

**THIRTY-SEVENTH SESSION OF THE IPCC  
Batumi, Georgia, 14 - 18 October 2013**

IPCC-XXXVII/Doc. 1, Add.1  
(17.VII.2013)  
Agenda Item: 1  
ENGLISH ONLY

**PROVISIONAL ANNOTATED AGENDA**

(Submitted by the IPCC Secretariat)

*The web version of this document will be updated with links to new documents as they become available.*

## **PROVISIONAL ANNOTATED AGENDA**

The 37<sup>th</sup> Session of the IPCC will take place on 14-18 October 2013 at the Hotel Sheraton in Batumi, Georgia.

Simultaneous interpretation in Arabic, Chinese, English, French, Russian and Spanish will be provided during the plenary meetings of the session. All documentation will be in English only.

Pre-session documentation will not be distributed on paper. The IPCC papersmart system will allow registered participants to access session documents in electronic format during the meeting on a dedicated web portal via individual credentials linked to their registration. Specific guidance on the use of the paper-smart system is made available in advance of IPCC sessions.

It is suggested that the working hours be from 10.00 – 13.00 and from 15.00 – 18.00 hours.

### **1. OPENING OF THE SESSION**

[IPCC-XXXVII/Doc.1](#)

The IPCC Chair will call the session to order at 10:00 hours on Monday 14 October 2013.

The provisional agenda will be submitted to the Panel for approval at its first meeting on 14 October 2013, following the opening session. The agenda may be amended at any time during the session.

Additional information on the IPCC 37<sup>th</sup> Session is available on the dedicated web page at [www.ipcc.ch](http://www.ipcc.ch)

### **2. APPROVAL OF THE DRAFT REPORT OF THE 36<sup>th</sup> SESSION**

The draft report of the 36<sup>th</sup> Session of the IPCC will be presented to the Panel for approval.

### **3. IPCC PROGRAMME AND BUDGET**

[IPCC-XXXVII/Doc. 2, Corr. 1](#)

#### **3.1 Statement of income and expenditure**

Audited financial statements about income and expenditures during the year 2012 will be submitted to the Panel for information. As recommended by the Panel in the decision taken at its 35<sup>th</sup> Session, the Secretariat will report on action taken to broaden the contribution base of the Trust Fund.

#### **3.2 Budget for the years 2014, 2015 and 2016**

In accordance with Appendix B to the Principles Governing IPCC Work, a budget proposal for the year 2014 will be submitted to the Panel for consideration and adoption. The Panel is also invited to note the forecast budget for the year 2015 and the indicative budget proposal for the year 2016.

Consistent with the decision taken by IPCC-35 the detailed workplan and budget for WG I AR5 communications activities to be carried out in 2013 was submitted to and approved by the IPCC Bureau at its 46<sup>th</sup> Session. The workplan and detailed budget is provided to the Panel for information.

### 3.3 Matters related to travel by participants and arrangements for meetings [IPCC-XXXVII/Doc. 7](#)

The Secretariat was requested by IPCC-35 to conduct a survey on travel and to present its findings to WMO Travel. This was done in the course of 2012 and 2013 and a summary of the results is provided to the Panel for information and consideration. Furthermore, as indicated in the same decision, WMO Travel has been requested to prepare a report on travel issues for presentation to the Financial Task Team (FiTT) at the 37<sup>th</sup> Session of the IPCC.

In the decision on Trust Fund Programme and Budget IPCC-35 also asked the Secretariat to undertake an analysis of the costs and practicability involved in holding IPCC meetings in Geneva as opposed to other locations. A cost analysis has been carried out for a number of representative meetings. The Secretariat has addressed the issue of meeting location also in a wider context as referred to under agenda item 10.

The internal auditors carried out an audit of IPCC meetings and raised a few issues which were brought to the attention of the Executive Committee at its 20<sup>th</sup> Meeting (Oslo, 12 June 2013) and on which the Panel through the FiTT will be asked for further guidance: (i) definition of allowable costs of meetings to be funded by the IPCC Trust Fund; (ii) criteria for the eligibility of experts to the travel support provided by the IPCC Trust Fund, and (iii) the environmental footprint of IPCC meetings. Matters related to the last point are further addressed under agenda item 10.

The Panel will also be asked to express its views and provide further guidance on the use of IPCC Trust Fund resources in exceptional circumstances to provide financial support also to developed country authors to attend AR5 outreach events. This last issue was discussed by the Bureau at its 46<sup>th</sup> Session, when members expressed the view that this should only be done in exceptional circumstances and in consultation with the Working Group Co-chairs and the Chair for the Synthesis Report.

### 3.4 Any other matters

The Secretary will report on the follow-up to the decision taken by the Panel at its 34<sup>th</sup> Session to simplify the language in the revised Appendix B to the Principles Governing IPCC Work to improve clarity and readability.

## 4. **ADOPTION AND ACCEPTANCE OF THE “2013 SUPPLEMENT TO THE 2006 GUIDELINES: WETLANDS”**

[IPCC-XXXVII/Doc.8a](#) ; [IPCC-XXXVII/Doc.8b](#) ; [IPCC-XXXVII/INF.2](#)

The Panel will formally adopt section by section the Overview Chapter and accept the underlying report entitled “2013 Supplement to the 2006 Guidelines: Wetlands” as indicated in Appendix A to the Principles Governing IPCC Work: Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports (sections 4.4 and 4.5).

## 5. **ADOPTION AND ACCEPTANCE OF THE “2013 REVISED SUPPLEMENTARY METHODS AND GOOD PRACTICE GUIDANCE ARISING FROM THE KYOTO PROTOCOL”**

[IPCC-XXXVII/Doc.9a](#) ; [IPCC-XXXVII/Doc.9b](#)

The Panel will formally adopt section by section the Overview Chapter and accept the underlying report entitled “2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol” as indicated in Appendix A to the Principles Governing IPCC Work: Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports (sections 4.4 and 4.5).

## **6. PROGRESS IN THE PREPARATION OF THE FIFTH ASSESSMENT REPORT (AR5)**

- 6.1 WG I Progress Report
- 6.2 WG II Progress Report  
[IPCC-XXXVII/Doc. 6](#)
- 6.3 WG III Progress Report  
[IPCC-XXXVII/Doc. 21](#)

Co-Chairs of the IPCC Working Groups I, II and III will be invited to present their progress reports and bring to the attention of the Panel changes in the approved outline, as required.

- 6.4 Synthesis Report (SYR) Progress Report  
[IPCC-XXXVII/Doc. 22](#)

The Chair will provide a progress report on the AR5 Synthesis Report. Changes in the SYR outline will be presented to the Panel for approval.

## **7. COMMUNICATIONS STRATEGY AND OUTREACH**

- 7.1 Plans for AR5 communication and outreach  
[IPCC-XXXVII/Doc. 13](#)

Following the Bureau's endorsement at its 46<sup>th</sup> Session of the WGI AR5 related communications activities, the Secretariat will present a comprehensive communications strategy for the whole AR5 including specific planned communications and outreach activities, and it will report on activities already undertaken in relation to AR5.

- 7.2 Other communication and outreach activities  
[IPCC-XXXVII/Doc. 14](#)

The Secretariat will report on other communications and outreach activities undertaken since the 35<sup>th</sup> Session of the IPCC and planned.

- 7.3 Evaluation of communications strategy and its implementation plan and consideration of evaluation metrics for assessing the effectiveness of IPCC communication  
[IPCC-XXXVII/Doc. 15](#)

As requested by IPCC-35 the Executive Committee will present an evaluation report of the communications strategy and its implementation. As requested by IPCC-33 the Secretariat will report back to the Panel with regard to planned evaluation metrics for assessing the effectiveness of the IPCC communications.

## **8. FUTURE OF THE IPCC** [IPCC-XXXVII/Doc. 19](#), [IPCC-XXXVII/INF. 1](#)

Rule 7 of Appendix C to the Principles Governing IPCC Work, Procedures for the Election of the IPCC Bureau and Any Task Force Bureau requires that the "size, structure and composition of the IPCC Bureau and any Task Force Bureau will be reviewed and amended, as necessary, by the Panel at least one Session prior to the Session at which the IPCC Bureau and/or any Task Force Bureau are elected."

Rule 8 stipulates that the “Term of the Bureau shall be sufficient for the preparation of an Assessment Report and shall extend approximately one year after the Session at which the Assessment Report has been accepted and shall end at the Session at which the succeeding IPCC Bureau is elected.” Rule 8 requires also that the Term of the IPCC Bureau shall be defined at least one Session prior to the one at which the IPCC Bureau is elected and that the Term of any Task Force Bureau shall normally be the same as the Term of the IPCC Bureau.

At the 31<sup>st</sup> Session of the IPCC (Bali, Indonesia, 26-29 October 2009), after the approval of the outlines of the WG contributions to AR5, it was suggested to address remaining longer-term issues more in depth two years before the end of the 5<sup>th</sup> assessment cycle.

The Bureau held an initial discussion on this matter at its 46<sup>th</sup> Session (Geneva, 28 February-1 March 2013) and agreed that a discussion on the future of the IPCC should start at the 37<sup>th</sup> Session of the IPCC. The Secretary wrote a letter to all member Governments on 13 March 2013, requesting their submissions on the future of the IPCC. The submissions received from Member States are provided for information.

The Chair will invite governments to consider submissions provided, to provide further input and to agree on a process for considering matters related to the future of the IPCC with a view to take decisions in time before the next elections.

## **9. PROCEDURAL MATTERS**

### **9.1 Electronic versions of IPCC reports as a document of record** [IPCC-XXXVII/Doc. 18](#)

At its 35<sup>th</sup> Session, the Panel decided to charge the Executive Committee to further investigate this issue and report on its findings to the 46<sup>th</sup> Session of the Bureau. The proposal by the Executive Committee will be presented to the Panel. The Panel is invited to consider this proposal and provide further guidance.

### **9.2 Possibility of convening Bureau sessions through electronic means** [IPCC-XXXVII/Doc. 5](#)

The Bureau reviewed this issue at its 46<sup>th</sup> Session and concluded that it was not yet in the position to take a definitive decision on this item, given the constraints imposed by available technology and interpretation rules. The Secretariat will continue to explore this matter in the future.

During the same session of the Bureau, it was proposed that the Bureau could decide to work in English only, therefore solving the issue of interpretation. A proposal for a change to paragraph 14 of the Principles Governing IPCC work will be submitted to the Panel for consideration.

### **9.3 Implementation of panel decisions on governance and management**

With respect to Governance and Management, contract renewal, employment term limit, staff appraisal, and recruitment for senior staff the Panel at its 35<sup>th</sup> Session took the following decision:

“The Panel requests the IPCC Chair to continue to provide input to the recruitment processes, preparation of the annual job plans and performance appraisals of the IPCC Secretary and Deputy Secretary in accordance with and through WMO and UNEP staff management procedures as applicable. In doing so the Panel recommends that the Chair should further elaborate and implement such processes, with the support of a representative sub-group of the Executive Committee. This should be carried out in a defined and transparent manner, consistent with WMO and UNEP staff management procedures and in consultation with the Secretary-General of WMO and the Executive Director of UNEP. The Panel requests the IPCC Chair to report on progress at the 37<sup>th</sup> Session of the IPCC.”

The Chair will be invited to present a progress report to the Panel.

#### 9.4 Any other procedural matters

A report about the experience with the application of the “IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports” will be presented to the Panel. That Panel is invited to consider the report and possible amendments to the Error Protocol.

[IPCC-XXXVII/Doc. 16](#)

### 10. REDUCING THE CARBON FOOTPRINT OF IPCC ACTIVITIES

[IPCC-XXXVII/Doc. 10](#)

The IPCC Executive Committee considered how to reduce the environmental footprint of IPCC activities. Measures taken so far include the extensive use of teleconferencing and the development of the IPCC paper-smart system. An analysis of the carbon footprint of travel and the impact of the locations of meetings was also carried out and put in perspective of the benefits of holding IPCC meetings in all regions. The Panel is invited to consider the report and provide further guidance.

### 11. EFFECTIVENESS OF THE IPCC EXECUTIVE COMMITTEE

The decision taken by the Panel at its 33<sup>rd</sup> Session states that the “Executive Committee is accountable to the Panel, and the Chair of the IPCC should report on the activities of the Executive Committee to the Panel and the Bureau”. The Chair reported on the activities of the Executive Committee to the 46<sup>th</sup> Session of the Bureau.

At the 35<sup>th</sup> Session of the IPCC, one delegation requested a report on the effectiveness of the Executive Committee. Under this agenda item, the Chair will submit to the Panel an assessment of the Executive Committee performance and effectiveness.

### 12. IMPLEMENTATION OF THE IPCC CONFLICT OF INTEREST (COI) POLICY

At its 34<sup>th</sup> Session, the Panel decided “to receive a report on the operation of the COI Expert Advisory Group and the COI Committee, within twelve months of their establishment, and to review their operations as appropriate, within twelve months after the next bureaux election(s).”

#### 12.1 Report of the Chair of the COI Committee

[IPCC-XXXVII/Doc. 4](#)

The Chair of the COI Committee will present a report to the Panel.

#### 12.2 Report on the operation of COI Expert Advisory Committee

A report about the activities of the COI Expert Advisory Group will also be presented to the Panel.

### 13. ADMISSION OF OBSERVER ORGANIZATIONS

[IPCC-XXXVII/Doc. 3](#)

At its 46<sup>th</sup> Session, the Bureau endorsed four applications from organizations soliciting observer status with the IPCC for recommendation and acceptance at the 37<sup>th</sup> Session of the IPCC. Applications submitted after the 46<sup>th</sup> Session of the Bureau but within 4 months before the

37<sup>th</sup> Session of the Panel were submitted to the Bureau for endorsement by correspondence. Furthermore it should be noted that the application for observer status of the Industrial Technology Research Institute (ITRI) was still pending.

Consistent with the “IPCC Policy and Process for Admitting Observer Organizations” the Panel will be invited to admit new observer organizations by consensus.

#### **14. MATTERS RELATED TO UNFCCC AND OTHER INTERNATIONAL BODIES**

The Secretariat will provide information to the Panel regarding UNFCCC COP-18, concentrating in particular on key decisions relevant to future work of the IPCC and will update the Panel on plans for presenting findings of the AR5 to COP-19 and UNFCCC Subsidiary Body meetings. The Secretary will also report on the meeting of the UNFCCC/IPCC Joint Working Group, held in Bonn on 13 June 2013. The representative of the UNFCCC will be invited to provide further information.

Representatives of other relevant international organizations will also be invited to bring matters related to the work of the IPCC to the Panel's attention.

#### **15. PROGRESS REPORTS**

##### **15.1 Progress Report on the TFI** [IPCC-XXXVII/Doc. 20](#)

The TFB Co-chairs will provide a progress report on other TFI activities

##### **15.2 Progress Report on the TGICA** [IPCC-XXXVII/Doc. 12](#)

TGICA Co-Chairs will make a presentation on TGICA and present a progress report on its activities.

##### **15.3 Progress Report on the IPCC Scholarship Programme** [IPCC-XXXVII/Doc. 11](#)

The Secretariat will provide a progress report on the Scholarship Programme.

##### **15.4 Other Progress Reports**

#### **16. OTHER BUSINESS** [IPCC-XXXVII/Doc. 17](#)

#### **17. TIME AND PLACE OF THE NEXT SESSION**

The 38<sup>th</sup> Session of the IPCC will be held in March 2014 in Yokohama, Japan.

#### **18. CLOSING OF THE SESSION**

The Session is expected to close at 1800 hours on Friday, 18 October, 2013.