

**FINAL REPORT OF THE 30TH SESSION
OF THE IPCC BUREAU
Potsdam, Germany, 5 September 2003**

1. OPENING OF THE SESSION

1.1 Opening

1.1.1 The Chair of the IPCC, Dr R.K. Pachauri called the session to order at 10h00 on Friday, 5 September.

1.1.2 The session was attended by 55 persons; elected Bureau Members (24), Government Representatives (11), invited observers and Secretariat (20) (Attachment A).

1.2 Working arrangements

1.2.1 The Chair of the IPCC, Dr R.K. Pachauri outlined the working arrangements for the session.

1.3 Approval of the agenda

1.3.1 It was agreed that the following two items will be discussed under agenda item 6 - Other Business of the draft Agenda (Attachment B):

- Follow-up actions of the 29th session of the Bureau;
- Communication with the Secretariat.

2. APPROVAL OF THE DRAFT REPORT OF THE 29TH SESSION

2.1 The session made the following comments on the revised draft report of the 29th session, which reflected comments received from Bureau members before the 30th session:

- Concerning para 3.2.3 it was noted that the conclusion by the Bureau was superseded by the decision of IPCC-21. However, the report reflects correctly the consideration by the Bureau and therefore no changes are required.
- Under Item 5 a reference concerning the employment of additional staff for the Secretariat for communications should be included in the report.

2.2 With this (para 2.1) amendment the report of the 29th session of the Bureau was approved.

3. PREPARATIONS FOR THE FOURTH ASSESSMENT REPORT (AR4)

3.1 Review of the WG I Proposed Report Structure

3.1.1 The Co-chairs of Working Group I presented the proposed outline for the IPCC Working Group I contribution to the Fourth Assessment Report as outcome of the Second Scoping Meeting (Potsdam, Germany, 1-4 September 2003). The Co-chairs informed the session that a detailed report of the two scoping meetings will be prepared to assist CLAs and LAs in the drafting of the AR4 and the outline will be edited before submission to 9th session of Working Group I. The session discussed the proposed outline, made several comments and expressed satisfaction with the progress achieved in preparing the outline.

3.2 Review of the WG II Proposed Report Structure

3.2.1. The Co-chairs of Working Group II presented the proposed outline for the IPCC Working Group II contribution to the Fourth Assessment Report as outcome of the Second Scoping Meeting (Potsdam, Germany, 1-4 September 2003). In their summary, the Co-chairs noted that some revision and editing of the presented outline will be necessary before it can be submitted to the Plenary of Working Group II.

3.2.2 The session discussed the proposed outline, made several comments and expressed satisfaction with the progress achieved in preparing the outline. The Representative of the Russian Federation, Prof. Izrael could not accept the formulation of Chapter 20 of the outline without reference to Article 2 of the UNFCCC or “dangerous anthropogenic interference with the climate system” and requested his position to be recorded in the report of the meeting of the Bureau.¹

3.3 Review of the WG III Proposed Report Structure

3.3.1 The Co-chairs of Working Group III presented the proposed outline for the IPCC Working Group III Fourth Assessment Report as outcome of the Second Scoping Meeting (Potsdam, Germany, 1-4 September 2003).

3.3.2 The session discussed the proposed outline, made several comments including a suggestion by the Chair to change the title of Part D as “International dimensions”, and expressed satisfaction with the progress achieved in preparing the outline.

3.3.3 The Chair advised that in preparing the outlines for consideration by the 21st session of the IPCC the following need to be taken into account:

- comments made at this Bureau Session would be taken into consideration by the Co-chairs in preparing the outlines to be submitted to the Working Groups
- explanatory text for each chapter of the outlines could assist the Panel in its discussions: they could be contained in information documents for the Working Group Sessions;
- concept papers on cross-cutting themes (CCT) will be posted on the IPCC website and should be used by LAs in preparation of AR4;
- the length of the AR4 should be reduced with the aim that it should be 2/3 of the TAR;
- titles, structure (parts or sections), other aspects of uniformity of the outlines need to be addressed and the Chair, in association with the Secretary, will provide guidance on how to harmonize the text before submission to the Working Group sessions and the 21st session of the IPCC.

3.4 Review of Progress with the Synthesis Report

3.4.1 The Chair reported on progress in scoping the Synthesis Report (SyR) and submitted a proposal for a SyR for the AR4 to the session for discussion. The proposal addressed the question whether there is a need for a SyR, provided a review of the structure of the previous SyR and it addressed key issues for guiding the next SyR's technical content and its preparation.

3.4.2 The session welcomed the Chair's proposal and made the following general comments:

- the Panel needs to agree in principle at its 21st session to prepare a SyR for the AR4;
- the SyR should be planned as a “value-added” document;
- the proposal to the 21st session should be shorter (a review of the structure of the previous SyR should be in the Annex, and not in the document);
- section 2 “Why do we need a SyR “should be reinforced;

¹ After the Bureau Session a compromise formulation for the document to be proposed to the 7th Session of Working Group II was agreed between Prof. Izrael and the Co-chairs of Working Group II.

- regional issues need to be included in the SyR structure.

3.4.3 In his summary the Chair noted that all comments will be taken into consideration and welcomed additional comments from Bureau members in the form of proposed modifications in the text by 16 September 2003, as a deadline for preparation of documentation for the 21st session of the IPCC.

3.5 Products of the AR4

3.5.1 The session noted a brief presentation by the Acting Secretary on the range of possible outputs that might be considered as the AR4 planning evolves, including possible technical papers on regional issues and a Technical Paper on Climate Change and Water (TPCCW). Concerning the presentation of regional issues it was suggested that several options will be included in a revised paper that will be presented to IPCC-21.

4. PROGRESS REPORTS ON OTHER ITEMS FOR IPCC-21

4.1 Land use, land use change and forestry (LULUCF): Development of good practice guidance for the LULUCF sector (**Task 1**) and Development of definitions for direct human induced degradation of forests and devegetation of other vegetation types and methodological options to inventory and report on emissions from these activities (**Task 2**).

4.1.1 The session noted the progress report on Task 1 and Task 2, as presented by the Co-Chairs of the Task Force Bureau. The draft reports on Tasks 1 and 2 are in the final stages and will be presented at the 21st session of the IPCC for consideration, adoption and acceptance.

4.2 Land use, land use change and forestry (LULUCF): Proposal for further action in relation to “factoring out direct human induced changes in carbon stocks” (**Task 3**)

4.2.1 The Chair informed the session of the high level science meeting that took place in Geneva, Switzerland, 21–23 July, 2003. The meeting prepared a science statement with key conclusions and recommendations on current scientific understanding of the processes affecting terrestrial carbon stocks and human influences upon them.

4.2.2 The session noted that, based on (1) the outcome of the high-level science meeting, (2) the Committee’s own discussions held in Geneva on July 23 and (3) the decision taken by the TFB (TFB meeting in August 1, 2003) the Management Committee, which was established in line with decision 5 by IPCC-20, concluded that:

- At this stage, scientific knowledge and the published literature on the subject have not advanced far enough for a comprehensive methodology to be developed, consistent with the scientific rigor that defines the work of the IPCC.
- That any limited exercise attempting to shed light on components of the total problem would not provide an adequate basis for the development of comprehensive methodology, and would unduly strain the scientific resources of the IPCC.
- Under the circumstances, an appropriate response would need to be communicated from the IPCC to SBSTA and the UNFCCC Secretariat that, at the current stage, the IPCC would not be able to meet the request made by the UNFCCC and a copy of the Science Statement should be sent to the SBSTA Climate Change Secretariat, noting that for the present the correct version is to be used only by the SBSTA Chairman and SBSTA/COP Bureau and UNFCCC Secretariat.

4.2.3 The session agreed that this issue (Task 3) needs to be resolved at the 21st session of the IPCC.

4.2.4 The session also agreed that in an effort to find constructive means to meet the requirements of SBSTA, a joint working group meeting with the Chairman of SBSTA, members of the SBSTA/COP Bureau and the UNFCCC Secretariat should be organised during the 21st session of the IPCC.

4.3 Task Group on Climate Impacts Assessments (TGCIA)

4.3.1 The session noted the progress report and the proposal for a new mandate of the Task Group on Scenarios for Climate and Impact Assessment (TGCIA) presented by the TGCIA Chair, Dr Richard Moss, on behalf of the Task Group.

4.4 Election Procedures

4.4.1 The session noted the revised document on Procedures for Election of the IPCC Bureau and the Task Force Bureau presented by IPCC Vice-Chair, Dr Richard Odingo, which will be submitted to the 21st session of the IPCC.

4.5 Review of IPCC Principles

4.5.1 The session noted background information concerning the review of the “Principles Governing IPCC Work” presented by the Acting Secretary and the report by the small Bureau group that was established to review the Principles. It agreed that no changes in the procedures were required, except for a few editorial amendments

5. FINANCIAL MATTERS

5.1 The Acting Secretary informed the session that the document on the IPCC Programme and Budget for 2004-2007 has been prepared for submission to the 21st session of the IPCC. It was noted however, that the full requirements for the preparation of the AR4 can only be reflected in the budget after the sessions of the three Working Groups.

6. OTHER BUSINESS

6.1 The Co-Chairs of Working Group III introduced the proposal for anonymous reviews of draft IPCC reports as discussion note. In his summary of the discussion, the Chair noted that the authors of the proposal need to analyse comments from the Bureau members. The Chairman reported on his activities related to scenarios and informed the Bureau that he intends to prepare a report to IPCC-21 which will also address future work towards AR5.

6.2 A suggestion was made on how to improve communication and distribution of documents within the Bureau.

7. TIME AND PLACE OF THE NEXT SESSION

7.1 The next session will be determined through communication by the Chair with Bureau Members and the Secretariat.

8. CLOSURE OF THE SESSION

8.1 The session closed at 18h10 on Friday, 5 September 2003.

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WMO

INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE



UNEP

ATTACHMENT B

IPCC BUREAU
THIRTIETH SESSION
Potsdam, 5 September 2003

BUR XXX/Doc. 1
(1.VII.2003)
Agenda item: 1
ENGLISH ONLY

PROVISIONAL ANNOTATED AGENDA

The purpose of the Bureau Session is to plan for the documentation that will go forward to the Vienna Plenary (3-7 November 2003).

1. OPENING OF THE SESSION

(10 minutes)

- 1.1 The Chair, Dr R.K. Pachauri will call the session to order at 10.00 hrs on Friday, 5 September 2003 and make his opening remarks.
- 1.2 The Chair will confirm the working arrangements that are suggested to include meeting hours of 10.00 to 13.00 for the morning session and 15.00 to 18.00 for the afternoon session.
- 1.3 Approval of the Agenda

2. APPROVAL OF THE DRAFT REPORT OF THE 29TH SESSION

(10 minutes)

The Bureau will have before it a revised draft report of the 29th Session, which reflects comments received from Bureau members. The Bureau is asked to approve the report. The approved report will be made available to the 21st Session of the Panel as an INF document.

3. PREPARATIONS FOR THE FOURTH ASSESSMENT REPORT (AR4)

(4 hours)

- 3.1 **Review of WG I Proposed Report Structure**
The Co-chairs of WG I will report on scoping of their portion of the AR4
- 3.2 **Review of WG II Proposed Report Structure**
The Co-chairs of WG II will report on scoping of their portion of the AR4
- 3.3 **Review of WG III Proposed Report Structure**
The Co-chairs of WG III will report on scoping of their portion of the AR4
- 3.4 **Review of Progress with the Synthesis Report**
The Chair will report on progress in scoping the Synthesis Report
- 3.5 **Products of the AR4**

The Secretariat will present a brief paper discussing the range of possible outputs that might be considered as the AR4 planning is developed.

4. PROGRESS REPORTS ON OTHER ITEMS FOR PLENARY

(1.5 hours)

4.1 **Land use, land use change and forestry (LULUCF): Development of good practice guidance for the LULUCF sector (Task 1) and Development of definitions for direct human induced degradation of forests and devegetation of other vegetation types and methodological options to inventory and report on emissions from these activities (Task 2)**

The Co-chairs of the Task Force on National Greenhouse Gas Inventories Programme will report on progress with Tasks 1 and 2, and in particular on the outcomes from the meeting in Sydney, Australia, 29-31 July 2003.

4.2 **Land use, land use change and forestry (LULUCF): Proposal for further action in relation to “factoring out human induced changes in carbon stocks” (Task 3)**

The Bureau will be informed of the outcomes of the expert meeting on Terrestrial Carbon Stocks, Geneva, Switzerland, 21 –23 July, 2003.

4.3 **Task Group on Climate Impacts Assessment (TG CIA)**

The Bureau will be informed about the outcome of the 8th meeting of the TG CIA, held in Boulder, USA 29 June – 2 July 2003. In particular a new draft of the TG CIA terms of reference will be brought to the attention of the Bureau.

4.4 **Election Procedures**

At the 19th Plenary there was a call for codification of the IPCC procedures for election of the Chair and Bureau membership. At the 20th Plenary a draft document proposing such procedures was circulated. This document has been reviewed and revised. The results will be presented by Prof. Odingo.

4.5 **Review of IPCC principles**

The IPCC principles adopted by IPCC-14 on 1 October 1998 require that they be reviewed at least every five years. The Bureau will be invited to consider how to best approach this matter.

5. FINANCIAL MATTERS

(15 minutes)

The Secretariat will present a brief report on revenues and expenditures of the IPCC.

6. OTHER BUSINESS

7. TIME AND PLACE OF THE NEXT SESSION

8. CLOSING OF THE SESSION