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**PROCEDURAL MATTERS**

**Size, composition and structure of a future IPCC Bureau**

(Submitted by the Acting Secretary of the IPCC)

## PROCEDURAL MATTERS

### Size, composition and structure of a future IPCC Bureau

Concerning the size, composition and structure of a future IPCC Bureau, paragraph 12 of Decision IPCC/XLI-4 on the Future Work of the IPCC the Panel reads: “12. To increase the size of the IPCC Bureau from 31 members to 34 through an increase in the representation of Region I (Africa) from 5 to 7 and of Region II (Asia) from 5 to 6 and to distribute these additional positions equally among the Working Groups amending Annex B of Appendix C to the *Principles Governing IPCC Work*, the *Procedures for the Election of the IPCC Bureau and any Task Force Bureau* (‘the Election Procedures’) accordingly; and to initiate also a review at the 43<sup>rd</sup> IPCC Session of the approaches and criteria that would be used to determine the size, structure and composition of a future Bureau, including consideration of any implications for the Terms of Reference (TOR) of the Bureau with respect to the role of the members in regional representation (see Annex 1 to this decision)”.

Annex 1 to Decision IPCC/XLI-4 contains Annex B to Appendix C, the ‘Election Procedures’, to the Principles Governing IPCC Work on the Composition of the IPCC Bureau and the Task Force Bureau (See Annex 1).

Principle 5 of the *Principles Governing IPCC Work* reads: “The IPCC Bureau, the IPCC Working Group Bureaux and the Bureaux of any Task Forces of the IPCC shall reflect balanced geographic representation with due consideration for scientific and technical requirements.”

Rule 2.10 of the Election Procedures of the IPCC states that “Region(s) are determined by the geographical limits of the six WMO Regions as provided for in regulation 162 of the WMO General Regulations. The IPCC Members within each WMO Region are listed in Annex A of the Election Procedures.”

The Terms of Reference (TOR) of the IPCC Bureau as decided by the Panel at its 33<sup>rd</sup> Session (Abu Dhabi, UAE, 10-13 May 2011) are included in Annex 2.

At its 8<sup>th</sup> Session (Harare, Zimbabwe, 11-13 November 1992) the Panel decided i.a. that each Government represented in the Bureau may send one other representative to the session if it deems this necessary. The implementation of this decision has become a standing practice.

It should be noted that there are differences in size, structure, composition and mandates between the IPCC Bureau, the Executive Council of WMO (see Annex 3), the WMO Bureau (see Annex 4), The Bureau of the United Nations Environment Assembly (UNEA) (see Annex 5) and the Bureau of the United Nations Framework Convention on Climate Change (see Annex 6).

It should also be noted that the time span between meetings of the governing bodies to which the respective Bureaux are reporting are different as follows:

WMO Congress: 4 years

UNEA : 2 years

Conference of the Parties of the UNFCCC: 1 year

Principle 16 of the Principles Governing IPCC Work provides that “These Principles shall be reviewed at least every five years and amended as appropriate”. The last amendment was made in October 2013.

## Annex 1 to Decision IPCC/XLI-4

Annex B to Appendix C to the Principles Governing IPCC Work

Composition of the IPCC Bureau and task Force Bureau

### I. IPCC Bureau

The IPCC Bureau is composed of 34 members.

It consists of:

1. the IPCC-Chair;
2. three IPCC Vice-Chairs with specific responsibilities;
3. two Co-Chairs of the Task Force Bureau on National Greenhouse Gas Inventories;
4. The Working Group I Bureau, with two Working Group Co-Chairs and seven Working Group Vice-Chairs;
5. The Working Group II Bureau, with two Working Group Co-Chairs and eight Working Group Vice-Chairs;
6. The Working Group III Bureau, with two Working Group Co-Chairs and seven Working Group Vice-Chairs.

Subject to the following overall regional balance within the IPCC Bureau:

Region I: 7 positions  
Region II: 6 positions  
Region III: 4 positions  
Region IV: 4 positions  
Region V: 4 positions  
Region VI: 8 positions

In filling elective positions, account should be taken of the need to ensure that:

- the three IPCC Vice-Chairpersons are from different regions including at least one from a developing country and one from a developed country;
- one Co-Chair in each Working Group and any Task Force Bureau is from a developing country;
- at least one Co-Chair in each Working Group and in the Task Force Bureau is from a country which is ready to host the Technical Support Unit;
- Each Region is represented in each of the following four formations within the Bureau: the Executive Committee, Working Group I, Working Group II, Working Group III.

Consideration should also be given to promoting gender balance.

The IPCC Chair does not represent a region.

### II. Task Force Bureau

The Task Force Bureau on national Greenhouse Gas Inventories is composed of 2 Co-chairs and 12 members, 2 each of which should be drawn from each Region.

### Terms of Reference of the IPCC Bureau

1. The purpose of the Bureau is to provide guidance to the Panel on the scientific and technical aspects of its work, to advise on related management and strategic issues, and to take decisions on specific issues within its mandate, in accordance with the Principles governing IPCC Work.
2. The IPCC Bureau consists of the IPCC Chair, three IPCC Vice Chairs, Co-Chairs of the three Working Groups and the Task Force on National Greenhouse Gas Inventories and the members of the Working Group Bureaus. The composition of, rules governing election to and membership of the Bureau and Working Group Bureaus are defined in Appendix C to the Principles Governing IPCC Work. The Bureau is chaired by the IPCC Chair. Its work is supported by the IPCC Secretariat.
3. The Bureau will advise the Panel and the Chair of the IPCC, including with respect to:
  - a. scientific and technical aspects of the IPCC's Programme of Work;
  - b. the conduct of the Sessions of the Panel;
  - c. progress in and coordination of the work of the IPCC;
  - d. the application of the Principles and Procedures of the IPCC;
  - e. technical or scientific communications matters.
4. With respect to IPCC Assessment Reports and other IPCC Products the Bureau and the individual Working Group and Task Force Bureaus will:
  - a. advise the Panel on the Work Programme of the IPCC and the coordination of work between the Working Groups;
  - b. develop and agree on the list of authors, review editors and expert reviewers, taking into account the balance of expertise, geographical coverage and gender;
  - c. engage with the wider scientific community, both globally and regionally;
  - d. oversee scientific quality; and
  - e. participate in the response to possible errors, as described in the "IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports.
5. The Bureau will also:
  - a. function in the role of an Editorial Board in finalizing Technical Papers as defined in Section 5 of Appendix A to the Principles Governing IPCC Work;
  - b. oversee the work of any technical task groups (e.g. TGICA);
  - c. provide guidance on cross-cutting scientific issues related to the drafting of reports;
  - d. oversee implementation of the communication strategy in respect of the activities of IPCC Bureau members;
  - e. review requests for admission as observer organizations; and
  - f. perform other duties as may be assigned to it by the Panel.
6. The Working Group and Task Force Bureaus will assist and advise the Working Group and Task Force on National Greenhouse Gas Inventories (TFI) Co-Chairs with respect to:
  - a. preparation of working group and TFI assessment reports and methodology guidelines;
  - b. identification and selection of authors, review editors and expert reviewers;
  - c. management of working group and TFI activities, including workshops and expert meetings, and scoping meetings;
  - d. selection of participants for workshops, expert meetings, and scoping meetings; and
  - e. communication of working group and TFI report outcomes.

## **Roles, responsibilities and qualifications of IPCC Bureau Members**

### **7. Roles**

Members of the Bureau provide scientific and technical support to the Chair of the IPCC and the Co-Chairs of the Working Groups and TFI in accordance with the Terms of Reference of the Bureau.

### **8. Responsibilities**

Members of the Bureau have responsibility to:

- a. uphold and implement the principles and procedures of the IPCC;
- b. advise the Panel and its Chair on scientific and technical matters;
- c. maintain the reputation of the IPCC and promote its products;
- d. maintain the highest standards of scientific and technical excellence;
- e. advise IPCC Coordinating Lead Authors, Lead Authors and Review Editors;
- f. act in accordance with communications guidelines and oversee the implementation of the Communications Strategy in respect of the activities of IPCC Bureau members;
- g. declare interests in accordance with the IPCC policy on Conflict of Interest; and
- h. encourage nominations and participation of scientists from their regions in IPCC activities.

### **9. Qualifications**

Members of the Bureau should have appropriate scientific and technical qualifications and experience relevant to the work of the Bureau, as defined by the Panel.

## CONVENTION OF THE WORLD METEOROLOGICAL ORGANIZATION

### PART VII

#### The Executive Council

#### ARTICLE 13. Composition

The Executive Council shall consist of:

- (a) The President and the Vice-Presidents of the Organization;
- (b) The presidents of regional associations, who can be replaced at sessions by their alternates, as provided for in the Regulations;
- (c) Twenty-seven Directors of Meteorological or Hydrometeorological.

Services of Members of the Organization, who can be replaced at sessions by alternates, provided:

- (i) That these alternates shall be as provided for in the Regulations;
- (ii) That not more than nine and not less than four members of the Executive Council, comprising the President and Vice-Presidents of the Organization, the presidents of regional associations and the twenty-seven elected Directors, shall come from one Region, this Region being determined in the case of each member in accordance with the Regulations.

#### ARTICLE 14. Functions

The Executive Council is the executive body of the Organization and is responsible to Congress for the coordination of the programmes of the Organization and for the utilization of its budgetary resources in accordance with the decisions of Congress.

In addition to functions set out in other Articles of the Convention, the primary functions of the Executive Council shall be:

- (a) To implement the decisions taken by the Members of the Organization either in Congress or by means of correspondence and to conduct the activities of the Organization in accordance with the intention of such decisions;
- (b) To examine the programme and budget estimates for the following financial period prepared by the Secretary-General and to present its observations and its recommendations thereon to Congress;
- (c) To consider and, where necessary, take action on behalf of the Organization on resolutions and recommendations of regional associations and technical commissions in accordance with the procedures laid down in the Regulations;
- (d) To provide technical information, counsel and assistance in the fields of activity of the Organization;
- (e) To study and make recommendations on any matter affecting international meteorology and related activities of the Organization;
- (f) To prepare the agenda for Congress and to give guidance to the regional associations and technical commissions in the preparation of their work programme;
- (g) To report on its activities to each session of Congress;
- (h) To administer the finances of the Organization in accordance with the provisions of Part XI of the Convention.

The Executive Council may also perform such other functions as may be conferred on it by Congress or by Members collectively.

## ARTICLE 15. Sessions

(a) The Executive Council shall normally hold a session at least once a year, at a place and on a date to be determined by the President of the Organization after consultation with other members of the Council;

(b) An extraordinary session of the Executive Council shall be convened according to the procedures contained in the Regulations, after receipt by the Secretary-General of requests from a majority of the members of the Executive Council. Such a session may also be convened by agreement between the President and the three Vice-Presidents of the Organization.

## ARTICLE 16. Voting

(a) Decisions of the Executive Council shall be by two-thirds majority of the votes cast for and against. Each member of the Executive Council shall have only one vote, notwithstanding that he may be a member in more than one capacity;

(b) Between sessions the Executive Council may vote by correspondence. Such votes shall be conducted in accordance with Articles 16 (a) and 17 of the Convention.

## ARTICLE 17. Quorum

The presence of two-thirds of the members shall be required to constitute a quorum for meetings of the Executive Council.

## The WMO Bureau

### Terms of reference

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#### 1. Definition, purpose and scope

The Bureau is an informal consultative mechanism to advise the President of the Organization and facilitate discharge of his mandate. The duties of the President of the Organization are defined in the WMO General Regulations (Regulation 9) (Basic Documents No. 1, (2011 edition) (WMO-No. 15)).

The Bureau consists of the President, the three Vice-Presidents and the Secretary-General.

Its primary role is planning, organization and coordination of the work of Congress and the Executive Council. It also reviews the implementation of the directives of Congress and the Executive Council, and facilitates consultation on a broader range of topics, including crosscutting and emerging issues, especially those requiring prompt attention.

#### 2. Organization of the work and resource implications

The meetings of the Bureau will normally be held twice a year, with one short meeting organized in conjunction with every regular session of Congress or Executive Council. The President, in consultation with the Secretary-General, may invite other participants with respect to consultations that may be required.

The cost of travel and subsistence will be met by the Organization in accordance with applicable rules (General Regulation 36 and Resolution 19 (EC-XLII)). The Secretariat provides the necessary support for the meetings.

#### 3. Agenda and outcomes

The President will inform Members of the agenda before Bureau meetings to enable feedback, as well as on the deliberation and outcomes following the meetings.



**RULES OF PROCEDURE OF THE UNITED NATIONS ENVIRONMENT  
ASSEMBLY OF THE UNITED NATIONS ENVIRONMENT PROGRAMME****IV. UNITED NATIONS ENVIRONMENT ASSEMBLY BUREAU****Elections**

## Rule 18

1. At the commencement of the first meeting of a regular session, the United Nations Environment Assembly shall elect a President, eight Vice-Presidents and a Rapporteur from among its members. These officers shall constitute the Bureau of the United Nations Environment Assembly. The Bureau shall assist the President in the general conduct of business of the United Nations Environment Assembly. The Chairpersons of such sessional committees or working parties as may be established under rule 61 below shall be invited to participate in meetings of the Bureau.

In electing its officers, the United Nations Environment Assembly shall ensure that each of the five regions is represented by two members in the Bureau of the United Nations Environment Assembly.

The Offices of President and Rapporteur of the United Nations Environment Assembly shall normally be subject to rotation among the five groups of States referred to in section I, paragraph 1, of General Assembly resolution 2997 (XXVII).

**Replacement of a Bureau member**

## Rule 19

1. During a session of the United Nations Environment Assembly, if a Bureau member, except the President, is unable to permanently carry out any of her or his functions, the Assembly may elect an alternate upon appointment by a member State or by the regional group to which that member belongs.

During the intersessional period, if a Bureau member resigns or is unable to exercise her or his functions, the member State or the regional group to which that member belongs shall nominate a replacement for the remainder of the term. The Executive Director shall immediately upon receipt of the nomination inform all members of the United Nations Environment Assembly of the nomination in writing. If within one month no objections are received in writing, the nominee is elected. If a member State objects, the nominee is elected if a majority of member States responding support the nominee.

**Terms of office**

## Rule 20

The President, the Vice-Presidents and the Rapporteur shall hold office until their successors are elected. Subject to the provisions of rule 18, they shall be eligible for re-election. None of them may hold office after the expiration of the term of office of the member of which the officer concerned is a representative.

**Acting President**

## Rule 21

If the President cannot preside at a meeting or any part thereof, the President shall appoint a Vice-President to take her or his place.

## **Replacement of the President**

### Rule 22

If the President ceases to be a representative of a member of the United Nations Environment Assembly or is unable to perform the President's functions, or if the State of which the President is a representative ceases to be a member of the United Nations Environment Assembly, the Bureau shall designate one of the Vice-Presidents as Acting President.

## **Powers of the Acting President**

### Rule 23

A Vice-President acting as President shall have the same powers and duties as the President.

## **Voting rights of the President**

### Rule 24

In the case of a member of the United Nations Environment Assembly, which is for the time being represented by the President, an alternate representative shall, at the discretion of the President, be permitted to participate in the proceedings and to vote in the United Nations Environment Assembly. In such a case the President shall not exercise the right to vote.

## **Bureau of the COP and the CMP OF THE UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE (UNFCCC)**

### **What is the Bureau of the COP?**

The Bureau supports the COP and the CMP through the provision of advice and guidance regarding the ongoing work under the Convention and its Kyoto Protocol, the organization of their sessions and the operation of the secretariat, especially at times when the COP and the CMP are not in session. The Bureau is elected from representatives of Parties nominated by each of the five United Nations regional groups and small island developing States.

The Bureau is mainly responsible for questions of process management. It assists the President in the performance of his or her duties by providing advice and by helping with various tasks (e.g. members undertake consultations on behalf of the President). The Bureau is responsible for examining the credentials of Parties, reviewing the list of IGOs and NGOs, seeking accreditation and submitting a report thereon to the Conference.

### **Background**

#### **More Background on the Bureau of the COP**

Rule 22.1 of the draft Rules of Procedure ([FCCC/CP/1996/2](#)) of the Conference of the Parties being applied provides for a Bureau, comprised of a President, seven vice-presidents, the chairs of the subsidiary bodies established by Articles 9 and 10 of the Convention, and a rapporteur.


#### **Functions of the Bureau of the COP**

Traditionally, the Bureau is responsible for advising the President and taking decisions with regard to the overall management of the intergovernmental process. The Bureau has overall responsibility for questions of process. Bureau members often consult with their regional groups on issues. The Bureau is not a forum for political negotiations.

The Bureau is mainly responsible for questions of process management. It assists the President in the performance of his or her duties by providing advice and by helping with various tasks (e.g. members undertake consultations on behalf of the President). The Bureau is responsible for examining the credentials of Parties, reviewing the list of IGOs and NGOs, seeking accreditation and submitting a report thereon to the Conference.

The secretariat often seeks advice and guidance from the Bureau on relevant matters

#### **Presidency and membership of the Bureau of the Conference of the Parties**

- The Bureau of the COP consists of  [11 members](#) (169 kB) comprising: the President, Vice-Presidents, the Chairs of the subsidiary bodies and the Rapporteur.
- Each of the [five regional groups](#) is represented by two Bureau members, with one member from the Alliance of Small Island Developing States (AOSIS).
- Members are elected for an initial term of one year and may serve for not more than two consecutive terms of one year. They remain in office until their successors are elected.
- It is customary to invite a representative of the host country of the next COP to attend meetings of the Bureau if that Party is not already represented on the Bureau.

## **Presidency and Rapporteur**

- The post President and Rapporteur are subject to rotation among the five regional groups. When a COP is held at the invitation of a host country, it is customary to elect as President a Minister from that country, taking into account the principles of rotation.
- In the absence of an offer by a Party to host a COP, the session is held at the seat of the secretariat, and the region next in the line of rotation nominates a Minister for the Presidency.
- The President exercises such powers as are conferred by the rules of procedure (Rule 23). The president's main duties are to provide political leadership, to consult on issues and to chair meetings of the Bureau and the COP Plenary.

## **Meetings of the COP Bureau:**

Meetings of the Bureau are convened by the President and are usually held:

- On a regular basis during COPs;
- Once during the sessions of the SBs, and
- Between sessional periods as needed (typically once or twice per year).

The agendas for Bureau meetings are prepared by the Executive Secretary under the guidance of the President.

## **United Nations Framework Convention on Climate Change**

### **Draft Rules of Procedure of the Conference of the Parties and its Subsidiary Bodies**

#### **VIII. OFFICERS**

##### **Rule 22**

1. At the commencement of the first meeting of each ordinary session, a President, seven Vice-Presidents, the Chairmen of the subsidiary bodies established by Articles 9 and 10 of the Convention, and a Rapporteur shall be elected from among the representatives of the Parties present at the session. They will serve as the Bureau of the session. Each of the five regional groups shall be represented by two Bureau members and one Bureau member shall represent the small island developing states. The offices of President and Rapporteur shall normally be subject to rotation among the five regional groups.

2. The officers referred to in paragraph 1 above, shall remain in office until their successors are elected at the next ordinary session and shall serve in that capacity at any intervening extraordinary sessions. No officer may serve on the Bureau for more than two consecutive terms of one year.

3. The President shall participate in the session in that capacity and shall not at the same time exercise the rights of a representative of a Party. The Party concerned shall designate another representative who shall be entitled to represent the Party in the session and to exercise the right to vote.

##### **Rule 23**

1. In addition to exercising the powers conferred upon the President elsewhere by these rules, the President shall declare the opening and closing of the session, preside at the meetings of the session, ensure the observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The President shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat.

2. The President may propose to the Conference of the Parties the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times each representative may speak on a question, the adjournment or the closure of the debate and the suspension or the adjournment of a meeting.

3. The President, in the exercise of the functions of that office, remains under the authority of the Conference of the Parties.

##### **Rule 24**

The President, if temporarily absent from a meeting or any part thereof, shall designate a Vice-President to act as President. The President so designated shall not at the same time exercise the rights of a representative of a Party.

##### **Rule 25**

If an officer of the Bureau resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a representative of the same Party shall be named by the Party concerned to replace the said officer for the remainder of that officer's mandate.

## Rule 26

At the first meeting of each ordinary session, the President of the previous ordinary session, or in the absence of the President, a Vice-President, shall preside until the meeting has elected a President for the session.