



WMO

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REPORT ON MANAGEMENT PLAN FOR THE AR4 SYNTHESIS REPORT

(Submitted by the IPCC Chair)

Report on Management plan for the AR4 Synthesis Report

Background

In the 23rd Session of the IPCC held in Addis Ababa “the Panel agreed that further consideration will be given by the Bureau to aspects of arrangements for management of the AR4 SYR, and progress reported to the Panel”. Correspondingly, the Bureau in its 33rd Session also held in Addis Ababa was informed by the Chair of a proposed meeting “to be held soon with Co-Chairs, Secretary and TSU Heads to discuss the management plan for the AR4 Synthesis Report”. An extremely helpful and effective meeting was held in Baarn, the Netherlands, on July 7-8, 2005 through the good offices of the TSU of Working Group III.

This report summarizes the management plan developed jointly and through consensus between all the participants of the meeting. The major issues discussed and agreed on during the meeting relate to:

- The draft timetable for preparation of the AR4 SYR
- Roles and responsibilities of members and units of the IPCC for preparation of the AR4 SYR
- Organization of the SYR – TSU, and
- Budgetary implications

The list of participants in the Baarn meeting is attached as Annex I.

Timetable

The proposed draft timetable for completion of the SYR as agreed is provided as Annex II. The participants of the meeting agreed that should COP-13 be postponed by four weeks in response to the request of the IPCC, this would provide further time to work on the SYR, particularly for revising the draft after the first government review (indicated as “option+3”). It was agreed that preliminary stocktaking would be conducted within the WGs as deemed appropriate by the WG Co-Chairs in consultation with the IPCC Chair. It is envisaged that this stocktaking would be carried out by a possible extension of the 4th meeting of Lead Authors of each respective Working Group at the most by a day at the end of each meeting.

Roles and responsibilities of members and units of the IPCC

The roles and responsibilities of various functionaries in the IPCC for preparation of the SYR were agreed on and are detailed in Annex III, including the roles of the IPCC Chair, the core writing team (CWT), Working Group Co-chairs, TSU Heads, IPCC Secretary and Deputy Secretary, extended writing team (EWT), TSU for completion of the SYR, the IPCC Secretariat, Working Group TSUs and the management team (MT). Additional points agreed included:

- The report of the 22nd Session of the IPCC had accepted that “in accordance with IPCC procedures the members of the CWT would be nominated by the IPCC Chair in consultation with the Co-Chairs”. Based on the selection criteria agreed on, each Working Group would recommend to the IPCC Chair approximately 8 authors by mid-February 2006. The Chair would then make his selection. Subsequently, the list of names, together with the agreed roles and selection criteria used, would be presented by the Chair to the Bureau in March 2006 for agreement. This Bureau meeting is proposed to be held in conjunction with IPCC-25.
- There will be 12 Review Editors (RE), two for each topic. There should be 6 from the Bureau and 6 preferably from among the WG REs.

SYR TSU

A TSU would need to be established for providing technical support in the work of preparation of the SYR. The Management team, which met at Baarn was grateful to learn that the UK Government has indicated

the possibility of providing financial support for the position of the Head of the TSU. The Management team was also grateful to learn that the two individuals in New Delhi kindly supported by the Government of India to work in New Delhi to assist the Chair may also be able to contribute to supporting the SYR. It was felt that the most desirable location for the TSU would be New Delhi, India, and if this proves infeasible, the next best location would be Exeter. There was a consensus that a three way split of the TSU between Exeter-Geneva-Delhi would not be desirable. As agreed by the participants of the meeting at Baarn, further discussions on these issues have been held by the Chair after the Baarn meeting and are reflected in the discussion below.

The job description of the Head of the TSU would be specified to indicate both Exeter and New Delhi as possible locations, and subject to the selection of a suitable person, the exact station for locating the TSU Head will be explored at the time of selection.

One senior scientist on full-time basis and another scientist on part-time basis have already been stationed in New Delhi to assist the Chair and could contribute to the work of the TSU, with financial support from the Government of India. In addition a part-time scientist needs to be recruited for 18 months.

The position of the Head of the TSU would be advertised and a suitable person selected by the Chair through a transparent and participative process.

Budgetary Implications

It is anticipated that the total cost of this TSU Head, including travel etc. would be taken care of by the Government of the UK. The estimated expenditure for preparation of the SYR over a period of three years, namely 2006, 2007, 2008 would be 634,000 SFR including a sum of 400,000 SFR for publication and translation. This would include a higher print run, to be determined based on experience with the TAR SYR and summaries for two 2005 Special Reports, cost of editing of translation and mailing cost of initial distribution. The staffing of the SYR TSU and other tasks would involve a cost of 234,000 SFR including a part-time scientist for 18 months and a person with expertise in graphics. It was agreed that work needs to be done on guidelines for graphics regarding matters of consistency in appearance for all summary publications.

The budgetary implications for the production of the SYR, including contribution from governments and other organizations are presented in Annex IV.

Annex I: List of Participants of the 1st SYR Management Meeting

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Year	Week of	Panel/WG Sess.	AR4				Option+3
		Bureau, UNFCCC	WG I	WG II	WG III	SYR	
Jan-06	02 01 06						
	09 01 06						
	16 01 06			LA-3, Merida			
	23 01 06						
Feb-06	30 01 06						
	06 02 06						
	13 02 06				LA-3, Beijing		
	20 02 06						
Mar-06	27 02 06						
	06 03 06		Expert/government rev				
	13 03 06		10 March-4 May				
	20 03 06						
	27 03 06						
Apr-06	03 04 06						
	10 04 06						
	17 04 06	IPCC-25 (td)					
	24 04 06					Bureau agrees to WT composition (td)	
May-06	01 05 06						
	08 05 06						
	15 05 06	SBSTA-24					
	22 05 06	15-26 tbc		Expert/government review			
	29 05 06			26 May - 21 July			
Jun-06	05 06 06						
	12 06 06						
	19 06 06						
	26 06 06		LA-4, TS/SPM; Bergen				
Jul-06	03 07 06						
	10 07 06						
	17 07 06						
	24 07 06						
Aug-06	31 07 06					WT-1 (4 days)	WT-1 (4 days)
	07 08 06						
	14 08 06						
	21 08 06						
	28 08 06						
Sep-06	04 09 06						
	11 09 06			LA-4			
	18 09 06						
	25 09 06						
Oct-06	02 10 06						
	09 10 06				LA-4, tbd, New Zealand		
	16 10 06						
	23 10 06		final government distr.				
Nov-06	30 10 06		27-Oct				
	06 11 06	COP-12					
	13 11 06	6-17 tbc					
	20 11 06			SPM drafting, tbd			
	27 11 06					informal review	informal review tbc
Dec-06	04 12 06						
	11 12 06						
	18 12 06			final government distribution			
	25 12 06			22 December - 16 February			

Year	Week of	Panel/WG Sess.	AR4				
		Bureau, UNFCCC	WG I	WG II	WG III	SYR	Option+3
Jan-07	01 01 07						
	08 01 07						
	15 01 07						
	22 01 07						
	29 01 07	WG I approval/acceptance	WG I approval/acceptance				
Feb-07	05 02 07						
	12 02 07					WT-2 (5 days)	WT-2 (5 days)
	19 02 07						
	26 02 07						
Mar-07	05 03 07						
	12 03 07						
	19 03 07						
	26 03 07						
Apr-07	02 04 07	WG approval/acceptance		WG approval/acceptance			
	09 04 07						
	16 04 07						
	23 04 07						
May-07	30 04 07	WG/IPCC approval/acceptance			WG approval/acceptance	WT-2 bis (1-2 days)	WT-2 bis (1-2 days)
	07 05 07	SBSTA-26, 07-18 tbc					
	14 05 07					Exp/gov review	
	21 05 07						Exp/gov review
	28 05 07						
Jun-07	04 06 07						
	11 06 07						
	18 06 07						
	25 06 07						
Jul-07	02 07 07						
	09 07 07						
	16 07 07						
	23 07 07					WT-3 (5-days)	
Aug-07	30 07 07						WT-3 (5 days)
	06 08 07						
	13 08 07						
	20 08 07					final gov rev	
Sep-07	27 08 07						final gov rev
	03 09 07						
	10 09 07						
	17 09 07						
Oct-07	24 09 07						
	01 10 07						
	08 10 07						
	15 10 07					CWT-weekend	
Nov-07	22 10 07					IPCC adopts SYR	
	29 10 07						
	05 11 07	COP-13, 05-16 tbd					CWT-4 (2-3 days)
	12 11 07						IPCC adopts SYR
	19 11 07						
Dec-07	26 11 07						
	03 12 07	COP-13, 03-14 tbd					COP-13, 03-14, tbd
	10 12 07						
	17 12 07						
	24 12 07						
	31 12 07						

Annex III: Roles of Participants in the Preparation of the SYR

Chairman IPCC – The IPCC Chair will chair the writing team, would lead and provide overall guidance to the development of the SYR.

Core Writing Team (CWT) – The role of the CWT is to prepare the text, tables and figures of drafts and revisions of the SYR using material taken from approved IPCC Reports (including Special Reports). The CWT would function under the overall leadership of the IPCC Chair. It is proposed that in addition to the Working Group (WG) Co-Chairs, the Secretary and Deputy Secretary, the CWT consist of the heads of Technical Support Units (TSU) and up to 8 authors from each WG team. The CWT would be selected by the Chair in consultation with the co-chairs of the WGs, and agreed by the Bureau.

Extended Writing Team (EWT) – The EWT is analogous to contributing authors of WG reports. The CWT would work in coordination with members of the EWT, who would be asked to provide relevant inputs from the respective chapters that they represent. The EWT would also be asked to participate in WG-EWT meetings. It is expected that the EWT would consist of up to one Lead Author per chapter from the Working Group Reports.

Working Group Co-Chairs – The WG Co-Chairs would take a broad role in facilitating inputs from the authors of each of the respective Working Groups for the purpose of the SYR. They would be responsible for resolution of any differences of opinion between authors. The WG Co-Chairs would nominate members of the CWT and EWT from within their respective WGs.

TSU for completion of the SYR – A TSU would be set up for providing necessary technical support for the SYR. In close cooperation with the Secretariat of IPCC, the TSU should be a team working directly under the Chair, reporting to the Chair and supporting the CWT.

Role of the Secretariat—The Secretariat would organize CWT meetings; arrange publication, translation, and dissemination of SYR. Working with SYR TSU, the Secretariat will be responsible for maintaining government relations.

Working Group TSUs – TSUs of the Working Groups would be responsible, in conjunction with CWT, for editorial cross-checking of material between the SPM and TS of the Working Group Reports and the draft of the SYR prior to distribution for expert/government review and final distribution. The TSUs would also help the SYR-TSU by providing technical advices and sharing experiences.

Management Team – Under the leadership of the Chair, the Management Team would give direction to the report and make necessary management decisions. They would also contribute to the writing process as appropriate. The MT would consist of the Chair, Secretary, Deputy Secretary, the SYR TSU head, and the co-chairs and heads of TSU from each WG.

Annex IV: Details of budgetary implications for production of SYR.

1. Salary and cost of TSU head – to be contributed by the Government of UK.
2. Two scientists supporting the Chair are already in place in New Delhi and could contribute to support of the SYR – contributed by TERI with support from Government of India

Budgetary support from IPCC Trust Fund

2006:

- | | | |
|--|---|--------|
| • SYR TSU half-time staff 6 months at P-3/P-4 level | - | 48,000 |
| • Graphics work including design guidelines for all AR4 products | - | 30,000 |

2007

- | | | |
|---|---|--------|
| • SYR TSU half-time staff, 12 months at P-3/P-4 level | - | 96,000 |
| • Graphics work including layout | - | 60,000 |

2008

- | | | |
|----------------------------|---|---------|
| • Publication, translation | - | 400,000 |
|----------------------------|---|---------|

Total	-	634,000
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