

Draft Acknowledgement of Receipt Letter for Expressions of Interest

July 6, 2011

The following letter would be dispatched by Emily Cloyd to the primary point of contact listed in the expression of interest, not later than two weeks following submission of the EOI.



Dear [Primary Point of Contact],

On behalf of the US Global Change Research Program (USGCRP) and the National Climate Assessment Development and Advisory Committee, thank you for your expression of interest in providing [technical inputs and/or assessment capacity] to the National Climate Assessment (NCA). I have received your submission and forwarded it to the appropriate topical coordinators on the NCA staff and NCADAC.

As a reminder, there is not an approval mechanism for expressions of interest. Any feedback provided on submitted expressions of interest will be primarily aimed at ensuring inputs will be responsive to the needs of NCA. The expressions of interest process is meant to assist the NCADAC in anticipating contributions and in facilitating coordination and cooperation across teams that express interest in similar topics.

As stated in the Request for Information, the synthesis and review process to produce the 2013 NCA report is anticipated to last at least a year. Therefore, teams should plan to provide their **final technical inputs no later than March 1, 2012** if they would like them to be considered for inclusion in the 2013 NCA report. Contributions that are not received in time for the report will be retained and may be used in the ongoing, sustained assessment process (some assessment contributions may be specifically targeted to such an ongoing process). Target dates for activities and inputs are as follows, although teams are encouraged to provide inputs ahead of these dates if possible:

- Now – Fall 2011: Teams conduct activities (workshops, literature reviews, modeling runs, etc.)
- December 2011 – February 1, 2012: Teams may provide initial inputs, including draft reports
- March 1, 2012: Final technical inputs are due, including full reports
- After March 1, 2012: Continued development and delivery of ongoing assessment capacity

As you develop your inputs to the NCA, please check the NCA website (<http://assessment.globalchange.gov>) for updates on the NCA process, including important information about information quality standards. You may also wish to review the “Potential Technical Inputs and Assessment Capacities” and “Suggested Best Practices” available online at <http://www.globalchange.gov/what-we-do/assessment/backgroundprocess/notices>. These documents describe some potential inputs to the NCA and provide suggestions on how teams can create inputs using a transparent, open process that maintains high information quality.

Ultimately, the technical inputs that meet the NCA's information quality and scientific rigor standards may be posted in the publicly-accessible NCA online database. These standards are currently under development and will be posted on the NCA website when available. In the interim, teams are encouraged to review federal information quality requirements (available from <http://www.whitehouse.gov/sites/default/files/omb/fedreg/reproducible2.pdf>) for general guidance.

As a reminder, while the NCADAC welcomes inputs to the NCA, it is not able to make commitments about how these inputs will be used in the 2013 NCA report. In addition, neither the US Global Change Research Program nor the NCADAC are responsible for funding the work of teams that choose to provide inputs.

If you have any further questions about this process or about the NCA in general, please do not hesitate to contact me.

Sincerely,

Emily Therese Cloyd
Public Participation and Engagement Coordinator
National Climate Assessment

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