** in having researchers at the frontier of science-policy processes, including opportunities to anticipate trends, shape international discourse, and ensure relevance in global science-policy debates.

To support my application as an author to XX, I need to secure up to XX % of my time, including availability for virtual and in-person author meetings, sometimes internationally. Moreover, as an author from a developed country [if that is the case], I will not benefit from travel support for these meetings and I will therefore require [name of the organisation] to fund my participation in international meetings [estimate a number of meetings here × €1,500–2,000 for travel, food and accommodation for a 5-day meeting] .

The deadline for application is XX and I expect to have an answer about my possible participation in the following weeks.

I look forward to hearing from you about my involvement in the upcoming IPBES/IPCC report before the deadline for application and possibly by XX .

SIGNATURE

Name

Role



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 RESPIN project



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