

Our ref.: 5180-14/IPCC/AR5

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

Geneva, 16 April 2014

Sir/Madam,

I have the honor of addressing you on the matter of the Government and Expert Review of the First Order Draft (FOD) of the Synthesis Report (SYR) of the IPCC Fifth Assessment Report (AR5). The SYR FOD will undergo simultaneous review by governments and experts for a period of eight weeks from 21 April to 13 June 2014.

As explained in Appendix A of the Principles Governing IPCC Work (IPCC Procedures), the SYR will synthesize and integrate materials contained within the AR5 Assessment Reports in a non-technical style. The Synthesis Report is composed of two sections as follows: (a) a Summary for Policymakers (SPM) and (b) a longer report. The SYR outline was approved at the 32nd session of the IPCC (IPCC-32) in Busan, Republic of Korea, in October 2010. In accordance with IPCC procedures, the SYR will be subject to only one review round before the approval session planned for October 2014 in Copenhagen, Denmark.

On 21 April 2014, you will receive an email providing you with the login credentials for the password-protected SYR review website. There you will find all necessary documentation to carry out the government review. If you do not receive the email with your unique username and password by 21 April, please send an email to syr.review@pbl.nl

The deadline for submitting your consolidated comments on the SYR review website is **13 June 2014**. Please be advised that late comments cannot be accepted given the short period and intensity of the entire SYR cycle.

Please note that the AR5 SYR FOD is made available solely for the purposes of the IPCC review process. It must not be cited, quoted or distributed other than as part of a managed government review process.

The SYR is exclusively based on the Working Group (WG) contributions to the AR5 and IPCC Special Reports. The SYR, therefore, cannot make reference to any literature or findings that are not published in the AR5 reports or relevant IPCC Special Reports. Through this review you are invited to specifically address:

- consistency with the underlying WG contributions to the AR5 and IPCC Special Reports;
- policy relevance of the SYR, its balance and objectivity;
- clarity of texts, tables and graphs and use of non-technical language;
- page length – IPCC-32 decided that the SYR SPM should be up to 8 pages of text and the longer report up to 30 pages of text, excluding the tables, maps, boxes and figures. In order to keep within these limits, suggestions for deleting text would be as welcome as those for adding text.

The IPCC Procedures indicate that Governments should submit one integrated set of comments through their Government Focal Points. Governments may wish to organize their own mechanisms for consulting experts in preparing their responses. Government review comments must be submitted using the form available at the SYR review website starting on 21 April 2014.

The SYR Core Writing Team will evaluate all submitted comments at its 4th Meeting, to be held from 31 June to 3 July 2014 in Putrajaya, Malaysia. Review Editors will ensure that all substantive comments receive appropriate and full consideration. The Core Writing Team will then prepare a Final Draft (FD) of the SYR. The government consideration of the SYR FD will take place from 25 August to 10 October 2014. The approval session of the SYR will be held from 27 to 31 October 2014 in Copenhagen, Denmark.

If you have any questions or difficulties in accessing the SYR FOD please contact the SYR Technical Support Unit at syr.review@pbl.nl

A copy of this letter is being sent to the Ministry of Foreign Affairs, the Permanent Representative of the World Meteorological Organization (WMO), and the United Nations Environment Programme (UNEP) Focal Point(s) of your country for information.

Yours sincerely,



(Gaetano Leone)
Deputy Secretary of the IPCC