

DECISIONS TAKEN WITH RESPECT TO THE REVIEW
OF IPCC PROCESSES AND PROCEDURES

GOVERNANCE AND MANAGEMENT

1. Introduction

This document reflects the Panel's consideration of the InterAcademy Council (IAC) proposals as discussed at the IPCC 32nd Session with respect to governance and management of the IPCC. It covers formation of an Executive Committee, the Term of Office of the Chair and the Working Group and Task Force Co-Chairs, and IPCC Vice Chairs, and the proposal concerning an Executive Director, as well as Terms of Reference of the IPCC Bureau. A proposal is made regarding elaboration of the Terms of Reference of the IPCC Secretariat.

2. Establishment of an Executive Committee

2.1 Noting the IAC recommendation:

- *The IPCC should establish an Executive Committee to act on its behalf between Plenary sessions. The membership of the Committee should include the IPCC Chair, the Working Group Co-Chairs, the senior member of the Secretariat, and 3 independent members, including some from outside of the climate community. Members would be elected by the Plenary and serve until their successors are in place.*

2.2 Recalling the decision of IPCC at its 32nd Session:

- *The Panel agreed to work toward establishing a formal body to provide governance functions that are necessary between sessions of the panel, strengthen coordination activities, and have oversight of the organisation's administration and communications; according to the mandate to be agreed in the 33rd Session.*
- *The Task Group should consider options for the implementation of the decision concerning the recommendation mentioning the establishment of an Executive Committee. These options include those for the **mandate, size, composition, functions and reporting** of the body referred to in this recommendation.*
- *The Task Group shall make recommendations on the options mentioned in decision II to the 33rd Session of the Panel, with a view to taking a decision.*

2.3 The Panel at its 33rd Session decided to establish an Executive Committee as defined in paragraphs 2.3.1 to 2.3.4.

- 2.3.1 The purpose of the Executive Committee is to strengthen and facilitate timely and effective implementation of the IPCC Programme of Work in accordance with the IPCC Principles and Procedures, and the decisions of the Panel and advice of the Bureau, as described in paragraph 2.3.2.

2.3.2 The Terms of Reference of the Executive Committee are as follows:

- a. Address urgent issues related to IPCC Products and Programme of Work that require prompt attention by the IPCC between Panel sessions;
- b. Undertake communication and outreach activities, in accordance with the IPCC Communication Strategy;
- c. Oversee the response to possible errors in completed assessments and other IPCC products, in accordance with the “IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports”;
- d. Strengthen coordination between Working Groups and Task Forces on activities and issues pertaining to the production of assessments and other relevant IPCC products; and
- e. Undertake other activities at the request of the Panel.

2.3.3 The Composition of the Executive Committee will be as follows:

- a. Members:
IPCC Chair (who will chair the Executive Committee)
IPCC Co-Chairs of Working Groups I, II and III and of the Task Force on Inventories
IPCC Vice Chairs
- b. Advisory Members:
Head of Secretariat
The four Heads of the Technical Support Units

2.3.4 The mode of operation of the Executive Committee will be in accordance with the following rules:

- a. The authority provided to the Executive Committee is vested in the body as a whole, and any Member of the Executive Committee who acts/speaks on its behalf must reflect and be consistent with the views of the Executive Committee and act in accordance with the Principles Governing IPCC Work, Communication Strategy and Policy on Conflict of Interest;
- b. The Members of the Executive Committee are expected to reach decisions by consensus. If, exceptionally on matters of particular urgency, consensus is not possible, the IPCC Chair may take the final decision, having regard to the weight of opinion in the Executive Committee. Any such decisions should be reported to the Panel;
- c. A quorum consists of two thirds of the Members as in paragraph 2.3.3 a;
- d. If the Chair cannot be present at a meeting of the Executive Committee he/she may nominate as chair an IPCC Vice Chair or another Member, if there are no Vice Chairs present;
- e. The Executive Committee may invite additional individuals to participate in a meeting of the Executive Committee;
- f. The Secretariat will provide administrative support to the Executive Committee. It will prepare a draft agenda in consultation with the Chair of the Executive Committee and normally make it available for information to the Panel and Bureau members in advance of those meetings;
- g. The Secretariat will prepare and make available the conclusions and decisions of the Executive Committee to the Panel and Bureau members as soon as possible, but not later than four weeks after the meeting;

- h. The Executive Committee is expected to meet regularly. Meetings should be planned to minimize travel and cost. Additional meetings may be convened at the request of the Chair or at least three Members of the Committee, as in paragraph 2.3.3 a. Meetings may be conducted in person or by electronic means;
- i. 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.

2.4 The Panel at its 33rd Session decided to review the terms of reference, the composition and the mode of operation of the Executive Committee before formation of the next Bureau.

3. Term of Office of the IPCC Chair, Working Group and Task Force on National Greenhouse Gas Inventories Co-Chairs, and the IPCC Vice Chairs

3.1 Noting the IAC recommendation:

- a. *The term of the IPCC Chair should be limited to the timeframe of one assessment.*
- b. *The terms of the Working Group Co-Chairs should be limited to the timeframe of one assessment.*

3.2 Recalling the decision of IPCC at its 32nd Session:

- *Requested the Task Group to consider issues related to the IAC recommendations on the term of the IPCC Chair and Working Group Co-Chairs, including continuity issues.*
- *Noted that any amendments to the existing IPCC Rules of Procedure for Elections could be applied only to subsequent elections.*
- *Requested the Task Group to report their recommendations to the 33rd Session for decision.*

3.3. The Panel at its 33rd Session decided to restrict the term of office for the IPCC Chair, Working Group and Task Force on National Greenhouse Gas Inventories Co-Chairs, and the IPCC Vice Chairs as follows:

3.3.1. The term of office for the IPCC Chair and Working Group and Task Force on National Greenhouse Gas Inventories Co-Chairs and IPCC Vice Chairs will be limited to one term in a particular office as defined by the Panel¹ (or another time period as defined by the Panel) 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.

3.3.2. The limitation of the term of office for the IPCC Chair, Working Group and Task Force on National Greenhouse Gas Inventories Co-Chairs and the IPCC Vice Chairs mentioned in paragraph 3.3.1. shall be applied for the next and subsequent terms.

3.4 The Panel at its 33rd Session decided to consider the issue of continuity from one IPCC Chair to the next as part of its review of election procedures.

¹ Currently the term of office is defined in the procedures of the IPCC as an assessment cycle for the preparation of a major IPCC assessment report.

4. Issues associated with the potential creation of an “Executive Director”

4.1 Noting the IAC recommendation:

The IPCC should elect an Executive Director to lead the Secretariat and handle day-to-day operations of an organization. The term of this senior scientist should be limited to the time frame of a single assessment.

4.2 Recalling the decision of IPCC at its 32nd Session:

(The Task Group) is requested to consider issues associated with the potential creation of a new post of an “Executive Director” to lead the Secretariat.

4.3 The Panel at its 33rd Session decided that:

4.3.1 The IPCC Head of Secretariat should continue to be an appointed position, and not elected, in keeping with UN practice.

4.3.2 The functions of the IPCC Head of Secretariat should remain largely as presently defined, but taking into account decisions on governance and management, communication, processes and procedures, and conflict of interest taken by IPCC at its 33rd Session.

4.3.3 The titles of the two senior posts of the Secretariat will be reviewed with a view to accurately reflecting their positions and responsibilities.

4.4 The Panel at its 33rd Session decided to review how the IPCC may participate in decisions on contract renewal, employment term limit, staff appraisal, and recruitment for senior staff, and initiates such a review at the 34th Session of the IPCC.

5. Terms of Reference of the Bureau

5.1 Noting that the functions of the Bureau evolved over several decisions of the Panel and did not exist in one set of terms of reference;

5.2 The Panel at its 33rd Session decided that the Terms of Reference of the Bureau are as contained in Annex A.

6. Terms of Reference of the Secretariat

6.1 Noting that the functions of the Secretariat were reviewed in 2008;

6.2 The Panel at its 33rd Session decided to elaborate Terms of Reference of the Secretariat and Technical Support Units (TSUs) for consideration at the 34th Session of the IPCC.

7. Extension of mandate of Task Group on Governance and Management

The Panel at its 33rd Session decided to extend the mandate of the Task Group on Governance and Management and requested it to deal with issues pending, including those mentioned in 6.2. The Task Group may involve the participation of countries over and above those that took on that responsibility at the IPCC 32nd Session.

Terms of Reference of the Bureau

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

Roles, responsibilities and qualifications of IPCC Bureau Members

7. Roles

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

8. Responsibilities

Members of the Bureau have responsibility to:

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

9. Qualifications

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