REPORT OF THE THIRTEENTH MEETING OF THE IPCC EXECUTIVE COMMITTEE
5 September 2012, 3:00-4:25PM CET - Teleconference

CONCLUSIONS AND DECISIONS

Participants:

Members:
R. K. Pachauri (Chair); I. Elgizouli; H. Lee; J.-P. van Ypersele; T. Stocker; V. Barros; C. Field; O. Edenhofer; R. Pichs Madruga; Y. Sokona.

Advisory Members:
G. Leone (minutes); P. Midgley; K. Ebi; E. Farahani (in the absence of J. Minx); S. Eggleston; L. Meyer.

Others:
W. Zabula (silent observer as agreed by the Chair); Z. Botao (silent observer upon request of D. Qin).

1. ADOPTION OF THE AGENDA

The Executive Committee (ExCom) adopted the provisional agenda of the meeting with an amendment to item 2.2 to read as "Electronic version of IPCC reports as a document of record". The ExCom decided to postpone item 5: "Synthesis Report Core Writing Team Involvement in Working Group Reviews" to a later meeting. The final approved agenda is annexed in document EXCOM-XIII/Doc.1, Rev.1 (**Annex 1**).

2. FOLLOW-UP TO IPCC-35 DECISIONS OF RELEVANCE TO THE EXECUTIVE COMMITTEE (continued from ExCom-12)

2.1 Report on the effectiveness of the ExCom

The ExCom agreed that the self-assessment of performance of the ExCom would be done in a 2-step process: the Chair will revise the draft presented to ExCom-12 to include a preamble and other suggestions made by Members and will circulate it to the ExCom for discussion at ExCom-14. The final document will become part of the record of that meeting. A wider updated assessment will be prepared for IPCC-37.

	Action Item	*Responsibility*	*Deadline*
1.	To revise the first draft report on the effectiveness of the ExCom for discussion at ExCom-14 (3 October 2012).	Chair	26 September 2012

2.2 Electronic version of IPCC reports as a document of record

C. Field, Co-Chair of WGII, introduced the item and recalled the discussion held at IPCC-35, when the ExCom was tasked with exploring this issue and reporting on its findings to the next session of the Bureau. C. Field informed the ExCom that he is reviewing the possibility for IPCC of using the PDF/A software, and recommended that the ExCom decision on this matter be taken at a later stage, once enough experience is accrued for a more informed discussion. There was no objection to this suggestion.

The ExCom reiterated, as discussed at IPCC-35, the need for a seamless transition that would require two versions of record of IPCC reports (i.e. hard copy and electronic).

2.3 Role of the Observer Organizations in AR5

G. Leone, Deputy Secretary, reported that the Secretariat has distributed the note on the above subject, finalized as agreed at ExCom-12, with the record of that meeting. In addition, a sentence has been added on the AR5 page of the IPCC website. The Deputy Secretary invited the WGs to use the same text on their websites. The Deputy Secretary informed that the note from ExCom-12 will be part of the document on Observer Organizations to be submitted to the next Bureau and Plenary sessions.

3.   COMMUNICATIONS AND OUTREACH

3.1 Implementation plan of the Communications Strategy

J.-P. van Ypersele, Chair of the sub-group (ExCom-CS) tasked with the drafting of the above-mentioned Plan, recalled the hard work done by the ExCom-CS members and the many iterations of the draft document. In response to a query by the Chair, he informed the ExCom that identifying the most appropriate method to develop the evaluation metrics for the implementation of the Communications Strategy is still work in progress. He also clarified that the Implementation Plan is an operational working document that will prove its value in practice and be adjusted and refined on the basis of the lessons learned during the implementation of the Strategy. The Deputy Secretary recalled the relevant text of the decision taken at IPCC-35 in this regard, i.e.: "*To request the Executive Committee to update and develop the Implementation Plan as circumstances require, and to report to the Panel on any updates.*"

The ExCom approved the draft "Implementation Plan of the Communications Strategy" as developed by the ExCom-CS, with an additional sentence referring to the text of the IPCC-35 decision mentioned above. The final document will be circulated, as decided at IPCC-35, to the Bureau and Focal Points by 1 October 2012. The ExCom will establish the Communications Action Team (CAT) as per the Implementation Plan at its next meeting, based on the nominations for members and deputies sent in advance by the ExCom Members to the Communications Manager.

	Action Item	*Responsibility*	*Deadline*
2.	To introduce a sentence in the Implementation Plan referring to the possibility of updating it, as decided at IPCC-35, and circulate the revised final version to the ExCom.	J.-P. van Ypersele	12 September 2012
3.	To provide nominations for their respective CAT representative and deputy to the Communications Manager in advance of ExCom-14.	ExCom Members	28 September 2012

3.2 Update on communications activities and plans

The Chair stressed the importance of keeping the visibility of the SRREN high. E. Farahani, WGIII TSU, reported that, following discussions with the Chair and WG III Co-Chairs, WG III is planning a series of outreach events on SRREN with a special focus on developing countries. WGIII is currently negotiating with a Government to mobilize resources for this purpose. The format of the SRREN outreach events will be based on the successful experience of the SREX events. Details of the plan, which will be finalized in consultation with the Communications Manager, will be shared as soon as the proposal for funding has been approved. Resources to support the SRREN outreach are also available in the IPCC Trust Fund.

Y. Sokona, Co-Chair of WGIII, informed the meeting that, as part of the SRREN outreach, a presentation was made at the 39th Southern African Power Pool (SAPP) Environmental Sub-Committee Meeting (Arusha, Tanzania, 4 September 2012) and that it is planned to have SRREN authors present at the Meeting of the Southern African Development Community (SADC) Ministers Responsible for Energy (Maseru, Lesotho, date to be decided). An outreach event is also planned

for the day before the Second Conference on Climate Change and Development in Africa (Addis Ababa, Ethiopia, 9-12 October 2012). The Chair added that he may consider attending that event.

3.3 Side events at UNFCCC COP-18

The Deputy Secretary reported that the Secretariat of the UNFCCC has been approached to provide the facilities for two IPCC side events as agreed at ExCom-12. One side event has been already approved, and the Secretariat is still waiting for feedback from UNFCCC on the second one. O. Edenhofer, Co-Chair, WGIII indicated that he may not be able to attend COP-18 in its entirety; therefore it is urgent to have the planned dates for the IPCC events in Doha. R. Pichs', Co-chair, WGIII presence is also not confirmed. Y. Sokona informed the ExCom that in principle he will be at Doha.

	Action Item	Responsibility	Deadline
4.	To follow up on the arrangements for the IPCC side events and the dates when the Chair and other IPCC officials will have to be in Doha, and inform the ExCom.	G. Leone	ExCom-14

4.   IMPLEMENTATION OF THE PROTOCOL FOR ADDRESSING POSSIBLE ERRORS

C. Field, Co-Chair, WGII, reported on the conclusion of the process addressing the alleged errors in the section of chapter 1 concerning disaster trends in the WGII contribution to the AR4. He provided the ExCom with a positive evaluation of the implementation of the IPCC Protocol for Addressing Possible Errors, but also highlighted a technical difficulty in meeting its deadlines. He suggested that it may be necessary to revise the Protocol in order to make those deadlines more realistic. The Deputy-Secretary recalled that, as the Protocol is a document approved by the Plenary, its revisions need to be taken to the Plenary.

The ExCom agreed that it is in its mandate to monitor the implementation of the Protocol. The ExCom also agreed with the analysis made by the Co-Chair, WGII, in terms of the difficulty of meeting the deadlines set by the Protocol in some cases. The ExCom encouraged those dealing with error claims to act as swiftly as possible in implementing the steps described by the Protocol. It agreed with the need to revise those deadlines under special circumstances and to submit a proposed revision to the Plenary for approval at its 37th Session.

The Excom agreed that it is crucial to update the internal tracking system and archive all the documents that need to be on record on the implementation of the Protocol in each case, and that these actions require rigorous attention by all those responsible.

	Action Item	Responsibility	Deadline
5.	To carry out an audit of the internal tracking system and ensure that it is up to date, with all relevant documents of record.	Secretariat in consultation with WGs	28 September 2012
6.	To prepare an analysis of the error claims that have been addressed and closed since the approval of the Protocol, in order to identify bottlenecks and possible adjustments to the deadlines of the Protocol.	Secretariat in consultation with WGs	28 September 2012

5.   ANY OTHER MATTERS

Meeting of the Synthesis Report Core Writing Team (SYR CWT) in April 2014: O. Edenhofer, Co-Chair, WGIII, invited the ExCom to consider the need for a day of rest between the AR5 WGIII approval session and the planned SYR CWT meeting in April 2014. The Chair referred to the approved calendar of AR5 activities and suggested to review this request at a later stage.

The meeting closed at 04:25PM.

IPCC EXECUTIVE COMMITTEE – THIRTEENTH MEETING
Teleconference, 5 September 2012

EXCOM-XIII/Doc. 1, Rev. 1
(5.IX.2012)
Agenda Item: 1
ENGLISH ONLY

PROVISIONAL AGENDA

(Submitted by the IPCC Secretariat)

1. **ADOPTION OF THE AGENDA**

2. **FOLLOW-UP TO IPCC-35 DECISIONS OF RELEVANCE TO THE EXECUTIVE COMMITTEE** (continued from ExCom-12)

   2.1   Report on the effectiveness of the ExCom
   2.2   Electronic version of IPCC reports as a document of record
   2.3   Role of the Observer Organizations in AR5

3. **COMMUNICATIONS AND OUTREACH**

   3.1   Implementation plan of the Communications Strategy
   3.2   Update on communications activities and plans
   3.3   Side events at UNFCCC COP-18

4. **IMPLEMENTATION OF THE PROTOCOL FOR ADDRESSING POSSIBLE ERRORS**

5. **ANY OTHER MATTERS**