

TWENTIETH MEETING OF THE IPCC EXECUTIVE COMMITTEE
12 June 2013, 3:00-4:30PM CEST – Oslo, Norway

CONCLUSIONS AND DECISIONS

Participants:

Members:

R. K. Pachauri (Chair); I. Elgizouli; J.-P. van Ypersele; Q. Dahe; T. Stocker; V. Barros; C. Field; O. Edenhofer; R. Pichs-Madruga; Y. Sokona; T. Hiraishi*.

Advisory Members:

R. Christ; P. Midgley* (part-time); J. Minx; K. Tanabe*; L. Meyer.

Others:

G. Leone* (minutes); J. Lynn*; G.-K. Plattner; M. Mastrandrea; K. Mach.

* Present by teleconference.

1. ADOPTION OF THE AGENDA

The ExCom adopted the provisional agenda of the meeting (EXCOM-XX/Doc.1), as attached as **Annex 1**.

2. MATTERS OF COORDINATION

2.1 Release of draft report after acceptance – clarification

In relation to the decision taken at ExCom-17 on this matter, the Secretary highlighted the following two procedural issues: (i) *Appendix A to the Principles Governing IPCC Work* does not contain any reference to “final government distribution (FGD)” but refers to “final draft report”; and (ii) after acceptance, the final draft report is no longer a draft, but acquires a new status. Consequently, the ExCom revised its decision taken at ExCom-17 as follows:

The ExCom decided that the accepted underlying report will be released no later than the second working day (Monday-Friday) following the release of the SPM. It will be accompanied by the document accepted by the Plenary that contains the list of changes to be made to the chapters, Technical Summary (and Annexes) for consistency with the approved Summary for Policymakers (SPM). The cover page of the report will clearly show its status as “accepted” and will contain a disclaimer indicating that the text of the accepted report will undergo copy-editing and error correction. The ExCom will discuss at its next meeting in July the exact timing of the release of the approved Summary for Policy Makers (SPM) following the approval session.

	<i>Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
1.	To draft the note for the front page of the accepted report as described in the above decision, to be used consistently by all WG reports.	T. Stocker/WGI TSU and Secretariat in consultation with other WGs	30 June 2013

C. Field, Co-Chair, Working Group II (WGII), highlighted the need for an effective communications campaign to explain that the final, copy-edited, page-formatted version of the report is the document of record. In response to a point raised by T. Stocker, Co-Chair, WGI, it was agreed that a pre-publication errata document may be developed to reflect possible content errors identified in the period between the release of the unedited accepted report and its publication and handled in

a manner consistent with the *IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports*.

The question of whether and when to make the final draft SPM available was left open for discussion at a later stage.

2.2 Comments by delegates at the 65th Session of the WMO Executive Council following the Report by the Chair of the IPCC

The Chair informed the ExCom of his participation in the Sixty-Fifth Session of the WMO Executive Council, where he had provided delegations with a report on the work of the IPCC. He also referred to the discussion that had followed, including many positive remarks by delegations. One Member had called for consistency across Working Groups (WGs) in dealing with subjects of risk and uncertainty and adherence to the agreed length of the WGs' contributions. Some delegates commented on the broad interest in the AR5 Assessment and urged the IPCC to prepare for extensive outreach and discussion following the release of each component of the report.

2.3 Other matters of coordination and consistency

The Secretary recalled the following requirement contained in section 4.2 of *Appendix A to the Principles Governing IPCC Work*: "The drafts of IPCC Reports and Technical Papers which have been submitted for formal expert and/or government review, the expert and government review comments, and the author responses to those comments will be made available on the IPCC website as soon as possible after the acceptance by the Panel and the finalisation of the Report or Technical Paper." For the Fourth Assessment Report (AR4) and 2011 Special Reports these drafts and comments are available through the IPCC website. For some reports also the final draft Technical Summary is available. For sake of transparency, the Secretary suggested to make the full final draft of the reports also available on the website. The modalities to do this and consistency in this regard among the WG websites need to be addressed. The ExCom did not object to this proposal. T. Stocker, Co-Chair, WGI expressed concern about the timing of this exercise that should be undertaken only at the end of the AR5 cycle. Regarding general aspects of consistency across websites, the ExCom decided to ask the Communication Action Team (CAT) to look into the matter further.

The ExCom also agreed to the suggestion by the Secretary that Observer Organizations receive a copy of the final draft report before the four weeks required by the IPCC procedures in advance of the approval plenary. It was decided, however, that the distribution to Observer Organizations would not take place until after the end of the government review of the final draft of the SPM.

3. COMMUNICATION AND OUTREACH ACTIVITIES

3.1 Release of Fifth Assessment Report (AR5) Summary for Policymakers (SPMs) to media and general embargo policy related to AR5

With reference to the revised proposal on an IPCC embargo policy, distributed by the Senior Communications Manager to the ExCom, it was agreed to discuss this matter at ExCom-21. In the meantime, the discussion should continue among members to arrive at a decision at that meeting.

4. RESPONSE TO POSSIBLE ERRORS

4.1 Pending WGIII AR4 error claim

	<i>Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
2.	To revise and distribute to the ExCom the draft erratum in accordance with the guidance provided by the ExCom.	WGIII Co-Chairs and TSU	30 June 2013

The Deputy Secretary reported that there are 6 error claims pending. The Chair requested that urgent attention be given to those claims in compliance with the Error Protocol, so that the process may be completed for all of them within the shortest period.

4.2 Handling of translation errors

This issue was discussed at ExCom-18 already, and the required action was confirmed.

	<i>Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
3.	To develop a separate process to handle translation errors and report at next ExCom regular meeting.	C. Field T. Hiraishi	ExCom-21, July 2013

J.-P. van Ypersele, Vice-Chair, stressed that the items of the Glossary in the French version of the reports must be sorted in the order of the French alphabet.

4.3 Translation of errata in UN languages

The Secretary recalled her proposal to launch the translation in UN languages of errata in the AR4 material which had been translated in UN languages. "Translation editors" within each WG will be consulted in completing this process.

	<i>Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
4.	To inform the Secretariat of the "translation editors" appointed by each WG.	WG TSUs	31 July 2013

4.4 Posting of errata

	<i>Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
5.	To look into the implementation of the decision taken on this item at ExCom-18 and evaluate the available options by setting up a test website for reporting to ExCom.	C. Field Secretariat	ExCom-22, 7 August 2013

4. ISSUES ARISING FROM THE WMO INTERNAL AUDIT OF IPCC MEETINGS

The Secretary introduced the draft report prepared by the WMO Internal Auditors on the above subject. The report provides very positive feedback in terms of handling IPCC meetings by the Secretariat. It also contains some questions and recommendations. The ExCom decided to bring to the attention of the Financial Task Team (FiTT) in particular the following questions: (i) allowable costs of meetings to be funded by the IPCC Trust Fund; and (ii) eligibility of experts to the travel support provided by the IPCC Trust Fund. The FiTT should give clear guidance on the criteria to be used. It was noted that the draft report is confidential and should not be distributed further.

	<i>Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
6.	To bring the issue of eligibility of experts to Trust Fund support to the attention of the FiTT.	Secretariat	IPCC-37

7.	To share the criteria currently used to produce lists of eligible experts as well as a copy of those lists with the Secretariat for consideration by the FiTT.	WGs/TFI TSUs	IPCC-37
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5. ANY OTHER MATTERS

There were no other matters to be discussed and the meeting closed at 04:30PM.

**IPCC EXECUTIVE COMMITTEE – TWENTIETH MEETING
Oslo, Norway, 12 June 2013**

EXCOM-XX/Doc. 1
(5.VI.2013)
Agenda Item: 1
ENGLISH ONLY

PROVISIONAL AGENDA

(Submitted by the IPCC Secretariat)

1. ADOPTION OF THE AGENDA

2. MATTERS OF COORDINATION

- 2.1 Release of draft report after acceptance – clarification
- 2.2 Comments by delegates at the 65th Session of the WMO Executive Council following the Report by the Chair of the IPCC
- 2.3 Other matters of coordination and consistency

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- 4.2 Handling of translation errors
- 4.3 Translation of errata in UN languages
- 4.4 Posting of errata

5 ISSUES ARISING FROM THE WMO INTERNAL AUDIT OF IPCC MEETINGS

6 ANY OTHER MATTERS