



INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE



INTERGOVERNMENTAL PANEL
ON CLIMATE CHANGE

TWENTY-THIRD SESSION
Addis Ababa, 8 April 2005

IPCC-XXIII/Doc. 3
(28.III.2005)

ENGLISH ONLY

**DRAFT REPORT OF THE 22ND SESSION OF THE IPCC
(New Delhi, 9-11 November 2004)**

(Submitted by the Secretariat)

**DRAFT REPORT OF THE 22ND SESSION OF THE IPCC
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1. OPENING OF THE SESSION

The session opened on Tuesday, November 9, 2004 after a lighting of lamp ceremony by H.E. Mr Thiru A. Raja, Minister of Environment and Forests, India and other dignitaries. Following this Mr Prodipto Ghosh, Secretary, Indian Ministry of Environment and Forests made introductory remarks and Mr Rajendra Pachauri, Chairman of IPCC addressed the session. Other opening addresses were delivered by Mr Michel Jarraud, WMO Secretary-General, Mr Klaus Töpfer, UNEP Executive Director, Mr Halldor Thorgeirson, UNFCCC SBSTA Coordinator, on behalf of Ms Joke Waller-Hunter, Executive Secretary of the UNFCCC, and Mr Thiru A. Raja. Mr Raja noted the significance of ensuring that the findings of the Fourth Assessment Report (AR4) reach the public at large, and the need for AR4 to highlight research in developing countries. UNEP Executive Director Klaus Töpfer highlighted the significance of the work of the IPCC for related policy processes, and commended the increased involvement by women and developing country authors in the AR4. Mr Halldor Thorgeirsson highlighted the importance placed by the UNFCCC on climate monitoring, the ongoing revision of the greenhouse gas (GHG) reporting guidelines, and good practice guidance on land use, land-use change and forestry.

Before the start of the 22nd session, delegates were informed that a team of the Earth Negotiations Bulletin (ENB) was present and ready to report. It was decided to allow ENB to report on the IPCC Plenary in the same manner as they report other international meetings and attribute statements to countries in their reporting.

The agenda as approved is attached as Annex 1, the list of attendees is in Annex 2.

2. APPROVAL OF THE DRAFT REPORT OF THE 21ST SESSION

The draft report of the 21st session was approved with an amendment by Switzerland clarifying an intervention on the outcomes of the meeting on processes affecting terrestrial carbon stocks and human influences upon them.

3. PROGRESS REPORTS

3.1 WORKING GROUP CONTRIBUTIONS TO THE AR4

3.1.1 WORKING GROUP I PROGRESS ON AR4

Mr Dahe Qin (China), Working Group I Co-Chair, highlighted progress towards the completion of the Working Group I contribution to AR4 (IPCC-XXII/Doc. 9). He noted that a draft report will be considered in May 2005 at the Second Lead Authors meeting in Beijing.

3.1.2 WORKING GROUP II PROGRESS ON AR4

Mr Martin Parry (UK), Working Group II Co-Chair, introduced the Working Group II report (IPCC-XXII/Doc. 10). He said the group is on course to produce its report in a timely manner, stating that it has selected authors, emphasizing the need for balanced geographic representation and involving scientists new to the IPCC.

3.1.3 WORKING GROUP III PROGRESS ON AR4

Mr Ogunlade Davidson (Sierra Leone), Working Group III Co-Chair referred to Working Group III report (IPCC-XXXII/Doc. 11) on progress related to the AR4, and noted that the group has attempted to increase regional representation on its AR4 team and introduce new authors into the writing process. He called attention

to upcoming meetings on integrating adaptation and mitigation and sustainable development, and on emissions scenarios.

The Panel decided that the second meeting on the development of new scenarios planned for June 2005 should take place as a workshop, and involve wider participation.

3.2 SPECIAL REPORT ON SAFEGUARDING THE OZONE LAYER AND GLOBAL CLIMATE SYSTEM: ISSUES RELATED TO HYDROFLUOROCARBONS AND PERFLUOROCARBONS

Mr Bert Metz (the Netherlands), Working Group III Co-Chair, introduced document IPCC-XXII/Doc. 13/Rev.1, reviewed changes in the report's scope and said it would be completed by April 2005.

3.3 SPECIAL REPORT ON CARBON DIOXIDE CAPTURE AND STORAGE

Working Group III Co-Chair Mr Metz introduced document IPCC-XXII/Doc. 14 and said completion of this report has been delayed until September 2005 to take full account of new literature in the field. He also noted the positive experience with anonymous expert review.

The question of financial implications of the shift in schedule including panel acceptance of the two Special Reports was raised and it was agreed to address the matter under items 7. and 10.

3.4 2006 IPCC GUIDELINES FOR NATIONAL GREENHOUSE GAS INVENTORIES

Ms Thelma Krug (Brazil), Co-Chair of the Task Force Bureau on National GHG Inventories, reported that five lead authors meetings have been held covering all five volumes of the guidelines (IPCC-XXII/Doc.12). She said methodologies for estimating harvested wood products may be included, and noted that the guidelines would aim to provide further guidance on improving consistency of reporting for carbon dioxide emissions. Noting the complexity and uncertainties regarding the aerosols issue, Mr Taka Hiraishi (Japan), Co-Chair of the Task Force Bureau on National GHG Inventories introduced document IPCC-XXII/Doc.16, which contains a proposal for an expert meeting.

3.5 TASK GROUP ON DATA AND SCENARIO SUPPORT FOR IMPACT AND CLIMATE ANALYSIS (TGICA)

The IPCC Secretary, Ms Renate Christ, introduced the progress report on the TGICA (IPCC-XXII/Doc.15), highlighting outcomes of the first meeting under its new mandate, held in September 2004. She noted that participants considered several issues, including facilitating access to new General Circulation Model archives, capacity building, and socioeconomic data.

4. SCOPE, CONTENT AND PROCESS FOR AN AR4 SYNTHESIS REPORT

The proposal for a Synthesis Report (SYR) of the IPCC Fourth Assessment Report (IPCC-XXII/Doc. 5) was presented by the Chair. On Wednesday, November 10, delegates expressed divergent as well as convergent views. Most agreed the AR4 Synthesis Report should be produced and published in time for submission to the 13th Conference of the Parties to the UNFCCC (COP-13) . Some issues raised were:

- Quality of the report
- Basis being Working Group reports
- Content and outline. For example, inclusion of issues like uncertainty, mitigation measures, risk assessment in extreme events and future climate change, as well as cross cutting themes placement – whether integrated in text or confined to one section.
- Sustainable development context

- Length of the report and the Summary for Policymakers
- Geographical balance and representation of developing regions in the drafting teams
- Procedures for the production of the Synthesis Report
- Timing
- Human resource availability
- Need for flexibility in picking best authors
- Views regarding whether to follow a parallel process vs. sequential process in the drafting process
- Avoidance of potential inconsistencies in the process

A contact group on the SYR was formed and led by co-chairs Mr Ismail A. El-Gizouli (Sudan) and Mr Geoff Love (Australia). The group met several times and produced a progress report including guidance to the plenary on document content, document length, and matters related to the timing of the Synthesis Report. The report of the contact group and a revised proposal for the AR4 SYR contained in document IPCC-XXII/Doc. 5, Rev.1 were presented to the plenary. The Chair also noted that a schedule had been developed in co-operation with the Working Group Co-Chairs, that would allow delivery of the AR4 SYR to COP-13, while ensuring a high quality report that is based on the approved working group contributions to the AR4.

The revised document was reviewed and approved by the Plenary. It was agreed to produce the AR4 Synthesis Report (up to 30 pages including maps and figures) and its SPM (up to 5 pages of text) which would be adopted and approved in the week of 22 October, 2007 to allow delivery of an unedited version of the AR4 SYR to UNFCCC COP-13, scheduled to take place during 5-16 November 2007. The structure of the AR4 SYR would follow the agreed topic headings and the cross cutting themes would be addressed throughout the report. Yuri Izrael of the Russian Federation expressed in this context his reservation about the fact that stabilization is not explicitly mentioned in the topic headings.

The document also lays out the process regarding composition of the writing team, time schedule, and management of the Synthesis Report. The IPCC Chair indicated that he would ask the UNFCCC Secretariat to consider postponing COP-13 by about four weeks to facilitate the IPCC being able to meet the proposed schedule.

The final approved document on scope, content and process for the preparation of the AR4 SYR is contained in Annex 3 to this report.

5. AR4 PRODUCTS

The IPCC Secretary presented document IPCC-XXII/Doc. 6 on AR4 products. She noted that it reflected points raised by a contact group convened at the 31st Session of the IPCC Bureau in April 2004. Delegates discussed: 1) the preparation of graphics for the reports of the working groups as well as the cost, 2) the importance of providing regionally relevant information and datasets, and 3) whether to address regional issues in the Working Group reports. The need to urgently agree how to incorporate a regional index into the working group reports was noted. The Secretariat was asked to follow up with the Co-Chairs and TSUs. Working Group II Co-Chair Mr Martin Parry described two approaches for indexing regional information. He explained that the first is based on a content analysis of the final text, while the second involves the authors making note of the topic and region concerned by each reference in the report. For the latter approach, he noted the need to first discuss such an approach with authors. Delegates also discussed: 1) whether datasets or models should be labelled as “IPCC approved”, 2) making the simple models used to produce graphics in reports available with its source code and parameters, and 3) the need to determine user requirements for technical papers.

6. OUTREACH

The IPCC Secretary presented document IPCC-XXII/Doc. 7 on IPCC Outreach. Delegates supported further work on outreach for the AR4, but had different views regarding how such outreach would be performed, what

set of people could be appropriate spokespeople for the IPCC, and what type of outreach products were appropriate. Some delegations supported hiring a full-time person to oversee outreach, while others supported proceeding on a contract basis for required skills. Various other differences of opinion were expressed in plenary. It was decided that the IPCC would continue to hire individuals when needed on a contract-basis to provide the skills necessary for various outreach activities, to develop a full outreach strategy, and to work with the TSUs of Working Groups I and III on outreach with regard to the two upcoming special reports as a first priority, and build on this experience for AR4 outreach activities in the coming years. The Secretariat was asked to elaborate a longer-term outreach strategy.

The Outreach Task Group met twice under chairman Mr John Stone (Canada). He presented an interim report which noted that the four fact sheets on the IPCC process prepared by the Secretariat were extremely useful and should be translated, and supported the proposed information brochure about the IPCC history. Several participants suggested a process for preparation of information material of substantive nature that might be based on the procedures for the preparation of Technical Papers. The final report presented to Plenary on the last day was not discussed further. It is attached as Annex 4.

7. IPCC PROGRAMME AND BUDGET FOR 2005 TO 2008

The IPCC Secretary presented document IPCC-XXII/Doc. 4, Rev.1 regarding the IPCC Budget for 2005-2008. She mentioned 1) the efforts to level annual expenditures, 2) good contributions from members, and 3) reasons for increased requirements for 2005 such as separate plenary sessions for the approval of the two Special Reports. The Financial Task Force, co-chaired by Mr Marc Gillet Mr Chen Zhenlin met several times and presented a revised budget and a draft decision contained in document IPCC-XXII/Doc. 17. Participants debated also the necessity of an increased budget for outreach. The Panel agreed with the proposal for timing, scope and duration of the Working Group Plenary sessions to approve the two Special Reports and for IPCC-23 and IPCC-24, encouraged the Working Group Bureaus, the Task Force Bureau and the Co-Chair of the TGICA to continue providing the Secretariat with early notice of planned meetings and other activities proposed to be funded by the IPCC Trust Fund. It also recommended that the Secretariat continue regularly updating and presenting the annual rate of voluntary cash contributions to the IPCC Trust Fund, and communicating this information to governments and other contributors when seeking voluntary contributions to the Trust Fund. The Panel also expressed gratitude to governments, the WMO, UNEP, UNFCCC and The Energy and Resources Institute (TERI) for their contributions and thanked the IPCC Chair and Secretary for their efforts to widen the basis of financial contributors to the IPCC. It invited governments to contribute to the IPCC Trust Fund and requested the Chair to formally write to governments and other possible contributors requesting such contributions.

The Panel adopted the Budget for the year 2005, took note of the forecast budget for 2006 and the indicative budget for 2007 and 2008 and adopted the decision, as contained in Annex 5.

8. ELECTION PROCEDURES

The IPCC Secretary introduced document IPCC-XXII/Doc. 8 in plenary on Thursday morning. Open-ended Task Group on Election Procedures Co-Chair David Warrilow (UK) highlighted the need for discussions on the replacement of Bureau members, the nominations committee, size of the Bureau, and using UNFCCC rules as a model. Issues discussed included: implications of using provisions taken from UNFCCC rules of procedure that have not yet been agreed by that body; consistency among provisions; and nomination procedures; the need for a definition of the assessment cycle or for an end date for each Bureau term. It was recommended by some delegations that in general the WMO rules should be used as a model, others urged fair regional representation on the Bureau, or noted the need for further discussions on the nominations committee. Delegates also discussed the size of the Bureau and the replacement of Bureau members in midstream. The Panel agreed to ask members to forward comments to the Co-Chairs of the Election Procedures Group and to the Secretariat by 15 January 2005, and agreed that the contact group would prepare a revised draft for consideration by IPCC-24.

9. OTHER BUSINESS

In response to the suggestion that the Chair would contact the UNFCCC Executive Secretary to determine if COP-13 could be postponed by one month, the UNFCCC representative stated that he would also inform the UNFCCC Executive Secretary, but noted that this would be a decision of the Parties.

10. TIME AND PLACE OF THE NEXT SESSION

The Chair and IPCC Secretary proposed that the next official session of the plenary (IPCC-XXIII) be held on the 8th of April immediately following the Second Joint Session of the IPCC Working Groups I and III to be held in Addis Ababa, Ethiopia from 6-8 April 2005. The only substantive item on the agenda of IPCC-23 would be the acceptance of the IPCC/TEAP SR Safeguarding the Ozone Layer and the Global Climate System. IPCC-24 is planned for late September 2005.

11. CLOSING OF THE SESSION

The Chair thanked India for hosting the session, and closed the meeting at 6:26 pm on Thursday, November 11, 2004.



INTERGOVERNMENTAL PANEL
ON CLIMATE CHANGE
TWENTY-SECOND SESSION
New Delhi, 9-11 November 2004

Annex 1
IPCC-XXII/Doc. 1
(05.VIII.2004)
Agenda item: 1
ENGLISH ONLY

PROVISIONAL AGENDA

- 1. OPENING OF THE SESSION**
- 2. APPROVAL OF THE DRAFT REPORT OF THE 21st SESSION (Doc. 3)**
- 3. PROGRESS REPORTS**
 - 3.1 Working Group contributions to the AR4
 - 3.2 Special Report on Safeguarding the Ozone Layer and the Global Climate System: Issues Related to Hydrofluorocarbons and Perfluorocarbons
 - 3.3 Special Report on Carbon Dioxide Capture and Storage
 - 3.4 2006 IPCC Guidelines for National Greenhouse Gas Inventories
 - 3.5 Task Group on Data and Scenario Support for Impact and Climate Analysis (TGICA)
 - 3.6 Other relevant activities
- 4. SCOPE, CONTENT AND PROCESS FOR AN AR4 SYNTHESIS REPORT (Doc. 5)**
- 5. AR4 PRODUCTS (Doc. 6)**
- 6. OUTREACH (Doc. 7)**
- 7. IPCC PROGRAMME AND BUDGET FOR 2005 TO 2008 (Doc. 4)**
- 8. ELECTION PROCEDURES (Doc. 8)**
- 9. OTHER BUSINESS**
- 10. TIME AND PLACE OF THE NEXT SESSION**
- 11. CLOSING OF THE SESSION**



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**Intergovernmental Panel on Climate Change
Twenty-Second Session
New Delhi, 9-11 November 2004**

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SCOPE, CONTENT AND PROCESS FOR THE PROPARATION OF THE SYNTHESIS REPORT OF THE IPCC FOURTH ASSESSMENT REPORT (AR4 SYR)

I. SCOPE

As defined in the IPCC Procedures the SYR would “synthesize and integrate material contained within IPCC Assessment Reports and Special Reports”. Its scope would include material contained in the three Working Group contributions to the AR4, and it would draw on information contained in other IPCC Reports as required. It would be written in an accessible, “non technical style suitable for policymakers and address a broad range of policy-relevant, but policy-neutral questions”. The SYR should be largely self-contained, but guide readers to the underlying material if they wish to look further.

The primary audience for the SYR would be policymakers, in particular from governments, advisors to policymakers, and experts. However, it is recognized that others will also make use of the report.

The proposed SYR would consist of two parts:

1. SPM: up to 5 pages of text
2. Longer Report: up to 30 pages of text including maps and figures

The SYR publication would also contain annexes such as glossary, and index.

The AR4 SYR would be self contained and published as a stand-alone publication in the six official UN languages. It would be accompanied by a CD ROM, which contains the SYR (SPM and longer report), the contributions of the three IPCC Working Groups to the AR4 in English, and the summaries of these reports (SPM and Technical Summary) in all official UN languages.

II. CONTENT

The following structure for the AR4 SYR is proposed. It contains agreed topic headings and a list of bullets that are intended as guidance to the authors. Cross Cutting Themes need to be given careful attention throughout the report.

Foreword

The Chairman’s foreword will describe the history of the report, its structure, the relationship to the other AR4 reports, how detailed information on topics and regions can be accessed and how it has been cross-referenced. It will describe who the intended users are. It will also state how the cross cutting themes used in the AR4 are addressed in the SYR.

Introduction

The introduction will set the context in terms of issues of relevance to policy, taking into account robust new findings and mentioning major gaps in existing knowledge. It will highlight new findings since the TAR and uncertainties.

Outline of Topics

1. Observed changes in climate and its effects (WG 1, 2)
 - Past climate change including palaeoclimate aspects
 - Effects of past climate change on natural systems and society
2. Causes of change (WG 1, 2, 3)
 - Natural and human-related factors
 - Feedbacks, via the carbon cycle and otherwise
3. Climate change and its impacts in the near and long term under different scenarios (WG 1, 2, 3)
 - Future climate change
 - Vulnerabilities
 - Hazards, risks and opportunities
 - Water, agriculture, ecosystems, human well-being and development
 - Regional implications
 - Implications of timescales, inertia, and lags
 - Risks of abrupt or irreversible changes
4. Adaptation and mitigation options and responses, the inter-relationship with sustainable development, at global and regional levels (WG 2, 3)
 - Past experience and options and policies (including costs/benefits, co-benefits, and spillover effects); extent, limits, effectiveness and enhancement, sectoral and regional considerations, current, medium-, and long-term, for:
 1. Adaptation
 2. Mitigation
 - Relationship between adaptation and mitigation options
 - Technology: timing, development, transfer, environment and integration issues
 - International cooperation
5. The long-term perspective: scientific and socio-economic aspects relevant to adaptation and mitigation, consistent with the objectives and provisions of the Convention, and in the context of sustainable development
 - Costs, benefits and avoided damage and risks at global and regional levels and under different scenarios
 - Timing of mitigation and equity implications
 - Relationship between adaptation and mitigation
 - Technology flows and development
 - Broader environment and integration issues
6. Robust findings, key uncertainties

Annexes

- *User guide (how to access detailed information on inter alia regions and sectors in the SYR and the underlying Working Group reports)*
- *Glossary*
- *Index*
- *List of acronyms*
- *List of authors and reviewers*

III. PROCESS

Writing Team

The IPCC Chair would lead the Core Writing Team (CWT). In accordance with the IPCC Procedures the members of the CWT would be nominated by the IPCC Chair in consultation with the Co-Chairs. The composition of the writing team would be agreed by the Bureau. The CWT should include the Co-Chairs of the three Working Groups, and a minimum of 4-6 members of the author teams from each Working Group report. The members of the CWT should be chosen to ensure that the CWT has the scientific and technical expertise needed to carry out its task, noting the need to aim for a range of views and geographical representation.

As was the case during the writing of the TAR SYR it is suggested that the Core Writing Team be assisted by an extended writing team. It should include up to one member of the author team from each chapter of the working group contributions to the AR4. The function of the extended writing team would be comparable to that of contributing authors.

Review Editors would assist the writing team. They would carry out their task as described in IPCC procedures.

Time schedule

- The members of the writing team would be chosen in late 2005, after the second Lead Authors meetings of the Working Groups have been held and the scientific technical issues addressed in AR4 Working Group contributions are more clearly defined.
- Stock taking by the CWT would begin in the first half of 2006
- Writing of the SYR would begin in the second half of 2006 after the second order drafts of all three working group reports have been sent out for government/expert review.
- After an informal review by lead authors of the three working group reports the CWT will start drafting of the First order draft of the SYR
- The First order draft of the SYR will be sent for an 8 weeks simultaneous government/expert review after all working group contributions have been approved/accepted.
- The final draft would be submitted to governments and participating organizations 9 weeks before the Session of the Panel that adopts/approves the AR4 SYR to allow for 8 weeks government consideration.
- Adoption and approval of the SYR and its SPM is foreseen from 22-26 October, 2007 to allow delivery of an unedited version of the AR4 SYR to the next UNFCCC COP which is scheduled to take place during 5-16 November 2007.

Management of the SYR

The IPCC Chair will chair the writing team and provide overall guidance to the development of the SYR. The organization of writing team meetings, the review and publication process will be managed and coordinated by the IPCC Secretariat.

The preparation of the AR4 SYR will require considerable technical support, including for management of the writing and review process, editing and layout of the report. The present TSUs have indicated that they would not, or only to a very limited extent, be available for the SYR. Therefore it will be necessary to mobilize additional staff and expertise. Present TSUs will however be asked to provide support to the development of the SYR in particular as far as their Working Group contributions are concerned, e.g. facilitating file and data transfer for adjusting graphics, ensuring consistency with final WG contributions and development of index, search facility and glossary. It is suggested that a SYR support team be established that will be coordinated by the Secretary of the IPCC under the overall guidance of the IPCC Chair. The offer of the IPCC Chair to seek support as in kind contribution from the Government of India is envisaged as a resource to assist the Chair.

Based on previous experience the following expertise and staff support would be required:

1 full-time professional staff member for two years with experience in climate change science:

This staff member would be in charge of liaison with the writing team, compilation of draft reports, management of the review process and liaison with other members of the technical support team. Secondment of a Junior Programme Officer from WMO/UNEP will be explored.

1 administrative assistant with expertise in electronic publishing:

This person would assist in the preparation of the draft reports, in the compilation of the review comments and in finalizing the report. The same person should remain involved for a period of two years, but depending on other technical expertise available, would not necessarily be required full time during the first year. Arrangements with WMO for allocation of a qualified staff member will be explored.

IT expertise for indexing, website and CD RoM development, including intelligent search facility:

It is planned that an intelligent indexing and search facility would be developed and applied to all WG contributions to the AR4. The costs for application of the system to the SYR are expected to be in the order of 30.000 SFR

Graphics work

The graphics in the SYR should be in the same style as those for the WG summaries. The costs for additional graphics, specifically designed for the SYR are expected to be in the order of 50.000 SFR.

Layout, translation and printing in 6 UN languages

The estimated costs are 300.000 SFR, but final costs will depend on number of pages

Staff of present TSUs will provide support as far as inputs from their respective WGs and their contributions are concerned.

Regular staff of the IPCC Secretariat will arrange writing team meetings and the plenary session for adopting/accepting the SYR and provide administrative support to the process. Hence, based on the assumption that staff support as indicated above can be mobilized from WMO/UNEP, the cost of IT inputs, graphics, layout, translation and printing of the SYR in 6 UN languages is estimated at 380,000 SFR.

REPORT OF THE OUTREACH TASK GROUP

New Delhi, November 9-11, 2004

First Session

The first meeting of the Outreach Task Group (OTG) met during lunch on the first day of the IPCC-22. It was well attended by delegates from many regions and by staff of the Working Group TSUs. This meeting focussed on IPCC Fact Sheets.

Participants found the four fact sheets that had been prepared by the Secretariat at the request of the meeting of the OTG and Plenary in Vienna to be very useful. These fact sheets focus on:

- Why was the IPCC created?
- Who is who in the IPCC?
- The preparation of IPCC Reports, and
- On-going IPCC activities.

The participants wished to record their thanks to the Secretariat for their work in preparing these fact sheets. It was noted that the fact sheets need to be translated into the six official UN languages and proposed that sets of these fact sheets be sent to IPCC member governments. A suggestion was made that a facility be made for providing reader comments on these fact sheets on the IPCC website.

Participants agreed that it would be useful to produce a fact sheet for the UN/FCCC COP-10, which will be celebrating the 10th anniversary of the Framework Convention on Climate Change, on the 16-year history of the IPCC.

The OTG discussed the procedures for producing fact sheets. While everyone was satisfied with the preparation of the current four fact sheets that dealt essentially with process matters, it was agreed that it was desirable to have a transparent process that would ensure they preserved the integrity of the IPCC. It was proposed that future facts sheets, or revisions to the current ones, note clearly that the information in the fact sheets is based on material in approved IPCC Reports. One suggestion that was made was that requests for any new fact sheet that deal with technical matters be well defined and the process for their production might be based on the established IPCC procedures for Technical Papers. One topic for such technical fact sheet, which was proposed at a previous meeting of the OTG, was: "What is Climate Change?".

The OTG had another productive meeting during lunch on November 11th. The group focused primarily on Outreach activities for 2005. It was agreed that the first priority should be to develop and implement a communications strategy for the two Special Reports that will be finalized next year. This should be done in collaboration with the relevant TSU's and with the co-Chairs of the OTG. The OTG urges the Plenary to allocate sufficient resources to accomplish these tasks properly. Because of the constraints on the IPCC's budget it was suggested that the communications strategy contain some options. There was strong consensus that the Secretariat should proceed without delay to hire appropriate expertise noting that it would be wiser at this stage to acquire this expertise through contracts rather than hiring a full time employee. The second priority would be to begin elaborating a communications strategy for the longer term, that is for the AR4. This would benefit from the experience gained with the Special Reports.

Work on the communications strategy for next year needs to start immediately. It was suggested that, when drafted, it would be discussed with the IPCC Bureau and presented to the next Plenary. The minimum elements of the communications strategy would include: having the SPM's of the Special Reports translated into the 6 UN languages and posted on the IPCC web-site; preparing a press release; organizing media and other briefings (such as to industry associations); preparing a set of Powerpoint slides and a CD ROM; and soliciting feedback from stakeholders. Some of this clearly has to be started before the Plenary since they will be needed as soon as the Special Report is accepted. It was noted that the communications strategy for the HFC/PFC Special Report will need to be coordinated with the appropriate bodies in the Montreal Protocol.

It was suggested that work on the "portals" that was discussed elsewhere in the Plenary also be considered in elaborating the longer-term communications strategy. To begin this work it was suggested that the views of governments be solicited on what information might be contained. It was recognized that there was some urgency in beginning this work as it will involve the tasking the WG authors.

Decision taken during the IPCC-XXII session on the Programme and Budget for 2005 to 2008

Based on the recommendations of the Financial Task Team, the Panel, in Plenary:

1. Thanked the Secretary of the IPCC for the presentation of the IPCC Trust Fund programme and budget for 2005 and preliminary budgets for 2006-2008, contained in documents IPCC-XXII/Doc. 4, Rev.1, and expressed its satisfaction for the improvements in the presentation.
2. Thanked the WMO Secretariat for the information provided and encouraged the WMO Secretariat to continue providing to the governments annual financial reports at the beginning of each year.
3. Thanked the Chairman of IPCC and the Secretary for their efforts to widen the basis of financial contributors to IPCC, and expressed its appreciation for their success in this endeavour.
4. Took note of the revenues and expenditures for 2003 as presented in IPCC-XXII/Doc. 4, Rev.1
5. Took note of the proposal of the planned expenditure presented in IPCC-XXII/Doc. 4, Rev.1 and thanked the Secretary for presenting a clear integrated forecast of expenses over the period of the Fourth Assessment.
6. Noted that the carry over at the beginning of the Fourth Assessment report cycle in 2002 was of approximately 4 million CHF.
7. Noted that for the forthcoming four-year period of the Fourth Assessment, the overall expenses are expected to be around 24 million CHF.
8. Adopted the revised budget for the year 2005 as attached.
9. Took note of the forecast budget for 2006 and of the indicative budgets for 2007 and 2008 as attached.
10. Encouraged the Working Group Bureaux, the Task Force Bureau and the Co-chair of TGICA to continue providing the IPCC Secretariat with early notice of planned meetings and other activities proposed to be funded by the IPCC Trust Fund.
11. Recommended that the Secretariat to continue updating and presenting regularly the annual rate of voluntary cash contributions to the IPCC Trust Fund since its inception and communicating this information to governments and other contributors when seeking voluntary contributions to the Trust Fund.
12. Expressed its profound gratitude to the WMO for financing two positions and hosting the secretariat, to the UNEP for financing one position and continuing support to disseminating the IPCC findings and to the UNFCCC for its generous contribution and spirit of cooperation.
13. Expressed its deep gratitude to governments, including from developing countries, for their generous contributions to the IPCC Trust Fund, the hosting of TSUs and data distribution centres, and numerous in-kind contributions, including that of TERI for the web-site support, and the hosting of IPCC meetings.
14. Invited governments that may be in a position to do so to contribute to the IPCC Trust Fund taking into account the work programme and financial requirements for the full assessment period, and requested the Chairman formally writes to governments and other possible contributors requesting such contributions.

Table 6

BUDGET FOR 2005 AS ADOPTED BY IPCC-XXII

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
IPCC-23 & WG III+I 3 days	To approve/accept SR HFC/PFC	540,000 120 journeys	156,000	696,000
IPCC-24 3 days	approve work programme, accept SPM SR Carbon	540,000 120 journeys	156,000	696,000
WG III 3 days before IPCC-24	To approve/accept SR Carbon Storage	270,000 60 journeys	156,000	426,000
Bureau	2 sessions	162,000 2x18 journeys	208,000	370,000
TFB	3 sessions	94,500 21 journeys	12,285	106,785
SBSTA/COP/JWG and other meetings		67,500 15 journeys		67,500
SUB-TOTAL				2,362,285
LA meetings				
Carbon Storage	2 LA meetings before WG III Session	157,500 35 journeys	20,475	177,975
HFC/PFC	final CLA meeting before WG III+I Session	22,500 5 journeys	2,925	25,425
Guidelines Revision	3 CLA/LA meetings for major sectors	450,000 100 journeys	58,500	508,500
WG I AR4	2 CLA/LA meetings and chapter meetings	450,000 100 journeys	58,500	508,500
WG II AR4	2 CLA/LA meetings and chapter meetings	832,500 185 journeys	108,225	940,725
	Chapter meetings	112,500 25 journeys	14,625	127,125
WG III AR4	1 CLA/LA meeting	337,500 75 journeys	43,875	381,375
SUB-TOTAL				2,669,625
Scoping meetings, expert meetings and workshops				
Exp. Meeting on Simple Climate Models	To review use of SCMs and EMICs	45,000 10 journeys	5,850	50,850
Exp. Mtg. on LT Mitigation and Stabilization Scenarios	Preparation for AR4 and for workshop on scenarios	76,500 17 journeys	9,945	86,445
Workshop on Scenarios	Preparation AR5	180,000 40 journeys	23,400	203,400
Expert Meeting	Treatment of aerosols	45,000 10 journeys	5,850	50,850
Expert Mtg on Adaptation & Mitigation & Sustainable Dev.	Address inter-linkages in chapters/sections	117,000 26 journeys	15,210	132,210
TGICA	2 meetings + 1 expert meeting	157,500 35 journeys	20,475	177,975
EFDB Board		94,500 21 journeys	12,285	106,785
SUB-TOTAL				808,515
Other Expenditures				
Publications	HFC/PFC	Pub/transl (SPM)		200,000
	Carbon Storage	Pub/transl (SPM)		200,000
	EFDB update/management			9,000
	Repr. draft 2006 Guidelines	Copying		8,000
Outreach				250,000
Secretariat				770,000
Co-Chairs				200,000
SUB-TOTAL				1,637,000
TOTAL				7,477,425

Table 7

FORECAST BUDGET FOR 2006 NOTED BY IPCC-XXII

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
IPCC-25 3 days	Adopt/accept 2006 Guidelines Discussion BUR size and regional distribution	585,000 130 journeys incl. 10 LAs	156,000	741,000
Bureau	2 sessions	162,000 2x18 journeys	208,000	370,000
TFB	2 sessions	63,000 14 journeys	8,190	71,190
SBSTA/COP/JWG and other meetings		67,500 15 journeys		67,500
SUB-TOTAL				1,249,690
LA meetings				
WG I AR4	1 CLA/LA meeting and technical summary meeting	270,000 60 journeys	35,100	305,100
WG II AR4	1 CLA/LA meeting	598,500 133 journeys incl. 10 RE	77,805	676,305
	Chapter meetings	90,000 20 journeys	11,700	101,700
WGIII AR4	LA/ER meeting	45,000 10 journeys	5,850	50,850
WGIII AR4	2 chapter meetings	67,500 15 journeys	8,775	76,275
WG III AR4	2 CLA/LA meetings	765,000 170 journeys	99,450	864,450
AR4 SYR	2 writing team meetings	135,000 30 journeys	17,550	152,550
LA Mtg Climate Change and Water	Preparation TP	67,500 15 journeys	8,775	76,275
SUB-TOTAL				2,303,505
Scoping meetings, expert meetings and workshops				
TGICA	2 meetings	90,000 20 journeys	11,700	101,700
EFDB Board		94,500 21 journeys	12,285	106,785
SUB-TOTAL				208,485
Other expenditures				
Publications	EFDB update/management			40,000
	Revised guidelines	Pub/transl(overv)		300,000
Outreach				300,000
Secretariat				770,000
Co-chairs				200,000
SUB-TOTAL				1,610,000
TOTAL				5,371,680

Table 8

INDICATIVE BUDGET FOR 2007 NOTED BY IPCC-XXII

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
IPCC-26 3 days	Accept WG contributions to AR4 Future of IPCC; Various	540,000 120 journeys	156,000	696,000
IPCC-27 5 days	Adopt AR4 SyR Programme & budget; Various	540,000 120 journeys	260,000	800,000
WG I session 3 days	Approve WG I contribution to AR4	540,000 120 journeys	156,000	696,000
WG II session 3 days	Approve WG II contribution to AR4	540,000 120 journeys	156,000	696,000
WG III session 3 days	Approve WG III contribution to AR4	540,000 120 journeys	156,000	696,000
Bureau	2 sessions	162,000 2x18 journeys	208,000	370,000
TFB	1 session	31,500 7 journeys	4,095	35,595
SBSTA/COP/JWG and other meetings		67,500 15 journeys		67,500
SUB-TOTAL				4,057,095
LA meetings				
WG I AR4	Final CLA/LA meeting before WG session	45,000 10 journeys	5,850	50,850
WG II AR4	Final CLA/LA meeting before WG session	45,000 10 journeys	5,850	50,850
WG III AR4	Final CLA/LA meeting before WG session	45,000 10 journeys	5,850	50,850
AR4 SYR	Writing team meeting incl. REs and final meeting before IPCC-27	157,500 35 journeys	20,475	177,975
LA Mtg Climate Change & Water	Preparation TP	67,500 15 journeys	8,775	76,275
SUB-TOTAL				406,800
Scoping meetings and Workshops				
TGCIA	2 meetings	90,000 20 journeys	11,700	101,700
EFDB Board		94,500 21 journeys	12,285	106,785
SUB-TOTAL				208,485
Other Expenditures				
Publications	EFDB update/management			9,000
	Publication AR4			1,000,000
	Publication AR4 SYR			300,000
Outreach				300,000
Secretariat				770,000
Co-chairs				200,000
SUB-TOTAL				2,579,000
TOTAL				7,251,380

Table 9

INDICATIVE BUDGET FOR 2008 NOTED BY IPCC-XXII

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
IPCC-28 3 days	Bureau election Outreach; Progr. & budget	540,000 120 journeys	156,000	696,000
Bureau	2 sessions	162,000 2x18 journeys	208,000	370,000
TFB	1 session	31,500 7 journeys	4,095	35,595
SBSTA/COP/JWG and other meetings		67,500 15 journeys		67,500
SUB-TOTAL				1,169,095
LA meetings				
LA Meeting Climate Change and Water	Preparation TP	67,500 15 journeys	8,775	76,275
SUB-TOTAL				76,275
Scoping meetings, expert meetings and workshops				
TGICA	2 meetings	63,000 14 journeys	8,190	71,190
EFDB Board		94,500 21 journeys	12,285	106,785
SUB-TOTAL				177,975
Other Expenditures				
Publications	EFDB update/management			9,000
	Publication AR4			1,000,000
	Publication AR4 SYR			250,000
Outreach				300,000
Secretariat				770,000
Co-Chairs				200,000
SUB-TOTAL				2,529,000
TOTAL				3,952,345