

Our ref.: 5943-12/IPCC/GEN

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

Geneva, 3 April 2012

Sir/Madam,

Please refer to my letter dated 28 February 2012 (ref.: 5920-12/IPCC/GEN) and my e-mail dated 29 February 2012 to which I attached a document containing proposed revisions of Appendix C to the Principles Governing IPCC Work: the Rules of Procedures for the Election of the IPCC Bureau and Any Task Force Bureau (the "Election Rules"), as prepared by the Secretariat, arising from the review of the IPCC Processes and Procedures, including decisions taken by the Panel at its 33<sup>rd</sup> (Abu Dhabi, May 2011) and 34<sup>th</sup> Sessions (Kampala, November 2011) on the IPCC Conflict of Interest Policy and the terms of the IPCC Chair, Vice-Chairs and Working Groups and TFI Co-Chairs. In order to make the document readable, the revisions have been inserted in Annex III to document IPCC-XXXIV/Doc. 7 (based on document IPCC-XXXII/Doc. 18), which is a cleaned-up version of the original compilation of comments and suggestions made by IPCC members on the Election Rules, which was prepared for consideration by the Panel at its 32<sup>nd</sup> Session (Busan, October 2010).

At request and for reference purposes, the Secretariat has also included the revisions, highlighted in yellow, in the compilation document, which is Annex I to document IPCC-XXXIV/Doc.7 (based on document IPCC-XXXII/Doc.18). The electronic file of this document is available for your comments at the following link:

[http://www.ipcc.ch/meetings/letter-to-gov\\_appendixc/inv\\_fp\\_rules\\_proc\\_appendixc\\_3apr.pdf](http://www.ipcc.ch/meetings/letter-to-gov_appendixc/inv_fp_rules_proc_appendixc_3apr.pdf)

We kindly remind Governments to send their comments to the [IPCC-Sec@wmo.int](mailto:IPCC-Sec@wmo.int) by **10 April 2012**. Based on the comments received, the Secretariat will prepare a document for consideration by the Panel at its 35<sup>th</sup> Session.

A copy of this letter is being sent to the Ministry for Foreign Affairs, IPCC Contact Point(s), the Permanent Representative with WMO and Focal Point(s) of UNEP of your country for information.

Yours sincerely,



(Renate Christ)  
Secretary of the IPCC

**FURTHER WORK TOWARDS ADOPTING REVISIONS TO “APPENDIX C OF THE PRINCIPLES GOVERNING IPCC WORK: RULES OF PROCEDURES FOR THE ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU”**

(Submitted by the IPCC Secretariat)

## **Appendix C to the Principles Governing IPCC Work**

### **Revisions to the Rules of Procedures for the Election of the IPCC Bureau and Any Task Force Bureau**

#### **Note by the IPCC Secretariat**

The Panel, at its 29<sup>th</sup> Session (Geneva, September 2008), requested that Appendix C to the Principles Governing IPCC Work: the Rules of Procedures for the Election of the IPCC Bureau and any Task Force Bureau (the Election Rules) be revised, having regard to the lessons learnt from the implementation of the Election Rules so far. Based on the discussions a revision of the Election Rules was prepared and submitted to the Panel at its 30<sup>th</sup> Session (document IPCC-XXX/Doc.2).

At the 30<sup>th</sup> IPCC Session (Antalya, April 2009) the Panel decided to establish a Task Group, co-chaired by Mauritius and the United States, to refine document IPCC-XXX/Doc.2 and present a revised draft to the Panel at its 31<sup>st</sup> Session (Bali, October 2009). The Task Group solicited comments from the IPCC Members in two rounds and submitted its revision of the Election Rules in document IPCC-XXXI/Doc. 15 to the Panel at its 31<sup>st</sup> Session, accompanied by a brief Report of the Co-Chairs (document IPCC-XXXI/Doc. 18).

At the 31<sup>st</sup> IPCC Session, a number of issues were raised but it was agreed that further consultations were needed before decisions could be taken on the subject. Consequently, by letter of 25 June 2010 the IPCC Secretariat solicited the comments from the IPCC members on documents IPCC-XXXI/Doc.15 and 18.

Consequently the Secretariat prepared document IPCC-XXXII/Doc. 18 consisting of:

**Annex I** integrating by way of footnotes the proposed comments and changes received by the IPCC Secretariat in response to its letter of 25 June 2010;

**Annex II** containing a compilation of the comments received from the IPCC Members;

**Annex III** in which the IPCC Secretariat has made an effort to combine, harmonize and integrate the essence in a clean, new text, in order to facilitate the discussions.

The Panel at its 32<sup>nd</sup> Session (Busan, October 2010) decided to postpone its consideration of the revisions of the Election Rules in light of the ongoing review of the IPCC Processes and Procedures. The Secretariat submitted document IPCC-XXXIV/Doc. 7 to the 34<sup>th</sup> Session of the Panel (Kampala, November 2011) at which meeting the issue was referred to the 35<sup>th</sup> Session. The Secretariat consequently included the revisions arising from the Panel decisions taken at its 33<sup>rd</sup> Session (Abu Dhabi, May 2011) and 34<sup>th</sup> Session in Annex I of document IPCC-XXXIV/Doc. 7 (based on document IPCC-XXXII/Doc. 18), which you will find in the attached document.

# RULES OF PROCEDURES FOR THE ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU

Adopted by the Panel at its 25th Session, 26-28 April 2006

As revised at its .. Session, .....

## I. Scope

### Rule 1

These rules of procedures shall apply to any elections of the Intergovernmental Panel on Climate Change Bureau and any Task Force Bureau constituted by the Panel.

**The Terms of Reference of the Bureau are reproduced in Annex C.<sup>1</sup>**

## II. Definitions

### Rule 2<sup>2</sup>

For the purposes of these rules:

1. "Bureau Member" or "Member of Bureau" refers to any person that holds one of the posts in the IPCC Bureau.

2 "Delegate" means a member of a delegation of a Member of the IPCC.

3. "IPCC Bureau" refers to the body of elected members of the Bureau of the IPCC Bureau as given in Annex B Section I.<sup>3</sup>

4. "Meeting" means a single sitting at a Session of the IPCC.

5. "Members of the IPCC" are countries, which are Members of the World Meteorological Organization and/or the United Nations ~~Environment Programme~~.<sup>4</sup>

*[Secretariat Explanation: As a programme of the United Nations, UNEP does not have its own Member countries, its membership is that of the United Nations.]*

*[Secretariat Explanation - P32-: There is a difference between the membership of WMO and UN. The UN has 192 member countries and WMO has 183 member states, of which Cook Islands and Niue are not members of the UN. This makes the total number of IPCC member countries 194.]*

6. "Principal delegate" means Head of the delegation of a Member of the IPCC.

7. "Region" means the geographical limits of the six WMO regions as defined in the General Regulations of the WMO and reproduced indicated in Annex A.

*[Secretariat Explanation: Drafting change suggested for greater clarity]*

<sup>1</sup> In accordance with the Decision of the Panel at its 33<sup>rd</sup> Session.

<sup>2</sup> Netherlands suggests to define "Credentials Committee", "Nominations Committee", "Plenary" and "Presiding Officer for the election".

<sup>3</sup> Sweden suggests to rephrase definition as follows: "IPCC Bureau" refers to the body of elected members of the IPCC Bureau given in Annex B Section I.

<sup>4</sup> Comment UK: Is there a difference between WMO and UN membership. If so, presumably IPCC should aim for maximum coverage.

8. "Rules of Procedures" means these Rules of Procedures for the Election of the IPCC Bureau and any Task Force Bureau, including any annexes.

9. "Secretariat" means the permanent IPCC Secretariat established by WMO and UNEP.

10. "Session" refers to a series of meetings at the plenary level of the governmental representatives to the IPCC.<sup>5</sup>

11. "Task Force" means an open-ended subsidiary body constituted by the Panel with a clearly defined and approved mandate and work plan as established by the Panel.

12. "Task Force Bureau" refers to the elected members of the Bureau of a Task Force.

13 "Term of the IPCC Bureau" means the fixed period of time during which Bureau members serve in their appropriate capacities. This term will be decided by the Panel as described in Rule 8.

14. "Votes" ~~and "Votes for and against"~~, for the purpose of calculating the applicable majority, means ~~affirmative and negative~~ votes cast for a candidate only and shall not include ~~abstentions or~~ blank or invalid voting slips.<sup>6 7 8</sup>

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<sup>5</sup> Australia suggests to change definition "Session" to "Session of the Panel" to ensure consistency with definitions in Appendix A to the Principles Governing IPCC Work.

- <sup>6</sup> Australia proposes to add following definitions "Ballot" refers to a listing of candidates for a position or positions set down in Rules 14, 14 bis (~~see our recommendation in Rule 14~~) and 15 and used in voting.
- "Candidate" is a person standing for a position as described in Rules 12 through 15, and consider valid after consideration under Rules 18 through 23.
- "Presiding Officer" is the chair of the Session at which an election is being held. If a temporary chair is appointed, that person temporarily becomes the Presiding Officer.
- "Voting Slip" is a Ballot or collection of Ballots on a paper or equivalent medium used for recording votes. For simultaneous elections, a paper may contain several Ballots on the Voting Slip, or there may be separate Voting Slips for each Ballot.
- The defined term "Votes" is not used at all in the draft, though "votes" is used in a number of different contexts. In any case, the simple majority described in Rule 32 does not work off votes for a candidate, but valid votes. It may be best just to omit the definition.

Rule 7 refers to 'size, structure and composition' however these terms are not defined. It is not clear if composition is a synonym for structure or used to refer to the regional composition. (WMO regulations use the single term composition). Suggest the terms are defined to avoid doubt.

- "Composition" refers to the component parts of the IPCC Bureau and any Task Force Bureau, including guidance on regional distribution and the number of positions for each level in the Bureaux, as appropriate. For the avoidance of doubt, "Regional Composition of the IPCC Bureau" refers to the number of Bureau Members (or range) from each region, as determined by the Panel.
- "Size" refers to the total number of Bureau Members.
- "Structure" refers to the hierarchal arrangement of the Composition of the IPCC Bureau, such as Chair, Vice-Chairs, Working Group Co-Chairs and Working Group Vice-Chairs.

<sup>7</sup> Canada comments that "Vote" and "Voting Slip" appear to be used interchangeably in the Rules. A separate definition of a Voting Slip is recommended under Rule 2. There is a partial definition of a Voting Slip outlined under Rule 26 that could be integrated here.

*[Secretariat Explanation: Insofar as these Rules of Procedures relate exclusively to an electoral process where a vote is the expression of a choice between candidates, concepts such as "Votes for and against" "affirmative and negative votes" or "abstentions", inherent to a "yes/no/abstention" type of vote are not necessary. In addition to the removal of these concepts, it is proposed to add a specific reference to the purpose of the definition, namely the calculation of the applicable majority.]*

### III. Representation and Credentials

#### Rule 3<sup>9</sup>

Each Member of the IPCC participating in a Session of the Panel shall be represented by a delegation consisting of a principal<sup>10</sup> delegate and such other delegates as it may require.<sup>11</sup>

#### Rule 4

The credentials of delegates shall be submitted to the Secretariat prior to a Session at which elections will take place. Any later change in the composition of the delegation shall also be submitted to the Secretariat. The credentials shall be signed by, or on behalf of, an appropriate government authority of the Member of the IPCC and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activity of the Session.

#### Rule 5

The Panel will establish a Credentials Committee immediately after the completion of the opening formalities and for the duration of the Session in which elections are being held. The Credentials Committee shall comprise of one representative appointed by each Region and shall elect a Chairperson from amongst its members. A representative of the Secretariat at the Session shall attend the Credentials Committee with a consultative status. This Committee shall examine the credentials of delegates, which are to be submitted to it by the Secretariat. ~~Of delegates.~~ It shall report ~~thereon~~ as soon as possible to the Panel, ~~starting with the first meeting after the opening and thereafter as~~<sup>12</sup> required. Final decisions regarding credentials shall rest with the Panel.

*[Secretariat Explanation: A fixed composition of the Credentials Committee is proposed based on IPCC practice. In addition, greater flexibility is proposed regarding the timing of the first report of the Credentials Committee, as there is virtually no time between the two first meetings/sittings of a session of the Panel to convene the Committee, have it adopt a report and the Secretariat reproduce and distribute it. This is particularly true where the first two*

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A definition of the term "Simple Majority" is recommended under Rule 2. This term is used both in Rule 12 and Rule 32, with a partial definition provided under Rule 32.

A definition of "Presiding Officer" could be included in Rule 2, as it is a formal title used frequently within the Rules.

<sup>8</sup> UK suggests defining blank slips as being invalid.

<sup>9</sup> Netherlands suggests to introduce two new rules:

Rule 3 bis - The Secretariat of the IPCC shall inform the Members of the IPCC on procedures of elections at least X month(s) before a scheduled election will take place.

Rule 3ter - The Secretariat will (pre)arrange suitable facilities and materials for the efficient functioning of the Regional sessions, the Nominations Committee and the Credentials Committee.

<sup>10</sup> Netherlands suggests to write "Principal" (capital P).

<sup>11</sup> UK suggests the following text: "Members of the IPCC shall notify the Secretariat beforehand of members of their delegations attending Sessions of the Panel, including identification of their principal delegate."

<sup>12</sup> Australia proposes to change words "and there after as" to "requested by the Panel".

*sittings of the Panel are held the first day, one in the morning and another in the afternoon. In order to speed up the review of credentials, it is nevertheless proposed – see note under Rule 24bis – to have the regions meet the first day before the opening of the Plenary in order for them to designate their representative to the Credentials Committee.]*

## Rule 6

Delegates shall be entitled to participate provisionally in a Session, pending a decision by the Panel to accept their credentials. Delegates admitted on a provisional basis are not entitled to vote.

## IV. Composition of the IPCC Bureau and Task Force Bureau

### Rule 7

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 IPCC Session prior to the Session<sup>7</sup> at which the IPCC Bureau or any Task Force Bureau are elected. In accordance with paragraph 5 of the IPCC Principles, ~~t~~The overall composition of the IPCC Bureau, the IPCC Working Group Bureaux and the Bureau~~x~~ of any Task Forces~~s~~ of the IPCC shall reflect balanced geographic representation with due consideration for scientific and technical requirements,<sup>13</sup> ~~as provided for in paragraph 5 of the IPCC Principles.~~<sup>14</sup>

Option 1: Subject to the representation of all regions in each Working Group bureau, the composition and geographical balance of tThe IPCC Bureau and Task Force Bureau are described in Annex B, Sections I and II, respectively, of these Rules of Procedures. Annex B will be amended in line with decisions taken by the Panel.<sup>15 16</sup>

Option 2: Each Working Group Bureau, and the group comprising IPCC Vice-Chairs and Co-Chairs of Working Groups and Task Group Bureau, must contain at least one member from each Region (as defined in Annex A). Subject to this representation, the composition and geographical balance of the IPCC Bureau and Task Force Bureau are described in Annex B, Sections I and II, respectively, of these Rules of Procedures.<sup>17 18 19 20</sup>

<sup>13</sup> Brazil comments that “balanced geographic representation” neither necessarily means representation of all regions nor “must contain at least one member from each Region”. A Region shall have the right to support another one, if there is an agreement on this sense.

<sup>14</sup> Malaysia proposes the following text for Rule 7: “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 at which the IPCC Bureau or any Task Force Bureau are elected. In accordance with paragraph 5 of the IPCC Principles, the overall composition of the IPCC Bureau, the IPCC Working Group Bureaux and the Bureau of any Task Force of the IPCC shall reflect balanced geographic representation with due consideration for scientific and technical requirements. Each Working group Bureau, and the group comprising IPCC Vice-Chairs and Co-Chairs of Working Groups and Task Force Bureau, must contain at least one member from each Region (as defined in Annex A). Subject to this representation, the composition and geographical balance of the IPCC Bureau and Task Force Bureau are described in Annex B, Section I and II, respectively, of these Rules of Procedures. Annex B will be amended in line with decisions taken by the Panel.”

<sup>15</sup> Canada prefers Option 1 as it grants greater flexibility in ensuring that IPCC Vice-Chairs and WG Co-chairs can be elected to meet the requirements for both geographical balance and scientific expertise.

<sup>16</sup> Uzbekistan prefers Option 1 of Rule 7.

<sup>17</sup> See proposed definitions Australia on Rule 7 in footnotes Rule 2. Furthermore Australia supports re-worded Option 2 as follows: : *Each Region (as defined in Annex A) is entitled to at least one member of each Working Group Bureau, and the group comprising IPCC Vice-Chairs and Co-Chairs of Working Groups and Task Group Bureau, ~~must contain at least one member from each Region (as defined in Annex A).~~ Subject to this representation, the Composition and geographical balance of the IPCC Bureau and Task Force Bureau are described in Annex B, Sections I and II, respectively, of these Rules of Procedures.*

<sup>18</sup> Japan comments that as to the difference between Option 1 and Option 2, more detailed explanation would be helpful to clarify the intention of their proponents.

<sup>19</sup> Peru considers Option 2 to be more adequate.

<sup>20</sup> Sweden comments that Rule 7 is better as it stands. . Neither of the two options seem to go together with the addendum in Annex B (In the circumstance...) regarding Region V. Option 2 “three WG Bureau and the group comprising IPCC

*[Secretariat Explanation: Drafting changes suggested for greater clarity]*

*[Task Group co-Chairs Comments: We highlight two options for addressing the question of regional balance in this rule. The first option was proposed in the Secretariat's revision; the second option was proposed by a member of the Panel to enable all regions are represented among the leadership positions in the bureau. The Chairs of the Task Group provide it as an alternative to the second sentence of the Secretariat's proposed rules, and invites the Panel to consider these options.]<sup>21</sup>*

## V. Terms of Appointment

### Rule 8

The IPCC Bureau shall be elected for the Term of the IPCC Bureau.<sup>22 23</sup> 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. The Term of the IPCC Bureau shall be defined at least one Session prior to the one at which the IPCC Bureau is elected. The Term of any Task Force Bureau shall normally be the same as the Term of the IPCC Bureau, and elections for any Task Force Bureau shall take place at the same Session at which the IPCC Bureau is elected, unless decided otherwise by the Panel.<sup>24</sup>

### Rule 9

The term of office of each member of the IPCC Bureau or <sup>25</sup> Task Force Bureau ~~member~~ shall normally be equal to the Term of the IPCC Bureau or the Term of any Task Force Bureau to which the member has been elected. Subject to the provisions in Rules 11 and 12, the term of office of members of the IPCC Bureau or Task Force Bureau, ~~and~~ shall start at the end of the Session at which they are ~~he/she is~~ elected and shall end at the close of the Session at which their successors are elected.

*[Secretariat Explanation: Drafting changes suggested for greater clarity]*

### Rule 10

The term of office of the IPCC Chair, the IPCC Vice-Chairs and the Working Groups and Task Force Bureau Co-Chairs will be limited to one term in a particular office, with the provision of a possible nomination for election for one further term in the same office for individual cases if the Panel so decides. The other<sup>26</sup>

Members of the IPCC Bureau and of any Task Force Bureau shall be eligible for re-election for a second consecutive term in the same office. Only those members that have served in an office

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Vice-chairs and Co-chairs of WGs and Task Group Bureau" end up in four positions. This would need some further explanation.

<sup>21</sup> Comment UK: This is a reasonable aim, but it might prove to be too great a constraint in ensuring we get the right chair. Could we use option 1 with a "where possible" clause about co-chairs etc.

<sup>22</sup> Netherlands suggests to replace first sentence by: "The Members of the IPCC Bureau will be elected by the Panel for the Term of the Bureau."

<sup>23</sup> Sweden suggests to replace the first sentence by: "The IPCC Bureau shall be elected for the Term of one IPCC assessment cycle."

<sup>24</sup> Netherlands suggests to replace last line by: "...the Members of the IPCC Bureau are elected, unless otherwise decided by the Panel."

<sup>25</sup> Sweden suggests to add the word "any" before Task Force.

<sup>26</sup> In accordance with the Decision of the Panel at its 33<sup>rd</sup> Session.

under the provisions of Rules 11 and 12 for less than 2 years, shall be eligible for re-election for further two consecutive terms in the same office.<sup>27</sup>

The term of office of the IPCC Chair, the IPCC Vice-Chairs and the Working Groups and Task Force Bureau Co-Chairs will be limited to one term in a particular office, with the provision of a possible nomination for election for one further term in the same office for individual cases if the Panel so decides. The other

## Rule 11

If the IPCC Chair resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a new IPCC Chair shall be elected at the next IPCC Session to serve the remainder of the term of office of the departing IPCC Chair. Until a new IPCC Chair is elected an IPCC Vice-Chair, as agreed by the IPCC Bureau, shall serve as the Acting IPCC Chair.<sup>28</sup>

## Rule 12

If a member of the IPCC Bureau or any Task Force Bureau, other than the IPCC Chair, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Member of the IPCC who nominated the member originally shall be asked to nominate a replacement with relevant expertise~~a representative of the same Member of the IPCC, with relevant expertise, is to be nominated by that Member of the IPCC.~~ This person shall replace the Bureau member as acting member until the next Session of the Panel. An acting member person to fill the vacancy<sup>29</sup> is to be elected by the Plenary by simple majority as member of the Bureau for the remainder of the Term of the Bureau. If the relevant Member of the IPCC is unable to or fails to nominate a person replacement within six months of notification by the IPCC Secretariat, or if the an acting member is not confirmed elected by the Panel, the same regional group<sup>30</sup> will be invited to offer a nominee with a view<sup>31</sup> to their election at the next IPCC session to serve the remainder of the term of office of the departing member. ~~a The new member from the same Region~~ shall be elected by simple majority ~~at the next IPCC session~~ to serve the remainder of the term of office of the departing member. Rule 18 shall apply.<sup>32</sup>

*[Secretariat Explanation: Drafting changes suggested to differentiate between a temporary replacement of an acting member – designated by the Member – and the appointment by the Panel of the person to fill the position left vacant.]*

*[Task Group Co-Chairs Comments: Further drafting changes for clarity in italics.]*

## VI. Elections – general principles

<sup>27</sup> Australia suggests to replace last sentence Rule 10 by: “A member who has served in an office under the provisions of Rules 11 and 12 for more than 2 years is deemed to have served a full term”.

<sup>28</sup> Comment UK: This is too vague - what happens if he/she runs off at the beginning of a meeting? Also, that presupposes that we have a suitable candidate. I think we need to note that the Secretariat needs to invite Members to nominate candidates for the position of chair. On what authority would they do this and when? Would we for example need a meeting of the Bureau?

<sup>29</sup> In Rule 12 China suggests to replace the words “A person to fill the vacancy...” by “The person nominated by a Member of the IPCC to fill the vacancy...”

<sup>30</sup> Comment UK: this is not just a matter for the regional group – what happens if a co-chair resigns? Shouldn't all regions be able to nominate – as these are important roles. Would be good to add a paragraph here.

<sup>31</sup> Sweden suggests to change word “view”.

<sup>32</sup> Canada per comment under Rule 2, it is suggested that the term “simple majority” be formally defined at the outset of the Rules. It is suggested that Rule 12 be separated into sections (e.g., a, b, c) to increase clarity on steps to replacing vacated Bureau positions. It is suggested that the term “majority” be defined operationally in the context of Rule 12bis.

**New Rule 12 bis.** For decisions on elections to be valid the majority of the members of the IPCC must be present at the Session of the Panel.<sup>33 34 35</sup>

*[Task group co-Chairs Comments: responds to question regarding the nature of a quorum.]*

*[Secretariat Explanation - P32-: Both UNEP and WMO have a regulation that the presence of the majority of their members is required to constitute a quorum. WMO in Art. 12 of the WMO Convention and UNEP in Rule 31 of the Rules of Procedure of the Governing Council. Since the IPCC has 194 Members, this means that the presence of at least 98 Members is required.]*

### **Rule 13**<sup>36</sup>

Elections for all positions shall be held at a single Session of the Panel. If the person chairing the meeting is a candidate for a position for which elections are to be conducted, he/she shall recuse himself/herself from chairing that portion of the meeting during which the election is considered and conducted, in which case the IPCC Bureau will select a temporary Chair, who will be the Presiding Officer<sup>37</sup> for the election.

### **Rule 14**<sup>38 39</sup>

The IPCC Chair and other IPCC Bureau members will be elected by the Panel in the following order:

- a) the IPCC Chair;
- b) the Co-Chairs of the Working Groups and of any Task Force Bureau ;
- c) the IPCC Vice-Chairs;
- d) ~~remaining the Vice-Chairs of the Working Groups IPCC Bureau positions.~~
- e) the Members of Any Task Force Bureau<sup>40 41</sup> .

*[Secretariat Explanation: Drafting change suggested for greater clarity]*

*[Task group Co-Chairs Comments: additional change for clarity]*

### **Rule 15**<sup>42 43</sup>

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<sup>33</sup> Madagascar commented on new Rule 12bis if the majority of the Members would mean more than 50% of the present number of Members.

<sup>34</sup> Peru considers that Rule 12bis might improve the process.

<sup>35</sup> UK comment: So is 50% a quorum? Are we sure this is enough? Maybe 75% is more suitable?

<sup>36</sup> Canada comments that Rule 13 and 15 are repetitive and could be integrated.

<sup>37</sup> Australia proposes to replace "Presiding Officer" by "presiding officer" since it is not a defined term.

<sup>38</sup> Australia suggests new Rule 14bis to read: "A separate Ballot is conducted for each position under Rule 14 (a), (b) and (e). For the IPCC Vice-Chair position and the Vice-Chair positions of the Working Groups, a single Ballot is conducted for the positions."

<sup>39</sup> Japan proposes the following amendment with respect to Rules 14 and 15:

- a) switch the order of Rule 14(hereafter orig14) and Rule 15(hereafter orig15),
- b)insert "and IPCC Task Force Bureau" in the first line of orig14, just after "other IPCC Bureau", then the modified line reads "The IPCC Chair and other IPCC Bureau and IPCC Task Force Bureau members will be elected by the Panel in the following order".

Considering the fact that IPCC Bureau and IPCC Task Force Bureau are juxtaposed in some rules preceding Rule 14, and IPCC Task Force Bureau needs specific treatment of its own as shown in orig15, it would be more natural to present both of them in the first line of orig14. orig15 is Task Force Bureau specific rule, so putting it before orig14 would make the reason of separate presentation of IPCC Bureau and Task Force Bureau clearer.

<sup>40</sup> Argentina proposes to delete par. e of Rule 14.

<sup>41</sup> UK comments that this paragraph is a repetition.

<sup>42</sup> See comments Canada under Rule 13.

Election of any Task Force Bureau shall normally be undertaken at the same Session as elections for the IPCC Bureau unless the Panel has decided otherwise. Task Force Bureau members shall be elected after all members of the IPCC Bureau are elected<sup>44</sup>.

## Rule 16

All elections shall be held by secret ballot, unless otherwise decided by the Panel at the Session. When there is one candidate only for a given position, or there is the same number of candidates as offices<sup>45</sup> to be filled, candidates may be declared elected without a ballot<sup>46</sup> if the Panel so decides<sup>47</sup>.

*[Secretariat Explanation: WMO rules and practice have it that when there is only one candidate for a post or office or an equal number of candidates as posts to be filled, candidates are declared elected without a vote as of right. The initial proposal of the IPCC Rules of Procedures was consistent with this principle. However, the rule eventually adopted provides that elections without a vote are at the discretion of the Panel. Rule 24 relating to the election without a vote where there is regional consensus is similarly drafted as a discretionary power of the Panel. This discretionary power is in line with the general principle whereby the Panel may wish to use the vote as an expression of its confidence in or level of support for a candidate, even if it has no other choices of candidates. The proposed addition aims at clarifying the cases where the Panel may use its discretion to declare a candidate elected without a vote.]*

## Rule 17

Each delegation of a Member of the IPCC represented in the Panel Session shall have one vote. ~~The Principal Delegate of a Member of the IPCC shall have the right to vote or to designate any other member of the same delegation to vote on his/her behalf.~~ Unless otherwise specified in the credentials of a Member of the IPCC, any member of a delegation accredited to the Session will be deemed to be authorized to take part in any vote on behalf of the Member concerned.<sup>48</sup>

*[Secretariat Explanation: When conducting a roll-call vote, the Presiding officer or the Secretariat do not call one by one the principal delegate or the designated substitute of each Member by their name; they rather invite a country to cast a vote, each country being free to designate the member of its delegation who can exercise its voting rights. The formulation proposed aims at aligning the rule with current practice in order to simplify the administration of credentials and to avoid the difficulties that would arise for many countries if the existing rule was strictly applied – for instance, inability of a country to take part in a vote because the principal delegate is not present when called and has not designated a substitute; absence of the principal delegate and substitute at a night sitting at which another member of the delegation is nevertheless present, etc.]*

## VII. Nominations

### Rule 18

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<sup>43</sup> See comments Japan under Rule 14.

<sup>44</sup> Australia suggests that with new par. e of Rule 14, the last sentence of Rule 15 is no longer needed.

<sup>45</sup> Australia suggests to use “position” rather than “office(s)”.

<sup>46</sup> Australia suggests to use “a vote” rather than “a ballot”.

<sup>47</sup> Canada comments that the phrase “if the Panel so decides” leaves the method by which the Panel makes decisions vague. The Rules do not make linkages back to the Principles Governing IPCC Work, although they are an Appendix to the Principles. The Rules could include a preamble indicating that the Principles Governing IPCC Work are the basis for all actions during Bureau elections (consensus-based procedures).

<sup>48</sup> Brazil comments that : It is neither safe for the process nor for the members of IPCC, having any member of a delegation accredited to the session being deemed to be authorized to take part in any vote on behalf of the Member concerned. Brazil prefers to retain the authority of Principal Delegate to vote or to designate other member of the same delegation to vote on his/her behalf.

Nominations for the position of the IPCC Chair, the IPCC Bureau and any Task Force Bureau are to be made by the government<sup>49</sup> of a Member of the IPCC.<sup>50</sup>

## Rule 19

All nominees for election to the IPCC Bureau or any Task Force Bureau shall have relevant scientific, technological or socio-economic expertise. Curriculum vitae of all nominees shall be submitted to the Secretariat and made available<sup>51</sup> to delegations accredited<sup>52</sup> to the Session Members of the IPCC before the elections.<sup>53 54</sup>

*[Secretariat Explanation: The compilation of the CVs of nominees – usually a document exceeding a hundred pages - is distributed in-session only. The obligation on the Secretariat should therefore be limited vis-à-vis Members present at the IPCC Session, and not all 194 countries to which IPCC's membership is open]*

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.  
(Secretariat explanation: see par. 9 of Annex C, the Terms of Reference of the Bureau).

## Rule 20<sup>55 56</sup>

(a) The Secretary of the IPCC shall invite Members of the IPCC to submit to the IPCC Secretariat written nominations and accompanying curriculum vitae of nominees for the IPCC Chair, as well as a Disclosure Form in accordance with the IPCC Policy on Conflict of Interest<sup>57</sup>, six months or more before the scheduled election of the IPCC Chair, unless Rule 11 applies.<sup>58</sup>

(b) The Secretary of the IPCC shall invite Members of the IPCC to submit to the IPCC Secretariat written proposals and accompanying curriculum vitae of nominees for all other relevant IPCC Bureau and Task Force Bureau (other than the IPCC Chair) or any Task Force Bureau positions six months or more before the scheduled election of the IPCC Bureau (other than the IPCC Chair) or a Task Force Bureau, as well as a Disclosure Form in accordance with the IPCC Policy on Conflict of Interest.<sup>59</sup>

(c) Nominations should be submitted in writing to the Secretariat ~~Members of the IPCC wishing to make a nomination shall submit in writing to the IPCC Secretariat between the date of the invitation from the Secretary of the IPCC up until at least one month before a scheduled election, the names of the nominees that it is nominating or proposing pursuant to paragraphs (a) or (b), above.~~ The

<sup>49</sup> Netherlands suggests to delete “the government of”.

<sup>50</sup> UK comments that there is no guidance on how much time is required in which to make nominations and who starts the ball rolling.

<sup>51</sup> UK comments that there is an inconsistency in rule 19 and that nominees should be informed if and how their details will be made available.

<sup>52</sup> UK suggests to replace word “accredited” by word “attending”.

<sup>53</sup> Brazil does not agree with the revision of this rule. Before the elections, Curriculum vitae of all nominees should be submitted to the secretariat and made available to all **Members of the IPCC**, instead of to **delegations accredited to the Session**, as it has been proposed. It is relevant having all countries being invited to evaluate the curriculums.

<sup>54</sup> China comments that in order to reflect equity, all the required information concerning any nominees should be made open to all Members. The accessibility to such information cannot be denied with an excuse that the Member state is not able to attend the meeting.

<sup>55</sup> Netherlands suggests to use numbering of items (paragraphs) and not alphabetical order.

<sup>56</sup> Peru suggests that the invitation for nominations should come from the IPCC Chair.

<sup>57</sup> In accordance with the Decisions of the Panel at its 33<sup>rd</sup> and 34<sup>th</sup> Sessions.

<sup>58</sup> UK comments that Rule 11 has no information on process.

<sup>59</sup> In accordance with the Decisions of the Panel at its 33<sup>rd</sup> and 34<sup>th</sup> Sessions.

IPCC Secretariat shall make ~~a~~every reasonable effort to post the names of persons ~~so~~ nominated ~~or proposed~~, as well as the identity of the Members making the nomination ~~or proposal~~, and the curriculum vitae of the person nominated, on the IPCC's web site in a time frame<sup>60</sup> that will facilitate consideration of such persons by Members of the IPCC.

(d) Members of the IPCC may also nominate a person for the IPCC Chair, the IPCC Bureau or the Task Force Bureau by making oral representations to the Panel at the IPCC Session at which an election is to be held. Individuals so nominated must provide a curriculum vitae, **as well as a Disclosure Form in accordance with the IPCC Policy on Conflict of Interest<sup>61</sup>**, for distribution to the Panel at the time of nomination<sup>62 63 64</sup> ~~[The IPCC may fix a time limit for the submission of new nominations during the Session.]~~

*[Secretariat Explanation: Changes to paragraphs (b) and (c) are for clarity purposes, it being understood that the one month period referred to in paragraph (c) cannot be mandatory, as Members continue having the possibility of submitting candidatures during the session of the Panel. However, the text proposed in paragraph (d) is intended to give the Panel the power to set a time limit for the submission of nominations. Indeed, practice has shown that at the opening of an Election Session of the Panel, there might not be sufficient nominations for the number of positions available to each region, thus the need to allow for last minute nominations. At the same time, the possibility under Rule 20(d) and 23 as at present in force to submit nominations up to the time when the election procedure has started, has proved to be counterproductive, as it can jeopardize negotiations and agreements reached within or between the regions. The Panel may therefore wish to consider introducing a time limit for the presentation of nominations. This could be a general fixed time limit (for instance midnight of the opening day of the Session at which elections are held) or adapted to the circumstances (a time limit for each position or group of positions to be elected, to be determined directly by the Panel or on the recommendation of its Nominations Committee). It should also be noted that the WMO context from which the possibility to present nomination orally has been inspired does not correspond to the considerations at issue for the IPCC Bureau election.]*

*[Task Group Co-Chairs Comments: Commenters on this rule preferred to retain the flexibility inherent Rule 20(d) and 23, and suggested deleting the final proposed sentence of Rule 20. Commenters also expressed the desire to be able to review curriculum vitae of nominees prior to the Session. Other changes for clarity.]*

## Rule 21<sup>65</sup>

<sup>60</sup> UK comments that this is inconsistent with Rule 20.

<sup>61</sup> **In accordance with the Decisions of the Panel at its 33<sup>rd</sup> and 34<sup>th</sup> Sessions.**

<sup>62</sup> Canada prefers to have a nomination deadline and proposes that the outgoing Bureau creates a nominations committee at the last Bureau meeting prior to the electoral Session to ensure that the slate of nominated candidates provides adequate regional and gender balance.

<sup>63</sup> Japan supports the comments of Task Group Co-Chairs for the deletion of the last sentence of Rule 20 d), but to set certain deadline for providing CVs would be necessary to avoid unexpected confusion and to clarify the procedure, an example of such deadline would be before the start of voting.

<sup>64</sup> Sweden suggests to have a nomination deadline and to delete Rule 20 (d) and Rule 23.

<sup>65</sup> Netherlands suggests to replace Rule 21 as follows:

“At a Session where an election is being held and where there is more than one candidate for any position, the Panel shall establish a Nominations Committee for the duration of the Session. Each Region shall nominate two representatives to serve on the Nominations Committee. Members of the IPCC that will nominate candidates for positions on the IPCC Bureau or Task Force Bureau will abstain from nominating a representative to serve on the Nominations Committee, unless this will result in too few representatives from that region. The Nominations Committee members shall choose a Chair from among their members. The Nominations Committee may invite other persons to attend its meetings, who shall have consultative status. The Nominations Committee shall prepare and submit to the Panel a list of Nominees for each position for which an election is to be held.\* Any nominee that has the support of a Member of the IPCC shall be

If the Panel decides at a Session when an election is being held to establish a Nominations Committee<sup>66</sup> for the duration of the Session, each Region shall nominate two representatives to serve on the Committee. The Committee members shall choose a ~~developed and developing country co~~-Chair from among their members. The Nominations Committee may invite other persons<sup>67</sup> to attend its meetings with consultative status<sup>68</sup>. The Nominations Committee shall prepare and submit to the Session a list of Nominees for each office for which an election is to be held. Any nominee that has the support of a Member of the IPCC shall be included on the list of nominees. ~~To the extent possible, the lists prepared by the Nominations Committee shall be made available to the Panel, to the extent possible in writing.~~ ~~A representative of the Secretariat may be invited to attend the Nominations Committee with consultative status.~~<sup>69</sup>

*[Secretariat Explanation: The Panel may wish to consider providing for the mandatory constitution of a Nominations Committee, instead of its optional nature at present. It may also wish to provide for a single Chair appointed by the Committee, rather than the two Co-Chairs, a practice that has shown some drawbacks and operational difficulties in practice. At the 29th Session of the Panel, some delegations also stressed the need for a better definition of the terms of reference of the Nominations Committee]*

*[Task group Co-Chairs Comments: We invite the Panel to consider the need for further guidance on the functions of the Nominations Committee. Members of the Task Force commenting on the question of a single chair or co-chairs preferred go retain co-chairs. The change to last sentence for clarity.]*

*[Secretariat Explanation: During IPCC 29, a request was made for the reports/lists of the Nominations Committee to be distributed in writing. In view of the limited duration of the sessions of the Panel and the time and resources necessary to produce and distribute reports in writing, a general requirement for all reports to be distributed in writing would appear impracticable. Whenever such distribution is not possible, efforts will be made to make such lists/reports readily available through projection of the text in the meeting room or posted on the Website].*

## Rule 22<sup>70</sup>

Prior to each election for a position, or group of positions, a list of the candidates ~~to be elected~~~~voted upon~~ shall be compiled by the Presiding Officer of the meeting. The list will comprise the nominations contained in the list of the Nominations Committee, if it was established. If not<sup>71</sup> the list

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included in the list of nominees. The Nominations Committee shall draft reports on its decisions. The lists and reports prepared by the Nominations Committee shall be made available to the Panel, *to the extent possible* in writing.”

\*This part requires further elaboration to the process of creating the list of nominees and the regional balance within the IPCC Bureau. The Nominations Committee prepares a list of nominees in order to allocate the nominated candidates to the positions of the Bureau in accordance with the regional balance (as specified in Annex B). To increase transparency a definition of the function(s) of the Nominations Committee should be included in which a reference is made to the regional balance. Furthermore guidance on the functions of the Nominations Committee should be included to inform members of the Committee and the Panel on the procedures of the Committee.

<sup>66</sup> UK comments that the role of the Nominations Committee has always been rather obscure and that the IPCC needs a clearer view on what it can and cannot do.

<sup>67</sup> China would like to have a definition of “other persons” who might be invited to attend the meetings.

<sup>68</sup> UK comments on meaning of persons attending with consultative status. What will their job be?

<sup>69</sup> Canada recommends that Terms of Reference be developed for the Nominations Committee in order to increase the transparency of their operations.

See also comments under Rule 20 where Canada proposes a fixed deadline for nominations to reduce the operational challenges with distributing the Nominations Committee’s list/reports in writing. Written distribution should be a requirement and Canada suggests to remove the phrase “to the extent possible” from Rule 21.

<sup>70</sup> Canada suggests to combine Rule 22 with a revised Rule 21.

<sup>71</sup> Netherlands suggests to add a comma after “not”.

will comprise nominations received by the IPCC Secretariat from IPCC Members. ~~The list shall include only the names of those persons who have stated that they are willing to be included among the candidates for election.~~

*[Secretariat Explanation: The provision proposed for deletion replicates a WMO rule that does not seem necessary in the IPCC electoral context, as it can be assumed that candidates whose CV have been circulated are aware and willing to accept their nominations.]*

### Rule 23<sup>72 73</sup>

Other nominees may be added to the list following any oral ~~representations~~ to the Panel made by any IPCC Member at the Session<sup>74</sup> while the list of nominations remains open. ~~¶~~The list of nominations shall remain open until the Presiding Officer formally announces that the election procedure has started.~~¶~~

*[Secretariat Explanation: See note under Rule 20 – if a time limit is introduced for the submission of nominations, the second sentence of Rule 23 would become redundant]<sup>75</sup>*

*[Task Group Co-Chairs Comments: Those commenting supported retaining this sentence. Assuming further work on Rule 21, would be useful to clarify role of nominating committee on late nominations.]*

### Rule 24

Where there is consensus support from a Region for the nominees proposed by that Region for Bureau positions, those nominees may be elected without a vote~~ballots~~, provided that the positions do not conflict with those potentially available to another region.<sup>76</sup> If a regional consensus cannot be obtained, elections for these positions shall be held.<sup>77 78</sup>

*[Secretariat Explanation: This provision as at presently drafted was a major cause for confusion during IPCC-29; thus the need to clarify that regional consensus can only be accepted where the positions at issue do not conflict with the interest of other regions]*

### Rule 24bis

In order to facilitate regional consultations, provision will be made at sessions at which elections are held for each region to meet immediately after~~prior to~~ the opening of the Session with a view to:<sup>79</sup>

- (a) designating the representative of the region to the Credentials Committee;
- (b) designating the two representatives of the region to the Nominations Committee;

<sup>72</sup> As per Canada's comments on Rule 20. Rule 23 could be deleted if a nomination deadline is set.

<sup>73</sup> As per Sweden's comments on Rule 20 (d) Rule 23 could be deleted if a nomination deadline is set.

<sup>74</sup> Australia suggests to insert: "in accordance with Rule 20".

<sup>75</sup> UK notes that the issue is surely that candidates state or sign that they agree to abide by the IPCC rules of procedure and that they declare any potential conflicts of interest.

<sup>76</sup> UK raises the question if this is always clear? If there is conflict, a formal vote may be necessary.

<sup>77</sup> Australia suggests rewording : Where there is a consensus ~~support-proposal~~ from a Region for the ~~nominees proposed by positions available to~~ that Region ~~for Bureau positions~~, those nominees may be elected without a vote, provided that in so doing no ~~the positions do not conflict with those potentially available to another~~ region is disadvantaged

<sup>78</sup> : Brazil does not support the revision of this rule. If a regional consensus is obtained it must be accepted without restriction. The sentence "provided that the positions do not conflict with those potentially available to another region" would bring elements of confusion.

<sup>79</sup> Canada prefers to hold regional consultations after the opening of the Session rather than prior to the Session.

- (c) considering the nominations to the IPCC and Task Force Bureaux positions from the region.

Each region may thereafter hold meetings during the Session as required.<sup>80 81 82 83</sup>

*[Secretariat Explanation: The Panel may wish to consider adding a new provision to the Rules to formalize the meetings of the regions, including a meeting prior to the opening of the Plenary in order to facilitate the immediate conduct of business by the Panel]*

*[Task Group Co-Chairs Comments: Comments highlighted that holding such consultations “immediately after” the opening of the Session enables the Chair to provide guidance and clarity about administration of the meeting and the status of nominations prior to regional group meetings.]*

## **Rule 24ter**

The Panel shall decide at its Session preceding that<sup>84</sup> Session at which the IPCC and Task Force Bureaux are elected, whether candidates nominated for those IPCC and Task Force Bureaux positions should be present during the session at which the elections are held as well as the financial arrangements for such presence.<sup>85 86 87 88 89</sup>

*[Secretariat Explanation: The Panel may wish to consider whether to include a reference to the presence of candidates to Bureau positions during electoral Sessions, and in the affirmative any arrangements for the payment of the candidates travel costs. For instance, the Panel could financially support the attendance of up to two persons from each developing country and from countries in economies in transition. The estimated cost for the attendance of 30 additional persons as candidates would amount to approximately ..... CHF]*

## **VIII. Elections – voting procedures**

### **Rule 25**

In all voting by secret ballot, two tellers selected from among the Delegates present shall be appointed by the Presiding Officer to count the votes. Before voting begins, the ~~Secretariat presiding officer of the meeting~~ shall hand to the two tellers the list of Members of the IPCC present at the

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<sup>80</sup> Australia comments: “The formalisation of regional consultations appears beneficial as it will allow for time to be scheduled for meetings. We do not support the additional provision suggested by the Secretariat for meetings prior to the opening of the Plenary.”

<sup>81</sup> Netherlands suggests that the regional consultations will be chaired by the current chair of that region within the WMO.

<sup>82</sup> Peru welcomes formalization as suggested in Rule 24bis.

<sup>83</sup> UK comments this is more like a standing order – is this the right place for it? Also, won’t this increase meeting costs, for example, a waste of translation resources whilst regional groups conduct meetings.

<sup>84</sup> Netherlands suggests that the word “that” be replaced by the word “the”.

<sup>85</sup> Australia comments: “As this issue is largely around Co-Chairs and IPCC Vice-Chairs we suggest adding ‘whether some or all of the candidates...’ to allow flexibility”.

<sup>86</sup> Canada supports the requirement of attendance of nominees during the electoral Session. Per Canada’s comments under Rule 20, the establishment of a deadline for nominations in advance of the session would make the candidate’s attendance at the Session easier.

<sup>87</sup> Madagascar supports requirement of presence of nominated candidates at the electoral Session.

<sup>88</sup> Peru comments that Rule 24ter is not necessary.

<sup>89</sup> UK notes that it would be better to just have a set rule for whether they should be present or not, rather than deciding every time.

Session [whose credentials have been accepted](#) and the list of candidates, prepared in accordance with the provisions of Rule 22.<sup>90 91</sup>

*[Secretariat Explanation: Drafting changes suggested for greater clarity]*

## Rule 26

The Secretariat shall distribute a voting slip to each delegation.<sup>92</sup> Each voting slip shall be of the same size and colour without distinguishing marks.<sup>93 94</sup>

## Rule 27

The tellers shall satisfy themselves and the delegations that the ballot box is empty and lock it.

## Rule 28

Members of the IPCC shall be called in turn to vote in [the English](#) alphabetical order [of the Members whose credentials have been accepted in accordance with rules 5 and 6 above](#)<sup>95</sup>. At the conclusion of the calling of the Members of the IPCC, the presiding officer<sup>96</sup> of the meeting shall ensure that all the Members of the IPCC ~~accredited; present~~ have been called [to vote](#).<sup>97 98</sup>

*[Secretariat Explanation: It is proposed to codify the existing IPCC practice to follow the English alphabetical order, as in-session documents, including the report of the Credentials Committee on the basis of which voting lists are drawn, are produced in English only. The new text is also intended to clarify that only Members accredited will be called to vote.]*

## Rule 29

After the ballot box has been opened the tellers shall immediately count the voting slips in the presence of the meeting. The voting slips shall be destroyed after the announcement of the results by the presiding officer<sup>99</sup> and its acceptance by the meeting.<sup>100 101</sup>

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<sup>90</sup> Australia comments that assuming “Ballot” will be defined Rule 25 should end with ....”Rule 22 for the Ballot or Ballots.”

<sup>91</sup> UK raises the question who should take responsibility – surely it should be the Presiding Officer? Of course the Secretariat will be working in the background to make sure everything is in place but it would be good to ensure that the Presiding Officer takes responsibility for the whole process regardless of who does what in the background.

<sup>92</sup> Netherlands suggests that the first sentence of Rule 26 should read: “The Secretariat shall distribute to each delegation one voting slip per position”.

<sup>93</sup> Australia comments: The notion of a “vote” and/or “voting slip” is critical for interpretation of the current Rules, In particular, it is common place to use a single voting slip for multiple votes, for efficiency. Including a definition of ‘voting slip’ (as suggested above) would be beneficial so “voting slip” would become “Voting Slip”.

<sup>94</sup> As per comment under Rule 2, Canada suggests that the term “voting slip” be formally defined at the outset of the Rules.

<sup>95</sup> Netherlands suggests to add at the end of the first sentence of Rule 26: ...”by putting their voting slips in the ballot box.”

<sup>96</sup> Netherlands suggest to write “Presiding Officers” (capital letters).

<sup>97</sup> Australia: “presiding officer of the meeting” should become “Presiding Officer” with a definition.

<sup>98</sup> UK comments This is good but what will he/she do if they have not all been called or if for example, someone is temporarily not present?

<sup>99</sup> Netherlands suggest to write “Presiding Officers” (capital letters).

<sup>100</sup> Australia: a definition of a ‘voting slip’ would be useful to clarifying rule 29 and it should be noted that the tellers are actually counting votes recorded on the Voting Slips or Slips. The confusion between voting slips and votes was at the heart of several issues at the past election. ‘presiding officer’ should be ‘Presiding Officer’

<sup>101</sup> Canada suggests that the IPCC considers including a provision allowing for requests to recount votes. Such a provision would require a reasonable time period following the announcement of the results by the Presiding Officer and the destruction of the voting slips.

## Rule 30

A voting slip shall be invalid if it contains more names than the number of positions to be filled, or if it includes the name of any other person not appearing in the list of candidates as established by the Session in accordance with the provisions Rule 22.

## Rule 31

The presiding officer<sup>102</sup> shall announce to the Session the counting of the votes as reported by the tellers. After completion of the elections<sup>103</sup>, ~~the number of votes for each candidate, and the number of invalid and blank votes cast and abstentions the required majority shall be recorded in the report of the Session.~~ After completion of the elections, the number of votes for and against<sup>104</sup> each candidate and the number of abstentions shall be recorded in the report of the Session<sup>105 106</sup><sup>107 108 109 110 111</sup>

*[Secretariat Explanation: Drafting changes suggested for greater clarity; see also note to the definition of votes under Rule 2]*

*[Task group Co-Chairs Comments: changes reflect further drafting changes for clarification from Secretariat, and are in line with WMO Rule 62.]*

## Rule 32

Candidates shall be elected by a simple majority ~~of the votes cast~~. The simple majority shall be the next integer immediately above the half of the voting slips received, excluding abstentions and blank or invalid voting slips. Where the Panel decides to combine in a voting slip a ballot for two or more distinct positions, the tellers shall count the votes and determine the required majority separately in respect of each distinct position or group of positions<sup>112 113 114 115 116</sup>

<sup>102</sup> Netherlands suggest to write “Presiding Officers” (capital letters).

<sup>103</sup> Netherlands suggests to remove words: “After completion of the elections”.

<sup>104</sup> Netherlands suggests to remove words: ...“and against”.

<sup>105</sup> Sweden suggests to remove words: ...”and against” since you only count yes votes.

<sup>106</sup> UK notes that the IPCC does not vote against anyone.

<sup>107</sup> Argentina proposes the following text for Rule 31: The presiding officer shall announce to the Session the counting of the votes as reported by the tellers. After completion of the elections, the required majority shall be recorded in the report of the Session.

<sup>108</sup> Australia suggests to re-write the rule as: “Votes for a Ballot on a Voting Slip will be invalid if there are more votes cast than positions available for that Ballot. If the votes cast are fewer than the number of positions available the vote remains valid. The votes cast on a Ballot on a Voting Slip will be invalid if the Voting Slip contains any alteration to, or modification of the Ballot.”

<sup>109</sup> Canada proposes to delete the words “and against”. Votes can only be cast for a nominee – it is not possible to cast votes against.

<sup>110</sup> Sweden comments that there is a duplication in the second sentence.

<sup>111</sup> UK suggests to add “and the number of invalid papers”.

<sup>112</sup> Argentina proposes to delete: “abstentions and” in Rule 32.

<sup>113</sup> Australia proposes to re-write rule as: Candidates shall be elected by a simple majority for any Ballot. The simple majority shall be the next integer immediately above the half of the ~~voting slips valid ballots (unless voting slips are invalid if any part of it is invalid, in which case the number of slips equals the number of ballots)~~ received, excluding abstentions and blank or invalid ~~voting slips~~ballots. ~~Where the Panel decides to combine in a voting slip a ballot for two or more distinct positions~~Ballots, the tellers shall count the ~~vote~~Ballots and determine the required majority separately in respect of each ~~distinct position or group of positions~~Ballot.

<sup>114</sup> Canada suggests that separate voting slips be required for each ballot and for each Bureau position. Combined voting slips increase the risk of invalidation (as identified under Rule 30) since the entire slip shall be invalid if it contains more names than the number of positions to be filled or if it includes the names of people not appearing on the list of candidates.

Per comment under Rule 2, it is suggested that the terms “simple majority” and “voting slip” be formally defined at the outset of the Rules.

<sup>115</sup> Netherlands suggests to remove last sentence: “Where the Panel ... group of positions”.

*[Secretariat Explanation: As requested during IPCC-29, the proposed addition is intended to allow for the possibility of combining several votes in a single ballot paper while at the same time providing to the extent possible for the discrete counting of invalid and blank ballots in respect of each distinct position or group of positions. Moreover, the Panel may wish to append to the Rules of Procedures the guidelines governing the task of the tellers in the interest of transparency and legal certainty].*

*[Task group Co-Chairs Comments: Secretariat provided drafting for clarification at the request of the chairs.]*

### **Rule 33**

The candidate who obtains a simple majority as described in Rule 32 shall be declared elected. If, in the first ballot, no candidate obtains a simple majority, a second ballot, which shall be restricted to the two candidates who obtained the highest numbers of votes in the first ballot, shall be held. However, if any other candidate has obtained the same number of votes in the first ballot as the second candidate, he/she shall also be included in the second ballot.<sup>117</sup>

### **Rule 34**

~~If the number of candidates securing a simple majority exceeds the number of positions to be filled, those candidates who obtained the highest number of votes (to the extent of the number of positions to be filled) shall be declared elected.~~

### **Rule 35**

~~If the number of candidates who obtained a simple majority during the first ballot is less than the number of positions to be elected, those who obtained the simple majority shall be declared elected and a further ballot shall be held to fill the remaining positions.~~

### **Rule 36**

~~In the subsequent ballot, the list of candidates shall comprise those not previously elected who secured the highest number of votes in the previous ballot, but the number of candidates in the list shall not be greater than twice the number of positions to be filled. However, if in the previous ballot, any candidate has obtained the same number of votes as the last candidate in the list, he/she shall also be included in the list. The procedures applicable to the results of the first ballot shall be applied to those of the second ballot.~~

*[Task Group Co-Chairs Comments: It was pointed out that so long as each position is voted upon separately, as provided for in draft revisions in Rule 32, there can only be one candidate obtaining a simple majority. If the voting is on more than one position, then there can never be more candidates with a simple majority than the number of positions to be filled. Rule 34 and 35 do not make sense in this context. Since Rule 36 is based on Rule 34 and 35, Rule 36 should be deleted as well.]<sup>118 119 120</sup>*

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<sup>116</sup> UK comments that this would still lay open the possibility for ambiguity about invalid voting slips and thinks it would be simpler and more robust to have one vote per piece of paper. Of course Members could be handed more than one slip at a time if there were more than one vote.

<sup>117</sup> Australia suggests that if there are multiple positions to be filled the rule should read: AThe candidate who obtains a simple majority as described in Rule 32 shall be declared elected. If, in the first ballot, no candidate obtains a simple majority, a second ballot, which shall be restricted to the ~~two~~ candidates who obtained the highest numbers of votes in the first ballot up to a number one more than the number of positions being filled, shall be held. However, if any other candidate has obtained the same number of votes in the first ballot as ~~the second~~ a candidate on the ballot, he/she shall also be included in the second ballot.

<sup>118</sup> Australia comments that Rule 32 and 33 need to be clarified before the deletion of Rules 34, 35 and 36 can be agreed.

<sup>119</sup> Canada agrees that Rules 34, 35 and 36 could be deleted.

## Rule 37

Similar ballots shall be held as necessary until all positions on the IPCC Bureau and any Task Force Bureau have been filled.

## Rule 38

Whenever more than one ballot is necessary in the elections described in Rules 32,33<sup>121</sup> [, and 34] and where any of the ballots results in the attainment of a number of positions for a Region which is equal to the maximum under the provisions of the regional balance determined by the Panel, the names of all the remaining candidates from that Region shall be deleted from the list of candidates for the next ballot.<sup>122</sup>

## Rule 39

If, in a ballot, a decision is not reached between two or more candidates because they have obtained the same number of votes, another ballot shall be held and, if no decision is reached in this new ballot, the decision between those candidates shall be made by drawing lots.

## IX. Amendments and suspension

### Rule 40

These Rules of Procedures, including its Annex B, or Annexes may be amended only by the Panel.<sup>123 124 125</sup>

*[Secretariat Explanation: IPCC is an open-ended body, open to the participation of any Members of the WMO and the UN. The list of Members is included in Appendix A and may vary without requiring the approval of the Panel. It is therefore proposed to exclude Annex A from the scope of Rule 40]*

*[Task Group Co-Chairs Comments: Commenters preferred to retain the authority to amend Annex A]*

### Rule 41

Any amendments proposed to these Rules of Procedures submitted by Members of the IPCC or by the IPCC Bureau should be communicated to all Members of the IPCC at least eight weeks before they are submitted to the IPCC Session.

### Rule 41bis

~~The Panel may in special cases suspend in whole or in part any of the provisions of the present Rules, including Annex B. Except with the unanimous consent of the Panel, no suspension can become effective before the meeting following that at which the suspension is initially proposed. If requested by more than one delegation present at the Session, the proposed suspension shall be distributed in writing. A suspension shall be valid in respect of the Session at which it is decided.~~

<sup>120</sup> Peru agrees that Rules 34, 35 and 36 could be deleted.

<sup>121</sup> Netherlands suggests to write: Rule 32 and 33.

<sup>122</sup> Australia comments that Rule 32 and 33 need to be clarified before the deletion of [, and 34] can be agreed.

<sup>123</sup> Argentina suggests not to mention Annex A in Rule 40.

<sup>124</sup> Brazil does not support the revision of this rule and prefers to retain the authority to amend Annex A, Annex B or other annexes.

<sup>125</sup> Canada comments that it is preferable to retain the authority of the Panel to amend Annex A.

*[Secretariat Explanation: During IPCC 29 the question arose as to whether the Panel could amend or suspend its Rules of Procedure with immediate effect. The text in rule 41bis is intended to afford that possibility subject to certain procedural safeguard].*

*[Task group Co-Chairs Comments: This was seen by many on the Task Group to create more problems than it solved, and it is suggested to delete the rule.]<sup>126 127 128</sup>*

#### **Rule 41ter**

~~If the Panel decides to vote using electronic means, Rules 25 to 31 will be adjusted to the extent required to conduct the vote electronically.~~

*[Secretariat Explanation: The Secretariat intends to explore the possibility of using one of the electronic voting systems used by other international organizations for the next IPCC Bureau elections. The use of electronic devices would require adjustments to certain rules, in particular those regarding the actual ballot papers, the tellers and the counting of the votes].*

*[Task Group Co-Chairs Comments: comments indicated a preference to introduce such procedures in line with Rule 41, rather than making it explicit in the rules at this stage.]<sup>129</sup>*

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<sup>126</sup> Argentina supports view to delete proposed Rule 41bis.

<sup>127</sup> Canada agrees that Rule 41bis and 41ter can be removed in keeping with the Task Group's recommendations.

<sup>128</sup> Peru agrees that Rule 41bis and 41ter could be deleted.

<sup>129</sup> As to electronic voting system, we support the last comment by Task Group Co-Chairs that indicated a preference to introduce certain procedure in line with Rule 41, rather than making it explicit in the rules at this stage.

## Annex A

### IPCC MEMBERS GROUPED ACCORDING TO WMO REGIONS

(As at September 2008)

This Annex will be reviewed by the Secretariat as required to reflect any change in the membership of each region or in the overall membership of the WMO or the United Nations in time for any election.

Region I	- Africa
Region II	- Asia
Region III	- South America
Region IV	- North America, Central America and the Caribbean
Region V	- South-West Pacific
Region VI	- Europe

For the purposes of the elections to the IPCC Bureau and any Task Force Bureau, a Member can only belong to one region. Members in a Region shall be deemed to be those having their seat of government (capital) within the Region.

*[Secretariat Explanation: Drafting changes suggested for greater clarity]*

#### **AFRICA (Region I)**

(54 Members)

Algeria	Liberia
Angola	Libya
Benin	Madagascar
Botswana	Malawi
Burkina Faso	Mali
Burundi	Mauritania
Cameroon	Mauritius
Cape Verde	Morocco
Central African Republic	Mozambique
Chad	Namibia
Comoros	Niger
Congo, <a href="#">Republic of the</a>	Nigeria
Côte d'Ivoire	Rwanda
Democratic Republic of the Congo	Sao Tome and Principe
Djibouti	Senegal
Egypt	Seychelles
Equatorial Guinea	Sierra Leone
Eritrea	Somalia
Etiopía	South Africa
Gabon	South Sudan
Gambia	Sudan
Ghana	Swaziland
Guinea	Togo
Guinea Bissau	Tunisia
Kenya	Uganda
Lesotho	United Republic of Tanzania
	Zambia
	Zimbabwe

## **ASIA (Region II)**

(32 Members)

Afghanistan	Mongolia
Bahrain	Myanmar
Bangladesh	Nepal
Bhutan	Oman
Cambodia	Pakistan
China	Qatar
Democratic People's Republic of Korea	Republic of Korea
India	Saudi Arabia
Iran, Islamic Republic of	Sri Lanka
Iraq	Tajikistan
Japan	Thailand
Kazakstan	Turkmenistan
Kuwait	United Arab Emirates
Kyrgyzstan	Uzbekistan
Lao People's Democratic Republic	Vietnam
Maldives	Yemen

## **SOUTH AMERICA (Region III)**

(12 Members)

Argentina	Guyana
Bolivia	Paraguay
Brazil	Peru
Chile	Suriname
Colombia	Uruguay
Ecuador	Venezuela, <a href="#">Bolivarian</a>

## **NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN (Region IV)**

(23 Members)

Antigua and Barbuda	Haiti
Bahamas	Honduras
Barbados	Jamaica
Belize	Mexico
Canada	Nicaragua
Costa Rica	Panama
Cuba	Saint Kitts and Nevis
Dominica	Saint Lucia
Dominican Republic	Saint Vincent and the Grenadines
El Salvador	Trinidad and Tobago
Grenada	United States of America
Guatemala	

## **SOUTH-WEST PACIFIC (Region V)**

(22 Members)

Australia	Palau
Brunei Darussalam	Papua New Guinea
Cook Islands	Philippines
Fiji	<del>Singapore</del>
Indonesia	Samoa
Kiribati	<u>Singapore</u>
Malaysia	Solomon Islands
Marshall Islands	Timor-Leste
Micronesia, Federated States of	Tonga
Nauru	Tuvalu
New Zealand	Vanuatu
Niue	

## **EUROPE (Region VI)**

(~~52~~4 Members)

Albania	Liechtenstein
Andorra	<del>The former Yugoslav Republic of</del>
Armenia	<del>Macedonia</del>
Austria	Malta
Azerbaijan	<u>Moldova</u>
Belarus	Monaco
Belgium	<u>Montenegro</u>
Bosnia and Herzegovina	Netherlands
Bulgaria	Norway
Croatia	Poland
Cyprus	Portugal
Czech Republic	<del>Republic of Moldova</del>
Denmark	Romania
Estonia	Russian Federation
Finland	San Marino
France	Serbia <del>and Montenegro</del>
Georgia	Slovakia
Germany	Slovenia
Greece	Spain
Hungary	Sweden
Iceland	Switzerland
Ireland	Syrian Arab Republic
Israel	<u>The former Yugoslav Republic of</u>
Italy	<u>Macedonia</u>
Jordan	Turkey
Latvia	Ukraine
Lebanon	United Kingdom of Great Britain & Northern
Luxembourg	Ireland
Lithuania	

## Annex B<sup>130</sup>

### Composition of the IPCC Bureau and Task Force Bureau (as agreed in April and September 2008~~April 2002~~)

This annex will be amended in line with relevant decisions of the Panel.

#### I. IPCC Bureau

The IPCC Bureau is composed of 30 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. three Working Group Bureaux, each with two Working Group Co-Chairs and six Working Group Vice-Chairs<sup>131</sup>.

Subject to the ~~The following overall current~~ regional balance within of the IPCC Bureau ~~is as follows~~:

Region I: 5 positions  
Region II: 5 positions  
Region III: 4 positions  
Region IV: 4 positions  
Region V: 3 positions<sup>132</sup>  
Region VI: 8 positions

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

- the three IPCC Vice-Chairpersons are appointed from different regions [including at least one from a developing country]
- all members of the Bureau are of different nationalities:<sup>133</sup>
- one Co-Chair in each Working Groups and in the Task Force Bureau is elected from a developing country.
- 

<sup>130</sup> Canada comments that Annex B need to be revised to be consistent with the option that is ultimately selected under Rule 7. In filling posts for IPCC Vice-Chairs and WG Co-Chairs, Canada suggests that “developing countries” be changed to “developing countries/economies in transition”. It would therefore be helpful if the Rules pointed to a reference for how DC/EITs are defined under the WMO or UN system.

The footnote of Annex B should acknowledge the temporary decision by the IPCC to increase the Bureau to 31 members.

<sup>131</sup> In accordance with the decision of the 29th Session of the Panel (Geneva, September 2008), the Bureau of Working Group III (Mitigation) is exceptionally composed of three Co-Chairs and five Vice-Chairs for the term of office corresponding to the Fifth Assessment Report.

*[Exceptional decision of IPCC 29 concerning the composition of the Bureau of WG-3 for the Fifth Assessment Report]*

<sup>132</sup> Australia suggests that Region V’s positions should be stated as 3-4 positions to comply with Rule 7. Each region requires a minimum of 4 positions to have the option of representation in all groups as per the principle in of Rule 7. Region V is currently the only region who is unable to have representation in all groups.

<sup>133</sup> Brazil expresses its concern on the revision of Annex B and doesn’t support that “all members of the Bureau are of different nationalities”. If there is consensus support from a Region for the nominees proposed by that Region, even being from the same nationality, this decision should be accepted.

- one Co-Chair in each Working Group and in the Task Force Bureau is elected from a country which is ready to host the Technical Support Unit.<sup>134</sup>
- appropriate targets are set to secure progressive gender parity.

In the circumstance where a Region V member is elected as an IPCC Vice-Chair, and as long as the total representation from Region V is limited to three members, there will no longer be a requirement to have a representative of Region V on each of the Working Group Bureaux.

*[Secretariat Explanation: See also the requirement in Rule 7 that each region has to be represented in the bureau of each Working Group. Proposed changes are intended to include new parameters in the composition of the various positions within the IPCC Bureau and Task Force Bureau. The Panel should adopt a definition of the concept developing country be it by reference to the UN scale or any other identifiable and objective list]*

*[Task Group Co-Chairs Comments: the proposed addition to clarifies an instance when the proposal under Rule 7 to have all regions represented on the bureau of each working group and task force cannot be met.]*<sup>135</sup>

The IPCC Chair does not represent a region.

## II. Task Force Bureau

The Task Force Bureau on National Greenhouse Gas Inventories is composed of the two 2-Co-Chairs elected to form part of the IPCC Bureau, and 12 members, 2 each of whom ich-should be drawn from each WMO Region.

## Annex C

### Terms of Reference of the Bureau<sup>136</sup>

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 Greenhouse Gas Inventories and the members of the Working Group Bureaux. The composition of, rules governing election to and membership of the Bureau and working Group Bureaux 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:

<sup>134</sup> Brazil comments that “one Co-Chair in each Working Group and (...) Technical Support Unit” is too restrictive.

<sup>135</sup> Sweden has some difficulty in the added blue text compared to Rule 7. In the new text in Annex B, only IPCC Vice chair is mentioned while in Rule 7 it says “Each WG Bureau and the group comprising IPCC Vice-chairs and Co-chairs of WGs and Task Group Bureau...” How does these two go together?

<sup>136</sup> In accordance with the Decision of the Panel at its 33<sup>rd</sup> Session.

- 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 Bureaux 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 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, 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; review requests for admission as observer organizations; and
  - e. perform other duties as may be assigned to it by the Panel.
6. The Working Group and Task Force Bureaux 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 Task Force on Greenhouse Gas Inventories 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.