

INTERGOVERNMENTAL PANEL
ON CLIMATE CHANGE

TWENTY-FOURTH SESSION
Montreal, 26-28 September 2005

IPCC-XXIV/Doc. 6
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Agenda item: 8
ENGLISH ONLY

**REVISED DRAFT RULES AND PROCEDURES (ROP) FOR THE ELECTION
OF THE IPCC BUREAU AND TASK FORCE BUREAU**

(Submitted by the Co-chairs of the Open-ended task group on election procedures)

Background information and explanatory note by the Secretariat

During discussion at IPCC-XIX, many delegations noted that "... the rules for election of the IPCC Bureau were not very clear. The Panel agreed that clear procedures for elections should be put in place well before the next round of elections".

The Panel decided at its 19th Session that "... well before the next round of elections the Chair would bring to the Panel a proposal describing the rules and procedures to be adopted by the IPCC when conducting elections". IPCC-XX was informed that the Bureau had established a small group, chaired by Vice-chair Prof. R. Odingo, to prepare a document on election procedures.

IPCC Vice-chair Prof. Odingo presented a proposal for election procedures to IPCC-XXI and most delegations expressed the view that more work would be required to refine the proposal. The Panel agreed to establish an open-ended task group on election procedures to prepare a revised proposal for submission to IPCC-XXII.

The group, chaired by Prof. Odingo (Kenya) and Mr D. Warrilow (UK), included core members from Austria, Belgium, Brazil, China, Denmark, Georgia, Iran, Japan, Kazakhstan, New Zealand, Spain, and USA. The group met shortly during IPCC-XXI and agreed to work through the IPCC Secretariat.

The 31st Session of the Bureau (28-30 April 2004) noted the revised proposal for the election procedures presented by the IPCC Secretariat, and commended the group and the Secretariat for the continued development of the rules and procedures for the election of the IPCC Bureau and the Task Force Bureau.

The revised text of the rules and procedures was circulated to governments (28 June 2004) for their review and comments.

Based on these comments, a second revision was undertaken and presented to the Panel at its 22nd Session (9-11 November 2004), in document IPCC-XXII/Doc. 8.

Since this time, the open-ended task group on election procedures revised the draft, taking into consideration additional government comments. It met two times at the occasion of the 2nd Joint Session of the IPCC Working Groups I and III (6 April and 7 April 2005).

At the 33rd session of the IPCC Bureau (9 April 2005) the Co-chairs of the open-ended task group on election procedures presented a Co-chairs' proposal. Bureau members were asked to comment on the Co-chairs' proposal particularly with regard to substantive points listed in the Co-Chairs' document. They solicited comments on the suggested procedures for the approval of the rules and procedures for the election of the IPCC Bureau and Task Force Bureau.

Since then, the small group on election procedures has been providing additional assistance in coming to a consensus on remaining issues. Work has been conducted mostly via email correspondence. Attached revised draft is the outcome of these deliberations

The Panel is invited to consider and approve the Rules of Procedures for the Election of the IPCC Bureau and Task Force Bureau at its 24th Session. Governments, who wish to do so, are invited to submit written comments on the revised text to the IPCC Secretariat before 10 September 2005 by fax at no. +41 22 7308 025/013 or by e-mail to: IPCC-Sec@wmo.int.

This document is presented in two versions.

Version 1 shows track changes as compared to the document presented to IPCC-XXII. Explanatory text and references that were shown in the earlier version in italics and brackets have been removed.

In Version 2 all changes have been accepted in order to present a clean document.

INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE

Draft Rules of Procedures for the Election of the IPCC Bureau and Task Force Bureau

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.

II. Definitions

Rule 2

For the purposes of these rules:

1. "Delegate" means a member of a delegation of a Member of the IPCC.
2. "Meeting" means a single sitting at the plenary level of the governmental representatives to the IPCC.
3. "Members of the IPCC" are countries, which are Members of the World Meteorological Organization and/or the United Nations Environment Programme.
4. "Principal delegate" means Head of the delegation of a Member of the IPCC.
5. "Region" means the geographical limits of the six WMO regions as indicated in Attachment A.
6. "Secretariat" means the permanent IPCC Secretariat established by WMO and UNEP.
7. "Session" refers to a series of meetings at the plenary level of the governmental representatives to the IPCC.
8. "IPCC Bureau" consists of an IPCC Chair, Vice-chairs, Working Group Co-chairs, Working Group Vice-chairs and the Co-chairs of any Task Force Bureau (Annex C), or as otherwise defined by the Panel.
9. "Bureau member" refers to any person that holds one of the posts in the IPCC Bureau.
10. "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.
11. A Task Force Bureau consists of the Co-chairs of the Task Force Bureau, who are also members of the IPCC Bureau and 12 members of the Task Force Bureau (Annex C), or otherwise defined by the Panel.
12. "Votes" and "Votes for and against" means affirmative and negative votes only and shall not include abstentions or blank or invalid voting slips.

13. “Term of the IPCC Bureau” will be decided by the Panel and will usually be of a sufficient duration to encompass the preparation of an Assessment Report.

III. Representation and Credentials

Rule 3

Each Member of the IPCC participating in a session of the Panel shall be represented by a delegation consisting of a principal delegate and such other ~~delegates representatives or advisers~~ as it may require.

Rule 4

The credentials of ~~delegates representatives as well as the names of alternate representatives and advisers~~ 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.

~~The credentials of observers representing international organisations shall be signed by the competent authority of the organization concerned.~~

Rule 5

The Panel ~~will~~ may 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. A representative of the Secretariat at the session shall attend the Credentials Committee with a consultative status. This Committee shall examine the credentials, which are to be submitted to it by the Secretariat, of delegates and observers ~~as well as any observation, which may be submitted to it by the Secretariat~~. It shall report thereon as soon as possible to the Panel, starting with the first meeting after the opening. Final decisions regarding credentials shall rest with the Panel.

Rule 6

Delegates shall be entitled to participate provisionally in the session, pending a decision by the Panel to accept their credentials.

IV. Composition

Rule 7

The Panel shall decide which elected offices shall constitute the IPCC Bureau and any Task Force Bureau. The Panel shall decide on the total size of the IPCC Bureau and any Task Force Bureau for the next term of the IPCC Bureau IPCC approved period and the number of Bureau positions ~~(places)~~ for each Region. The decision shall be made by the Panel at least one IPCC session prior to the session, at which ~~an IPCC Chair is the IPCC Bureau or any Task Force Bureau are~~ elected. The overall composition of the IPCC Bureau should reflect the criteria provided for in Paragraph 5 of the IPCC Principles, which states that "the IPCC Bureau, the IPCC Working Group Bureaux and the Bureaux of any Task Forces of the IPCC shall reflect balanced geographic representation with due consideration for scientific and technical requirements. The size and composition of the IPCC Bureau and the any Task Force Bureau is contained in Annex C to these Rules of Procedures.

V. Terms of Appointment

Rule 8

The IPCC Bureau Chair, all Vice Chairs, Co chairs and members of Working Group and Task Force Bureaux as well as members of a Task Force Bureau shall be elected for a fixed period as approved by the Panel the Term of the Bureau. It 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. The Term of the Bureau shall be defined at least one Session prior to the one at which the IPCC Bureau and the Task Force Bureau are elected. This period shall extend at least one year after the Plenary at which the Assessment Report, for which the outgoing Bureau has been responsible, has been accepted. The term of the Task Force Bureau shall normally be the same as the Term of the IPCC Bureau unless decided otherwise by the Panel.

Rule 9

The term of office of each Bureau member ~~(for the IPCC Chair see Rule 16)~~ shall normally be equal to the term of the Bureau, and shall start at the end of the session at which he/she is elected and shall end at the close of the session at which their successors are elected.

[Note: former Rule 10 has become Rule 20.]

Rule 10 ~~(11)~~

~~The Members of the IPCC Bureau and of the Task Force Bureau members Chair and Vice Chairs, Co-Chairs and Vice Chairs of Working Groups, as well as the Co chairs of a Task Force~~ shall be eligible for re-election for a second consecutive at the end of their term in the same of office, provided that, if an Only those officer members that have has already served for a continuous period covering more than one term of the same office, he/she shall not be eligible for a further term in the same office, unless he/she has served for less than 7 years, which shall include the period for which he/she may have served in a capacity under the provisions of Rules 12 13 and 13 14, shall be eligible for re-election for a further consecutive terms in the same office.
~~This rule will take effect from the next election of the IPCC Bureau and a Task Force Bureau.~~

Rule 11 ~~(12)~~

The IPCC Chair will participate in the IPCC session in that capacity and shall not at the same time exercise the rights of a representative of a Member or Region of the IPCC. ~~[Other members of the IPCC Bureau and Task Force Bureau represent the regions for which they have been elected and do not represent individual Members]~~

Rule 12 ~~(13)~~

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 Chair shall be elected at the next IPCC session to serve the remainder of the term of office of the departing Chair. Until a new Chair is elected an IPCC Vice-Chair, as agreed by the Bureau, shall serve as Acting Chair and shall have the same powers and duties as the Chair.

Rule 13 ~~(14)~~

If a member of the IPCC Bureau or Task Force Bureau, other than the Chair, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a representative of the same Member of the IPCC, with relevant expertise, is to be nominated shall be named by that Member of the IPCC. This person shall to replace the Bureau member as acting member until the next session of the Panel for the remainder of the member's term of office. An acting member is to be confirmed by the Plenary as member of the Bureau for the remainder of the term of the Bureau.

If the relevant ~~government~~ Member of the IPCC is unable to or fails to provide a replacement within three ~~six~~ months of notification, or if an acting member is not confirmed by the Panel the Chair, after consultation with Members of the relevant IPCC Region, shall nominate ~~propose~~ a suitable replacement from that Region, for the approval by the IPCC Bureau, or by the Task Force Bureau for its member. The Panel shall approve the replacement by simple majority. This procedure shall be repeated until a candidate is approved.

Should a Member of the IPCC voluntarily withdraw support from its member of the IPCC Bureau or Task Force Bureau the relevant IPCC Region shall nominate a suitable replacement from that Region. The Panel shall approve the replacement by simple majority. This procedure shall be repeated until a candidate is approved.

Rule 2040 shall apply.

VI. Elections – general principles

Rule 14 ~~(15)~~

Elections for all positions ~~(places) that are required to be elected,~~ shall be held at a session of the Panel. If the person officer chairing the meeting is a candidate for a position ~~(place)~~ for which elections are to be conducted, he/she shall recuse ~~excuse~~ himself/herself from chairing that portion of the meeting during which the election is considered and conducted, in which case the Bureau will select a temporary provisional Chair, who will be the Presiding Officer for the election.

Rule 15 ~~(16)~~

The IPCC Chair and other IPCC Bureau members will be elected by the Panel ~~one Panel session before the remaining IPCC Bureau positions (places) are filled~~ The term of office of the IPCC Chair shall start at the end of the session at which the Bureau is elected and shall end at the close of the session at which the successor's Bureau is elected in the following order:

Rule 16

~~The remaining positions on the Bureau shall be filled in the sequence and manner specified below:~~

- a) the IPCC Chair;
- ~~b)~~ the Co-Chairs of the Working Groups and Task Force Bureau shall be elected. Each Working Group and the Task Force Bureau will have one Co-Chair from a developed country and the other from either a developing country or a country with economy in transition;
- ~~c)~~ the IPCC Vice-Chairs shall then be elected, each belonging to a different Region;
- ~~d)~~ the remaining IPCC Bureau positions (places), those of the Working Groups' Vice-Chairs will then be elected.

Rule 16

Election of any Task Force Bureau shall normally be undertaken at the same time unless there are practical reasons to do this at another time. Task Force Bureau members shall be elected following the election of the Working Group Vice-chairs after all members of the IPCC Bureau are elected.

Rule 17

The term of office of each Bureau member shall start at the end of the session at which he/she is elected and shall end at the close of the session at which his/her successor is elected.

Rule 18 ~~(19)~~

All elections shall be held by secret ballot, unless otherwise decided by the session. When there is only one candidate, he/she shall be declared elected without a ballot.

Rule 19 ~~(20)~~

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.

VII. Nominations

Rule 20 ~~(10)~~

An important criterion for ~~the~~ election ~~to the of an IPCC Bureau~~ or and any Task Force Bureau ~~member~~ shall be relevant scientific, technological or socio-economic expertise. Curriculum vitae of all nominees candidates shall be submitted to the Secretariat and made available on request to Members of the IPCC before the elections.

Rule 21

(a) The ~~Secretary Secretariat~~ shall ~~invite extend to all~~ Members of the IPCC ~~an invitation~~ to submit to the Secretariat written nominations and accompanying curriculum vitae of nominees candidates for the IPCC Chair six months or more before the scheduled election of the IPCC Chair, unless Rule 12 applies.

(b) The Secretariat shall ~~invite extend to all~~ Members of the IPCC ~~an invitation~~ to submit to the Secretariat written proposals and accompanying curriculum vitae of nominees candidates for relevant IPCC Bureau (other than the IPCC Chair) or 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.

(c) Members of the IPCC wishing to make a nomination shall ~~are encouraged to~~ submit in writing to the Secretariat between the date of the invitation from the Secretary up until one preferably not less than a month before a scheduled election, the names of the nominees candidates that it is nominating or proposing pursuant to paragraph (a) or (b), above. The Secretariat shall make a 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, on the IPCC's web site in a time frame 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.

Rule 22

Nominations for the position of the IPCC Chair, the IPCC Bureau and any IPCC Task Force Bureau is to ~~may~~ be made by the government of a Member of the IPCC. Should a member of the IPCC nominate a candidate that is not a national of that Member's country, this nomination should be endorsed by a majority of the members of the region which includes the country of which the candidate is a national.

Rule 23

~~[Nominations for positions other than the Chair are normally made by the government of the candidate, but nominations by other governments or group of Members of the IPCC of the Region are allowed in exceptional circumstances, if appropriate explanations are provided and accepted by the Nominations Committee.]~~

[Rule 22 was amended to incorporate former Rule 23.]

Rule 23

If the Panel decides at a session when an election is being held to establish a nominations committee for the duration of the session, the procedures described in Annex B apply.

[See Annex B for former Rules 24 to 29]

VIII. Elections – voting procedures

Rule 24 ~~(30)~~

In all voting by secret ballot, two tellers selected from among the delegates present shall be appointed by the Chair to count the votes. Before voting begins, the presiding officer of the meeting shall hand to the two tellers the list of Members of the IPCC present at the session and the list of candidates, prepared in accordance with the provisions of point 6 of Annex B. ~~Rule 29~~

Rule 25 ~~(31)~~

The Secretariat shall distribute a voting slip to each delegation. Each voting slip shall be of the same size and colour without distinguishing marks.

Rule 26 ~~(32)~~

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

Rule 27 ~~(33)~~

Members of the IPCC shall be called in turn to vote in alphabetical order according to the names of the Members of the IPCC. At the conclusion of the calling of the Members of the IPCC, the presiding officer of the meeting shall ensure that all the Members of the IPCC present have been called.

Rule 28 ~~(34)~~

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 and its acceptance by the meeting.

Rule 29 ~~(35)~~

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 of point 6 of Annex B. ~~Rule 29~~

Rule 30 ~~(36)~~

After completion of the elections, the number of votes for each candidate ~~and against~~ and the number of abstentions shall be recorded in the report of the session.

Rule 31 ~~(37)~~

Candidates shall be elected by a simple majority of the votes cast ~~for and against~~. 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.

Rule 32 ~~(38)~~

The candidate who obtains a simple majority as described in Rule 31 ~~(37)~~ 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 ~~list~~.

Rule 33 ~~(39)~~

If the number of candidates securing a simple majority exceeds the number of positions ~~(places)~~ to be filled, those candidates who obtained the highest number of votes (to the extent of the number of positions ~~(places)~~ to be filled) shall be declared elected, ~~subject to the provisions of regional balance determined by the Panel.~~

Rule 34 ~~(40)~~

If the number of candidates who obtained a simple majority during the first ballot is less than the number of positions ~~(places)~~ to be ~~elected~~ filled, those who obtained the simple majority shall be declared elected, ~~subject to the provisions of regional balance determined by the Panel,~~ and a further ballot shall be held to fill the remaining positions ~~(places)~~.

Rule 35 ~~(41)~~

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 ~~higher~~ than twice the number of positions ~~(places)~~ 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.

Rule 36 ~~(42)~~

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

Rule 37 ~~(43)~~

Whenever more than one ballot is necessary in the elections described in Rules 34, 35, and 36 ~~40, 41, and 42~~ and any of the ballots results in the attainment of a number of positions ~~(places)~~ 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.

Rule 38 ~~(44)~~

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 39 ~~(45)~~

These Rules of Procedures may be amended only by the Panel. ~~If a Member of the IPCC proposes an amendment to these Rules of Procedures, the Secretariat shall submit such a proposal immediately to the IPCC Bureau members.~~

Rule 40 ~~(46)~~

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.

~~IPCC REGIONS WMO REGIONS~~

~~The IPCC has six Regions as defined below. These Regions are identical in geographic extent to the WMO Regions (WMO General Regulations, Annex I).~~

- 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

Members in a Region shall be deemed to be those having their seat of government (capital) within the Region.

~~MEMBERS OF THE IPCC BY REGIONS~~

AFRICA (Region I)
(53 Members)

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

ASIA (Region II)
(34 Members and Territories)

Afghanistan	Maldives
Bahrain	Mongolia
Bangladesh	Myanmar
Bhutan	Nepal
Cambodia	Oman
China	Pakistan
Democratic People's Republic of Korea	Qatar
Hong Kong, China	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
Macao, China	Yemen

SOUTH AMERICA (Region III)
(12 Members)

Argentina	Guyana
Bolivia	Paraguay
Brazil	Peru
Chile	Suriname
Colombia	Uruguay
Ecuador	Venezuela

NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN (Region IV)
(25 Members and Territories)

Antigua and Barbuda	Haiti
Bahamas	Honduras
Barbados	Jamaica
Belize	Mexico
British Caribbean Territories	Netherlands Antilles and Aruba
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)
(24 Members and Territories)

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

EUROPE (Region VI)
(51 Members)

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

Nominations committee

[With reference to former Rules 24-29]

1. At those IPCC sessions where an election is to be held, ~~a Nominations Committee may be established for the duration of the session.~~ the Panel may establish a Nominations Committee for the duration of the session to facilitate the filling of Bureau positions. ~~The Nominations Committee shall be proposed by the Chair and endorsed by the Panel.~~

[Former Rule 24]

2. Should a Nominations Committee be established, each Region shall nominate a representative to serve on the Committee. The Committee members shall choose a developed and developing country co-chair from among their members.

3. The Nominations Committee shall consist of two Co-chairs, one from a developed and one from a developing country, and shall take into account appropriate geographical and developed/developing/EIT country balance, each Region being represented. ~~Any Member of the IPCC that has nominated a candidate for a Bureau position should not be a member of the Nominations Committee.~~ Appointments must be endorsed by consensus or a simple majority of the Panel. ~~The composition names of the members and co-chairs~~ of the Nominations Committee shall be included in the report of the Session.

[Former Rule 26]

4. The Nominations Committee shall prepare and submit to the Session a list of nominees for each position ~~(place)~~ for which an election is to be held. In preparing the list, the Committee shall take note of the guidance of the Panel with regard to geographical and developed/developing country representation of nominees, and take into account the scientific and technical expertise of the nominees. ~~Any candidatures proposed and maintained in that Committee by a minority shall be included in the list of nominees~~

[From former Rule 25]

5. The Nominations Committee shall consider all written nominations to the Secretary, and all nominations arising from any oral representations made at the Session (provided these are made before the list is finalised). The representative of the Secretariat ~~may be invited to attend~~ the Nominations Committee with a consultative status. The Nominations Committee may meet with any individual group of delegations or representative of any organisation participating at the Session, as it considers necessary to perform its task.

[From former Rule 25]

6. The Nominations Committee shall report to the Session on the progress of its work at times specified by the Panel and, if requested to do so, shall state its reasons for its list of candidates. The Nominations Committee shall also provide a written account of their activities, which will be included in the report of the Session.

[Former Rule 27]

7. The Nominations Committee shall aim to develop slates of candidates for each Region, which have the consensus support of the Members of the IPCC of those Regions and have relevant scientific/technical expertise.

[From former Rule 29]

8. Prior to each election for a position, or group of positions, a list of the candidates to be voted upon, ~~comprising the proposals of the Nominations Committee, if any, and nominations from the floor,~~ shall be compiled by the ~~Chair presiding officer~~ of the meeting. The list will comprise the proposals contained in the list of the Nominations Committee, if it was established. If not the list will comprise nominations received by the Secretariat from IPCC Members. ~~The~~ is list shall include only the names of those persons who have stated that they are willing to be included among the candidates for election.

[From former Rule 28]

9. Other nominees may be added to the list following any oral representations to the Panel made by any IPCC member at the Session 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.

[From former Rule 28]

10. Where there is consensus support from a Region ~~the Regions~~ for the nominees proposed by that Region for Bureau positions, those nominees ~~the candidates for Bureau positions (places)~~ may be elected without ballots. If a regional consensus cannot be obtained, elections for these positions ~~(places)~~ shall be held.

[From former Rule 29]

Composition of the IPCC Bureau and Task Force Bureau (as of April 2002)

The IPCC Bureau is composed of 30 members.

It consists of:

1. the IPCC-Chair,
2. three Vice-Chairs with specific responsibilities,
3. two Co-chairs of the Task Force Bureau on Inventories,
4. three Working Group Bureaux, each with two Co-chairs and six Vice-chairs.

The current regional balance of the IPCC Bureau is as follows:

Region I: 5

Region II: 5

Region III: 4

Region IV: 4

Region V: 3

Region VI: 8

The Chairman does not represent a region.

The Task Force Bureau on National Greenhouse Gas Inventories is composed of 2 Co-chairs and 12 members, 2 each of which should be drawn from each WMO Region.

INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE

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II. Definitions

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2. "Meeting" means a single sitting at the plenary level of the governmental representatives to the IPCC.
3. "Members of the IPCC" are countries, which are Members of the World Meteorological Organization and/or the United Nations Environment Programme.
4. "Principal delegate" means Head of the delegation of a Member of the IPCC.
5. "Region" means the geographical limits of the six WMO regions as indicated in Attachment A.
6. "Secretariat" means the permanent IPCC Secretariat established by WMO and UNEP.
7. "Session" refers to a series of meetings at the plenary level of the governmental representatives to the IPCC.
8. "IPCC Bureau" consists of an IPCC Chair, Vice-chairs, Working Group Co-chairs, Working Group Vice-chairs and the Co-chairs of any Task Force Bureau (Annex C), or as otherwise defined by the Panel.
9. "Bureau member" refers to any person that holds one of the posts in the IPCC Bureau.
10. "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.
11. A Task Force Bureau consists of the Co-chairs of the Task Force Bureau, who are also members of the IPCC Bureau and 12 members of the Task Force Bureau (Annex C), or otherwise defined by the Panel.
12. "Votes" and "Votes for and against" means affirmative and negative votes only and shall not include abstentions or blank or invalid voting slips.
13. "Term of the IPCC Bureau" will be decided by the Panel and will usually be of a sufficient duration to encompass the preparation of an Assessment Report.

III. Representation and Credentials

Rule 3

Each Member of the IPCC participating in a session of the Panel shall be represented by a delegation consisting of a principal delegate and such other delegates as it may require.

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. A representative of the Secretariat at the session shall attend the Credentials Committee with a consultative status. This Committee shall examine the credentials, which are to be submitted to it by the Secretariat, of delegates and observers. It shall report thereon as soon as possible to the Panel, starting with the first meeting after the opening. Final decisions regarding credentials shall rest with the Panel.

Rule 6

Delegates shall be entitled to participate provisionally in the session, pending a decision by the Panel to accept their credentials.

IV. Composition

Rule 7

The Panel shall decide which elected offices shall constitute the IPCC Bureau and any Task Force Bureau. The Panel shall decide on the total size of the IPCC Bureau and any Task Force Bureau for the next term of the IPCC Bureau and the number of Bureau positions for each Region. The decision shall be made by the Panel at least one IPCC session prior to the session, at which the IPCC Bureau or any Task Force Bureau are elected. The overall composition of the IPCC Bureau should reflect the criteria provided for in Paragraph 5 of the IPCC Principles, which states that "the IPCC Bureau, the IPCC Working Group Bureaux and the Bureaux of any Task Forces of the IPCC shall reflect balanced geographic representation with due consideration for scientific and technical requirements. The size and composition of the IPCC Bureau and the any Task Force Bureau is contained in Annex C to these Rules of Procedures.

V. Terms of Appointment

Rule 8

The IPCC Bureau and Task Force Bureau shall be elected for the Term of the Bureau. It 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. The Term of the Bureau shall be defined at least one Session prior to the one at which the IPCC Bureau and the Task Force Bureau are elected. The term of the Task Force Bureau shall normally be the same as the Term of the IPCC Bureau unless decided otherwise by the Panel.

Rule 9

The term of office of each Bureau member shall normally be equal to the term of the Bureau, and shall start at the end of the session at which he/she is elected and shall end at the close of the session at which their successors are elected.

[Note: former Rule 10 has become Rule 20.]

Rule 10

Members of the IPCC Bureau and of the Task Force Bureau shall be eligible for re-election for a second consecutive term in the same office. Only those members that have served for a continuous period covering less than 7 years, which shall include the period for which he/she may have served in a capacity under the provisions of Rules 12 and 13, shall be eligible for re-election for a further consecutive term in the same office.

Rule 11

The IPCC Chair will participate in the IPCC session in that capacity and shall not at the same time exercise the rights of a representative of a Member or Region of the IPCC.

Rule 12

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 Chair shall be elected at the next IPCC session to serve the remainder of the term of office of the departing Chair. Until a new Chair is elected an IPCC Vice-Chair, as agreed by the Bureau, shall serve as Acting Chair and shall have the same powers and duties as the Chair.

Rule 13

If a member of the IPCC Bureau or Task Force Bureau, other than the Chair, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, 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 is to be confirmed by the Plenary 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 provide a replacement within three months of notification, or if an acting member is not confirmed by the Panel the relevant IPCC Region shall nominate a suitable replacement from that Region. The Panel shall approve the replacement by simple majority. This procedure shall be repeated until a candidate is approved.

Should a Member of the IPCC voluntarily withdraw support from its member of the IPCC Bureau or Task Force Bureau the relevant IPCC Region shall nominate a suitable replacement from that Region. The Panel shall approve the replacement by simple majority. This procedure shall be repeated until a candidate is approved.

Rule 20 shall apply.

VI. Elections – general principles

Rule 14

Elections for all positions shall be held at a 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 Bureau will select a temporary Chair, who will be the Presiding Officer for the election.

Rule 15

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 Task Force Bureau ;
- c) the IPCC Vice-Chairs;
- d) remaining IPCC Bureau positions.

Rule 16

Election of any Task Force Bureau shall normally be undertaken at the same time unless there are practical reasons to do this at another time. Task Force Bureau members shall be elected after all members of the IPCC Bureau are elected.

Rule 17

The term of office of each Bureau member shall start at the end of the session at which he/she is elected and shall end at the close of the session at which his/her successor is elected.

Rule 18

All elections shall be held by secret ballot, unless otherwise decided by the session. When there is only one candidate, he/she shall be declared elected without a ballot.

Rule 19

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.

VII. Nominations

Rule 20

An important criterion for election to the IPCC Bureau or any Task Force Bureau shall be relevant scientific, technological or socio-economic expertise. Curriculum vitae of all nominees shall be submitted to the Secretariat and made available on request to Members of the IPCC before the elections.

Rule 21

(a) The Secretary shall invite Members of the IPCC to submit to the Secretariat written nominations and accompanying curriculum vitae of nominees for the IPCC Chair six months or more before the scheduled election of the IPCC Chair, unless Rule 12 applies.

(b) The Secretariat shall invite Members of the IPCC to submit to the Secretariat written proposals and accompanying curriculum vitae of nominees for relevant IPCC Bureau (other than the IPCC Chair) or 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.

(c) Members of the IPCC wishing to make a nomination shall submit in writing to the Secretariat between the date of the invitation from the Secretary up until one month before a scheduled election, the names of the nominees that it is nominating or proposing pursuant to paragraph (a) or (b), above. The Secretariat shall make a 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, on the IPCC's web site in a time frame 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.

Rule 22

Nominations for the position of the IPCC Chair, the IPCC Bureau and any IPCC Task Force Bureau is to be made by the government of a Member of the IPCC. Should a member of the IPCC nominate a candidate that is not a national of that Member's country, this nomination should be endorsed by a majority of the members of the region, which includes the country of which the candidate is a national.

[Rule 22 was amended to incorporate former Rule 23.]

Rule 23

If the Panel decides at a session when an election is being held to establish a nominations committee for the duration of the session, the procedures described in Annex B apply.

[See Annex B for former Rules 24 to 29]

VIII. Elections – voting procedures

Rule 24

In all voting by secret ballot, two tellers selected from among the delegates present shall be appointed by the Chair to count the votes. Before voting begins, the presiding officer of the meeting shall hand to the two tellers the list of Members of the IPCC present at the session and the list of candidates, prepared in accordance with the provisions of point 6 of Annex B.

Rule 25

The Secretariat shall distribute a voting slip to each delegation. Each voting slip shall be of the same size and colour without distinguishing marks.

Rule 26

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

Rule 27

Members of the IPCC shall be called in turn to vote in alphabetical order according to the names of the Members of the IPCC. At the conclusion of the calling of the Members of the IPCC, the presiding officer of the meeting shall ensure that all the Members of the IPCC present have been called.

Rule 28

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 and its acceptance by the meeting.

Rule 29

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 of point 6 of Annex B.

Rule 30

After completion of the elections, the number of votes for each candidate and the number of abstentions shall be recorded in the report of the session.

Rule 31

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.

Rule 32

The candidate who obtains a simple majority as described in Rule 31 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.

Rule 33

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 34

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 35

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.

Rule 36

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

Rule 37

Whenever more than one ballot is necessary in the elections described in Rules 34,35, and 36 and 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.

Rule 38

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 39

These Rules of Procedures may be amended only by the Panel.

Rule 40

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.

WMO REGIONS

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

Members in a Region shall be deemed to be those having their seat of government (capital) within the Region.

AFRICA (Region I)
(53 Members)

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

ASIA (Region II)
(34 Members and Territories)

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

SOUTH AMERICA (Region III)
(12 Members)

Argentina	Guyana
Bolivia	Paraguay
Brazil	Peru
Chile	Suriname
Colombia	Uruguay
Ecuador	Venezuela

NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN (Region IV)
(25 Members and Territories)

Antigua and Barbuda	Haiti
Bahamas	Honduras
Barbados	Jamaica
Belize	Mexico
British Caribbean Territories	Netherlands Antilles and Aruba
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)
(24 Members and Territories)

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

EUROPE (Region VI)
(51 Members)

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

Nominations committee

[With reference to former Rules 24-29]

1. At those IPCC sessions where an election is to be held, the Panel may establish a Nominations Committee for the duration of the session to facilitate the filling of Bureau positions.

[Former Rule 24]

2. Should a Nominations Committee be established, each Region shall nominate a representative to serve on the Committee. The Committee members shall choose a developed and developing country co-chair from among their members.

3. The Nominations Committee shall consist of two Co-chairs, one from a developed and one from a developing country, and shall take into account appropriate geographical and developed/developing/EIT country balance, each Region being represented. Appointments must be endorsed by consensus or a simple majority of the Panel. The names of members and co-chairs of the Nominations Committee shall be included in the report of the Session.

[Former Rule 26]

4. The Nominations Committee shall prepare and submit to the Session a list of nominees for each position for which an election is to be held. In preparing the list, the Committee shall take note of the guidance of the Panel with regard to geographical and developed/developing country representation of nominees, and take into account the scientific and technical expertise of the nominees.

[From former Rule 25]

5. The Nominations Committee shall consider all written nominations to the Secretary, and all nominations arising from any oral representations made at the Session (provided these are made before the list is finalised). The representative of the Secretariat attends the Nominations Committee with a consultative status. The Nominations Committee may meet with any individual group of delegations or representative of any organisation participating at the Session, as it considers necessary to perform its task.

[From former Rule 25]

6. The Nominations Committee shall report to the Session on the progress of its work at times specified by the Panel and, if requested to do so, shall state its reasons for its list of candidates. The Nominations Committee shall also provide a written account of their activities, which will be included in the report of the Session.

[Former Rule 27]

7. The Nominations Committee shall aim to develop slates of candidates for each Region, which have the consensus support of the Members of the IPCC of those Regions and have relevant scientific/technical expertise.

[From former Rule 29]

8. Prior to each election for a position, or group of positions, a list of the candidates to be voted upon, shall be compiled by the Chair of the meeting. The list will comprise the proposals contained in the list of the Nominations Committee, if it was established. If not the list will comprise nominations received by the 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.

[From former Rule 28]

9. Other nominees may be added to the list following any oral representations to the Panel made by any IPCC member at the Session 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.

[From former Rule 28]

10. Where there is consensus support from a Region for the nominees proposed by that Region for Bureau positions, those nominees may be elected without ballots. If a regional consensus cannot be obtained, elections for these positions shall be held.
[From former Rule 29]

Composition of the IPCC Bureau and Task Force Bureau (as of April 2002)

The IPCC Bureau is composed of 30 members.

It consists of:

1. the IPCC-Chair,
2. three Vice-Chairs with specific responsibilities,
3. two Co-chairs of the Task Force Bureau on Inventories,
4. three Working Group Bureaux, each with two Co-chairs and six Vice-chairs.

The current regional balance of the IPCC Bureau is as follows:

Region I: 5

Region II: 5

Region III: 4

Region IV: 4

Region V: 3

Region VI: 8

The Chairman does not represent a region.

The Task Force Bureau on National Greenhouse Gas Inventories is composed of 2 Co-chairs and 12 members, 2 each of which should be drawn from each WMO Region.