



WMO



UNEP

**REPORT OF THE 31st SESSION
OF THE IPCC BUREAU
Geneva, 28-30 April 2004**

1. OPENING OF THE SESSION

1.1 The session was opened by the Chairman, Mr R K Pachauri. Mr Michel Jarraud, the Secretary-General of the WMO addressed the session and reaffirmed the commitment and contribution of the WMO to the IPCC.

1.2 The chairman announced that Ms Renate Christ was selected as new Secretary of the IPCC and congratulated her.

1.3 The Session noted changes in the membership of the Bureau, thanked the outgoing members and welcomed the new members Mr H. Larsen from Denmark and Mr G. Love from Australia (Australia). In this context the Bureau expressed its special gratitude to Mr John Zillmann (Australia) for his contribution to the work of the IPCC and the Chair expressed his personal thanks.

1.4 The agenda, as approved, is attached as Appendix 1.

1.5 The session was attended by 45 persons. The list of participants is attached as Appendix 2.

2. APPROVAL OF THE DRAFT REPORT OF THE 30TH SESSION

The draft report of the 30th Session was adopted without amendment.

3. SELECTION OF AUTHORS AND EXPERTS

3.1 AR4

The Co-chairs of the Working Groups presented their proposed lists of Convening Lead Authors, Lead Authors and Review Editors for their contributions to the AR4.

While emphasizing that the selection of authors is the responsibility of the Working Group Bureaux, the IPCC Bureau asked the Co-chairs to pay special attention to adequate representation of regions and subject areas in finalising their lists.

Concerning Cross Cutting Themes (CCT) the IPCC Chair recalled that all Working Groups should make efforts to be involved in the CCT workshops and ensure that the CCTs are adequately addressed in relevant chapters of Working Group reports, while noting that certain CCTs are oriented towards a common assessment approach while others are aimed at enhancing the understanding of certain issues. Several suggestions were made to facilitate coverage of CCTs throughout the assessment such as brief guidance papers on common approaches, tools and terminology, appropriate use of expert meetings and identification of Expert Reviewers who would review treatment of a CCT across the working group reports.

3.2 2006 Guidelines

Mr Taka Hiraishi, Co-chair of the Task Force Bureau on Greenhouse Gas Inventories informed the Bureau about the list of authors for the 2006 Guidelines for National Greenhouse Gas Inventories as agreed by the TFB. 415 nominations were received and a total of 224 positions were filled. A number of experts, who are known from their publications in relevant fields, were added by the TFB. In the overall selection process careful attention was paid to the requirements of the IPCC procedures such as coverage of relevant fields of expertise and regional balance.

In the discussion, links to the Special Report on Safeguarding the Ozone Layer and the Global Climate System: Issues related to HFCs and CFCs (SROCF) and the Special Report on Carbon Dioxide Capture and Storage (SRCCS) were mentioned. The UNFCCC representative informed the Bureau that a document on the experience with the 1996 Guidelines is under preparation. The special contribution of the previous head of the TSU Ms Riitta Pipatti to the work of the NGGIP was noted with appreciation. The Bureau took note of the list of authors, wished the TFB Co-chairs all success in preparation of the 2006 Guidelines and requested regular progress reports.

3.3 TGICA

The Bureau accepted the proposal for a new membership of the TGICA as presented by Mr R. Moss and confirmed Mr J. Marengo from Brazil as Co-chair of the TGICA (Appendix 3).

4. PROGRESS REPORTS

4.1 Workshops and expert meetings

Representatives of Working Group 1 informed the Bureau about the preparations for the IPCC Uncertainty and Risk Workshop (11-13 May, Maynooth, Ireland), the WG 1 Workshop on Climate Sensitivity (26-29 July, Paris, France) and the IPCC Expert Meeting on Regional Integration which is planned in September in Ljubljana, Slovenia.

Mr Canziani, Co-chair of Working Group 2 informed the Bureau about the preparations of the IPCC Expert Meeting on the science related to UNFCCC Art.2 including key vulnerabilities (18-20 May 2004, Buenos Aires, Argentina)

Mr Davidson, Co-chair of Working Group 3 informed the Bureau that the joint Working Group 2 and 3 Expert Meeting on adaptation, mitigation and sustainable development has been postponed to 2005 with the intent of participation of all authors from relevant chapters and sections. A small planning meeting is scheduled for early September in Amsterdam to provide necessary inputs for the first LA meetings. The Expert Meeting on mitigation scenarios has been postponed to January 2005 (Washington D.C, USA) and a meeting on scenarios for the AR5 is planned for mid 2005 in Laxenburg, Austria.

The Chairman urged organizers of meetings on Cross Cutting Themes (CCT) to make the process transparent and to ensure that the outcome of these meetings will provide the required input for the assessment process. It was agreed to make workshop proceedings available, following the procedures for IPCC supporting material.

4.2 Special Report on Safeguarding the Ozone Layer and the Global Climate System: Issues related to HFCs and CFCs (SROCF)

Mr Davidson, Co-chair of WG 3 and Ms. Solomon, Co-chair of WG 1 provided a progress report.

4.3 Special Report on Carbon Dioxide Capture and Storage (SRCCS)

Mr Davidson, Co-chair of WG 3 provided a progress report.

5. AR4 PRODUCTS

The IPCC Secretary presented a revised document, which took into consideration comments received from governments.

The discussion focused mainly on the issues of how best to provide information on regions. Technical papers for regions were not considered to be the best tool for providing regional information and are probably no longer feasible. A wider range of options for providing regional information needs to be explored. Information on regions should be made more accessible in the main reports and a coherent way of presenting chapters, preparing graphics and ways to enhance web-distribution of the AR4 should be planned at an early stage. Data sets, scenarios and models were also mentioned as cost effective ways of providing information relevant for regions. However, the status of such products has to be clarified and AR4 needs to provide quality assurance of such material.

A contact group was set up to address matters related to AR4 products and outreach (Item 7) The interim report of the contact group is contained in Appendix 4. Delegates were invited to submit further comments to the contact group co-chair (Mr. Reisinger) and the Secretariat in order that a revised document could be prepared for consideration by the Panel at its 22nd Session.

6. SCOPING OF THE AR4 SYNTHESIS REPORT

The Chair introduced the draft scoping document and thanked Bureau members for their helpful suggestions, which he will consider in revising the document. Concerning participation in the scoping meeting he suggested inviting all elected Bureau members, approximately 40 experts involved in drafting of the Working Group reports and 30 representatives from the user community including governments, environmental and business NGOs. Co-chairs will be asked to suggest experts from their respective working groups. The Chairman will select participants to the meeting, taking into consideration that participants cover a wide range of expertise, countries and viewpoints. The draft scoping document will be sent to governments and the comments received will be made available to participants of the Scoping Meeting. After the scoping meeting a revised document will be made available to governments.

The Bureau agreed with the suggested approach. In the debate it was suggested that the scoping meeting addresses the utility and value added of a SYR and its relationship with the WG reports, and the process of preparing it. Different opinions were expressed on whether to use the question and answer format in the SYR, but there was broad agreement that the formulation of questions or topics should be simple. Several Bureau members noted also that it is important to allow flexibility to accommodate emerging conclusions from the WG reports in the SYR. It was also considered useful to revisit questions in the TAR SYR.

7. OUTREACH

The IPCC Secretariat presented a report on ongoing and planned outreach activities and a proposal for future distribution and marketing of IPCC material.

Bureau members expressed appreciation for ongoing activities, in particular the website and improved distribution, and supported enhanced IPCC participation at relevant major international meetings. The proposal for marketing and sale was also supported. The proposed information kit was considered useful, in particular fact sheets explaining the IPCC process. However, several Bureau members expressed concern about preparing fact sheets on substance issues and suggested instead to ensure that the AR4 will address key issues in an appropriate manner e.g. through improved graphics and boxes. The Chairman suggested the preparation of a sample information kit with fact sheets on process and substance issues and then to take a decision on fact sheets on substance issues. A suggestion was made for the secretariat to explore which UN organisations are active in climate change information activities. However, several Bureau Members expressed their concern about establishing a close collaboration with other UN organisations. In order to

carry out all outreach activities the Bureau recommended that an additional person in the IPCC Secretariat be hired.

A contact group was also set up to address matters related to AR4 products (Item 5) and outreach. The interim report of the contact group is contained in Appendix 4.

8. ELECTION PROCEDURES

The Session noted the revised proposal for election procedures prepared by the open-ended task group (Chaired by Prof. Odingo and Mr D. Warrilow) established by the 21st Plenary Session. The session commended the group and the Secretariat for the continued development of rules and procedures for the election of the IPCC Bureau and the Task Force Bureau.

A number of specific comments were made on some rules /procedures, namely on:

- nominations for the position of the IPCC Chair;
- replacement procedures if a member of the IPCC Bureau or Task Force Bureau leaves the Bureau for any reason;
- duration of the appointment;
- requirements for curriculum vitae submission and circulation.

The Session recommended the group to continue the development of the proposal, taking into account also some editorial changes proposed in the text and the form of presentation of these rules and procedures, and the next version may be submitted to the next plenary session.

9. MATTERS RELATED TO UNFCCC

The Session noted the information provided by the Executive Secretary of the UNFCCC about outcomes of COP-9 and SBSTA-19 and responded positively to the invitation to participate at a side event at SBSTA-20 (16-25 June 2004).

10. BUDGETARY MATTERS

The Session noted the information provided by the Secretariat on the exploration of different ways of levelling the annual expenditure of the IPCC, while accommodating the peaks and troughs of the work programme. It was agreed that the issue of carry-forward funds from the previous year to the next year need should also be addressed in communications with Governments and in the presentation of the IPCC budget.

11. OTHER BUSINESS

A letter from the Executive Secretary of the Convention on Biodiversity was brought to the attention of the Bureau and it was agreed that the Co-chairs of WG 2 would establish a liaison group to work with the CBD on matters addressed in the letter.

A proposal from Germany for a possible special report on renewable energy was brought to the attention of the Bureau but was not discussed.

12. TIME AND PLACE OF THE NEXT SESSION

The next session of the Bureau will be held in November 2004 immediately preceding IPCC-22.

13. CLOSING

The Session closed on 8 April 1004 at 13.10 hours.

ANNOTATED AGENDA

1. OPENING OF THE SESSION

2. APPROVAL OF THE DRAFT REPORT OF THE 30TH SESSION (Doc. 2)

3. SELECTION OF AUTHORS AND EXPERTS

3.1 AR4 (Doc. 3, 4, 5)

The Co-chairs of the Working Groups will present their proposed lists of Convening Lead Authors and Lead Authors for their contributions to the AR4. The IPCC Bureau may address open questions in particular concerning linkages between Working Groups and CCTs.

3.2 2006 Guidelines (INF. 1)

The Co-chairs of the Task Force Bureau on Greenhouse Gas Inventories will bring the list of authors for the 2006 IPCC Guidelines for National Greenhouse Gas Inventories to the attention of the Bureau.

3.3 TGICA (Doc. 6)

IPCC-XXI agreed to refresh the membership of the TGICA through a process based on the lead author selection process of the IPCC. The Chair of the TGICA and the Co-chairs of the three Working Groups were asked to develop a slate of approximately 20 members that will be selected by the IPCC Bureau.

4. PROGRESS REPORTS

4.1 Workshops and expert meetings

4.2 Special Report on Safeguarding the Ozone Layer and the Global Climate System: Issues related to HFCs and CFCs

4.3 Special Report on Carbon Dioxide Capture and Storage

5. AR4 PRODUCTS (Doc. 7, INF. 2)

IPCC-XXI requested the IPCC Secretariat to invite governments to provide their views on needs, priorities and key audiences for communicating information contained in the AR4 and which products would best fulfill these needs. It requested the IPCC Bureau to prepare a revised document for decision by IPCC-XXII. The IPCC Secretariat will present a revised document for consideration by the Bureau. Comments received from governments will be made available.

6. SCOPING OF THE AR4 SYNTHESIS REPORT (Doc. 8)

IPCC-XXI requested the Chairman to initiate follow-up work toward preparation of the AR4 SYR, in particular development of a draft scoping document, and organisation of an AR4 SYR Scoping. The Chairman will inform the Bureau on that matter.

7. OUTREACH (Doc. 9)

The IPCC Secretariat will present a report on ongoing and planned activities concerning outreach. It will also present a proposal for future distribution and marketing of IPCC material for consideration by the Bureau.

8. ELECTION PROCEDURES (Doc. 10)

IPCC-XXI agreed that an open-ended group should prepare a revised proposal on election procedures for submission to IPCC-XXII and it invited all governments to submit comments on the proposed election procedures. A revised document will be presented by the Secretariat for consideration by the Bureau.

9. MATTERS RELATED TO UNFCCC (INF. 3)

A letter from the Executive Secretary of the UNFCCC about outcome of COP-9 and SBSTA-19, and the invitation to participate in a side event at SBSTA-20 on how the research community will respond to the research needs identified in the TAR, will be brought to the attention of the Bureau.

10. BUDGETARY MATTERS (INF. 4)

IPCC-XXI urged the Secretariat to explore ways of levelling the annual expenditure of the IPCC while accommodating the peaks and troughs of the work programme. A draft proposal prepared by the Secretariat will be presented to the Bureau for information and comments.

11. OTHER BUSINESS

12. TIME AND PLACE OF THE NEXT SESSION

13. CLOSING

LIST OF PARTICIPANTS

THIRTY-FIRST SESSION OF THE IPCC BUREAU

(Geneva, 28-30 April 2004)

LIST OF PARTICIPANTS

Osvaldo F. CANZIANI
Fundacion Ecologica Universal - FEU
Casillo de Correo 141
Sucursal 5
1405 Buenos Aires
(Ave. R. Scalabrini Ortiz 1978
6th floor, Apts. 27-28, 1425 Buenos Aires)
ARGENTINA
Tel: +54 11 4831 8862 / 7864
Fax: +54 11 4831 8862
E-mail: ocanz@ciudad.com.ar or
info@feu999.org

Geoffrey LOVE
Bureau of Meteorology
GPO Box 1289K
Melbourne, VIC 3001
AUSTRALIA
Tel: +613 9669 4558
Fax: +613 9669 4548
E-mail: g.love@bom.gov.au

Jean-Pascal van YPERSELE
Institut d'Astronomie et de Géophysique G. Lemaître
Université catholique de Louvain
2, chemin du Cyclotron
B-1348 Louvain-la-Neuve
BELGIUM
Tel: +32 10 473296 or 97
Fax: +32 10 474722
E-mail: vanypersele@astr.ucl.ac.be

Thelma KRUG
Interamerican Institute for Global Change Studies
National Institute for Space Research
C.P. 515
12227-010 Sao Jose dos Campos
BRAZIL
Tel: +55 12 3945 6895
+55 12 9723 9076 (mob)
Fax: +55 12 3941 4410
E-mail: thelma@dir.iai.int

John M.R. STONE
Executive Director (Climate Change)
Meteorological Service of Canada
Environment Canada, 4th floor, North Tower,
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Quebec
CANADA K1A 0H3
Tel: +1 819 997 3805
Fax: +1 819 994 8854
E-mail: john.stone@ec.gc.ca

Dahe QIN
China Meteorological Administration
46, Zhongguancun Nandajie
Beijing 100081
CHINA, PEOPLE'S REP. OF
Tel: +86 10 6840 6662
Fax: +86 10 6217 4797
E-mail: qdh@cma.gov.cn

Ramon PICHES MADRUGA
Centro de Investigaciones de Economía Mundial
(CIEM)
Calle 22 No. 309, entre 3ra y 5a Avenida
Miramar, Habana 13, CP 11300
CUBA
Tel: +537 202 2958/209 2969
Fax: +537 204 2507
E-mail: rpichs@ciem.cu or
ciem@ceniai.inf.cu

Hans LARSEN
Risoe National Laboratory
P.O. Box 49
DK-Roskilde
DENMARK
Tel: +45 4677 5101
Fax: +45 4632 1919
E-mail: hans.larsen@risoe.dk

Jean JOUZEL
Institut Pierre Simon Laplace
Université Versailles Saint Quentin
23, rue du Refuge
78035 Versailles CEDEX
FRANCE
Tel: +33 1 39255823
Fax: +33 1 39255822
E-mail: jouzel@lsce.saclay.cea.fr

Bubu P. JALLOW
Meteorology Division
Department of Water Resources
7, Mumarr Al Ghaddafi Avenue
Banjul
GAMBIA
Tel: +220 4228 216
Fax: +220 4225 009
E-mail: bubupateh@yahoo.com or
dwr@gamtel.gm

Rajendra K. PACHAURI
Chairman IPCC
TERI, Darbari Seth Block
Habitat Place, Lodhi Road
New Delhi 110 003
INDIA
Tel: +91 11 24682 121/2
Fax: +91 11 24682 144/5
E-mail: pachauri@teri.res.in

R. T. M. SUTAMIHARDJA
Ministry of Environment
Jalan Flamboyan 3, Kompl. IPB
Sindangbarang
Bogor
INDONESIA
Tel: +62 251 325 811
Fax: +62 251 325 811
E-mail: suta-ipb@indo.net.id

Filippo GIORGI
Physics of Weather and Climate Section
The Abdus Salam Int. Centre for Theoretical Physics
P.O. Box 586
(Strada Costiera 11 for courier mail)
34100 Trieste
ITALY
Tel: +39 040 2240 425
Fax: +39 040 2240 449 / 224 163
E-mail: giorgi@ictp.trieste.it

Taka HIRAISHI
c/o Institute for Global Environmental Strategies
2108-11 Kamiyamaguchi, Hayama
Kanagawa 240-0115
JAPAN
Tel: +81 468 55 3750
Fax: +81 468 55 3808
E-mail: hiraishi@iges.or.jp

Richard S. ODINGO
Department of Geography
University of Nairobi
P.O. Box 30197
Nairobi
KENYA
Tel: +254 20 334 244 (ext. 28016)
Fax: +254 20 336 885
E-mail: odingo01@yahoo.com or
r.odingo@meteo.go.ke

Edmundo de ALBA ALCARAZ
Secretaría de Investigación y Desarrollo
Universidad Nacional Autónoma de México
Edificio de Coordin. de la Investig. Científica
Circuito Exterior de Ciudad Universitaria
04510 Mexico D.F.
MEXICO
Tel: +5255 5622 4276
Fax: +5255 5606 1043 / 5668 0124
E-mail: edeaa@servidor.unam.mx or
edeaa@prodigy.net.mx

Abdelkader ALLALI
Ministry of Agriculture, Rural Development &
Forestry
DPV B.P. 1387
Rabat
MOROCCO
Tel: +212 377 61747
Fax: +212 377 61557
E-mail: allali@mailcity.com

Bert METZ
RIVM
P.O. Box 1
3720 BA Bilthoven
THE NETHERLANDS
Tel: +31 30 274 3990
Fax: +31 30 274 4464
E-mail: bert.metz@rivm.nl

David WRATT
NIWA
P.O. Box 14-901
Kilbirnie
Wellington
NEW ZEALAND
Tel: +64 4 386 0588
Fax: +64 4 386 0574
E-mail: d.wratt@niwa.cri.nz

Eduardo CALVO
INRENA
Jr. Nicanor Arteaga 549
San Borja
Lima 41
PERU
Tel: +511 346 2299
Fax: +511 346 2299
E-mail: ecalvo@terra.com.pe or
e13calvo@hotmail.com

Yuri A. IZRAEL
Director
Inst. of Global Climate & Ecology
Glebovskaya Str. 20B
107258 Moscow
RUSSIAN FEDERATION
Tel: +7095 1692430 / 938 1463
Fax: +7095 1600831 / 938 1859
E-mail: izrael@di.igce.msk.ru or
yu.izrael@g23.relcom.ru

Ziad H. ABU-GHARARAH
Presidency of Meteorology & Environment (PME)
P.O. Box 1358
Jeddah 21431
SAUDI ARABIA
Tel: +966 2 6526435 (office)
+966 2 6404027 (home)
+966 55673848 (mob)
Fax: +966 2 6530053 / 653 0542
E-mail: mozziad@hotmail.com or
ziad@pme.gov.sa

Ogunlade DAVIDSON
Faculty of Engineering
University of Sierra Leone
Private Mail Bag
Freetown
SIERRA LEONE
Tel: +232 22 226 325
+232 76 670933 (Cell.)
Fax: +232 76 670 933
E-mail: ogunlade@sierratel.sl or
ogunladedavidson@hotmail.com

Lucka KAJFEZ-BOGATAJ
University of Ljubljana
Biotechnical Faculty
Jamnikarjeva 101
SL-1000 Ljubljana
SLOVENIA
Tel: +386 1 4231161
Fax: +386 1 4231088
E-mail: lucka.kajfez.bogataj@bf.uni-lj.si

Mohan MUNASINGHE
10, De Fonseka Place
Colombo 5
SRI LANKA
Tel: +941 400289
Fax: +941 551208
E-mail: munasinghe@eureka.lk

Ismail A. ELGIZOULI
Higher Council for Environment & Natural Resources
P.O. Box 10488
Khartoum
SUDAN
Tel: +249 11 787616 / 122 52612 (mob)
Fax: +249 11 787617 / 777017
E-mail: elgizouli@yahoo.com or
hcenr@sudanmail.net

Kansri BOONPRAGOB
Department of Biology - Faculty of Science
Ramkhamhaeng University
Thanon Ramkhamhaeng, Hau Mak
Bangkapi
Bangkok 10240
THAILAND
Tel: +66 2 310 8395
Fax: +66 2 310 8395
E-mail: kansri@ram1.ru.ac.th or
bkansri@hotmail.com

Martin PARRY
Hadley Centre, Met Office
School of Environmental Sciences
London Road
Bracknell RG12 2SY
UNITED KINGDOM
Tel: +44 1986 781437
Fax: +44 1986 781437
E-mail: parryml@aol.com

Susan SOLOMON
NOAA Aeronomy Laboratory
Mailstop R/AL, Room 3A127
325 Broadway
Boulder, CO 80305-3328
USA
Tel: +1 303 497 3483
Fax: +1 303 497 5686
E-mail: solomon@al.noaa.gov

INVITEES

Arkadiy LEVINTANUS
UNEP
P.O. Box 30552
Nairobi
KENYA
Tel: +254 20 624728
Fax: +254 20 624300
E-mail: arkadiy.levintanus@unep.org

Dennis TIRPAK
UNFCCC
Climate Change Secretariat
UNFCCC
P.O. Box 260 124
D-53153 Bonn
GERMANY
Tel: +49 228 815 1424
Fax: +49 228 815 1999
E-mail: dtirpak@unfccc.int

Richard MOSS
Chair TGICA
Climate Change Science Program
1717 Pennsylvania Avenue NW, Suite 250
Washington DC 20006
USA
Tel: +1 202 419 3476
Fax: +1 202 223 3908
E-mail: rmoss@usgcrp.gov

Olav HOHMEYER
University of Flensburg
Auf dem Campus 1
24943 Flensburg
GERMANY
Tel: +49 461 805 2533
Fax: +49 461 805 2532
E-mail: hohmeyer@uni-flensburg.de

**GOVERNMENT REPRESENTATIVES
ACCOMPANYING IPCC BUREAU MEMBERS**

Ian CARRUTHERS
Australian Greenhouse Office
GPO Box 621
Canberra ACT 2601
AUSTRALIA
Tel: +61 2 6274 1405
Fax: +61 2 6274 1478
E-mail: ian.carruthers@greenhouse.gov.au

Joan MASTERTON
Meteorological Service of Canada
Environment Canada
4905 Dufferin Street
Downsview, ONT M3H 5T4
CANADA
Tel: +1 416 739 4321
Fax: +1 416 739 4882
E-mail: joan.masterton@ec.gc.ca

Zhenlin CHEN
Academy of Meteorological Sciences
China Meteorological Administration
46, Zhongguancun Nandajie
Beijing 100081
CHINA, PEOPLE'S REP. OF
Tel: +86 10 6810 6662
Fax: +86 10 6217 6479
E-mail: cdccc@cma.gov.cn

Marc GILLET
Mission interministérielle de l'Effet de Serre
35, rue Saint Dominique
75700 Paris
FRANCE
Tel: +33 1 4275 8717
Fax: +33 1 4753 7634
E-mail: m.gillet@mies.pm.gouv.fr

Michel PETIT
CGTI
20, avenue de Ségur
75353 Paris 07 SP
FRANCE
Tel: +33 6 8385 6718
Fax: +33 1 4319 6809
E-mail: michel.petit@m4x.org

Yasuo TAKAHASHI
Research and Information Office
Ministry of the Environment
1-2-2 Kasumigaseki, Chiyoda-Ku
Tokyo 100-8916
JAPAN
Tel: +81 3 5521 8247
Fax: +81 3 3581 4815
E-mail: yasuo_takahashi@env.go.jp

Adrian FERNANDEZ
DG for Urban, Regional & Global Pollution
National Institute fo Ecology
Av. Pereferico Sur No. 5000, 4o piso
Colonia Insurgentes Cuicuilco
Delegacion Coyoacan
C.P. 04530 Mexico D.F.
MEXICO
Tel: +5255 5424 6421
Fax: +5255 5424 5404
E-mail: afernand@ine.gob.mx

Ronald FLIPPHI
Directorate Climate Change & Industry
Ministry of Housing, Spatial Planning & the
Environment
P.O. Box 30945
2500 GX Den Haag
THE NETHERLANDS
Tel: +31 70 339 4003
Fax: +31 70 339 1313
E-mail: ronald.flipphi@minvrom.nl

Andy REISINGER
Climate Change Office
Ministry for the Environment
P.O. Box 10362
6001 Wellington
NEW ZEALAND
Tel: +64 4 918 3137
Fax: +64 4 918 3130
E-mail: andy.reisinger@mfe.govt.nz

Trigg TALLEY
Office of Global Change
OES/EGC - Room 4330
Department of State
Washington, D.C. 20520-7818
USA
Tel: +1 202 647 3984
Fax: +1 202 647 0191
E-mail: talleyt@state.gov

David WARRILOW
Global Atmosphere Division
Dept. for Environment, Food & Rural Affairs
3rd Floor - Ashdown House
123 Victoria Street
London SW1E 6DE
UNITED KINGDOM
Tel: +44 20 7082 8149
Fax: +44 20 7082 8151
E-mail: david.warrilow@defra.gsi.gov.uk

IPCC TECHNICAL SUPPORT UNITS

Simon EGGLESTON
Head,
Technical Support Unit TFI
IGES
2108-11 Kamiyamaguchi, Hayama
Kanagawa 240-0115
JAPAN
Tel: +81 468 55 3750
Fax: +81 468 55 3808
E-mail: eggleson@iges.or.jp

Todd NGARA
Technical Support Unit TFI
National Greenhouse Gas Inventories Programme
(NGGIP)
2108-11, Kamiyamaguchi, Hayama
Kanagawa 240-0115
JAPAN
Tel: +81 468 55
Fax: +81 468 55 3808
E-mail: ngara@iges.or.jp

Martin MANNING
Director,
Technical Support Unit IPCC Working Group I
NOAA Aeronomy Laboratory
325 Broadway, R/AL8
Boulder, CO 80305
USA
Tel: +1 303 497 4479 (direct)
+1 303 497 3935
Fax: +1 303 497 5686
E-mail: mmanning@al.noaa.gov

Melinda TIGNOR
Technical Support Unit IPCC WG I
NOAA Aeronomy Laboratory
DSRC R/AL/8
325 Broadway
Boulder, CO 80305
USA
Tel: +1 303 497 7072
Fax: +1 303 497 5628
E-mail: tignor@ucar.edu

Tahl KESTIN
Technical Support Unit IPCC WG I
NOAA Aeronomy Laboratory
325 Broadway, R/AL8
Boulder, CO 80305
USA
Tel: +1 303 497 4487
Fax: +1 303 497 5628
E-mail: tahl@ucar.edu

Scott LONGMORE
Technical Support Unit IPCC WG I
NOAA Aeronomy Laboratory
325 Broadway, R/AL8
Boulder, CO 80305
USA
Tel: +1 303 497 4492
Fax: +1 303 497 5628
E-mail: longmore@ucar.edu

Jean PALUTIKOF
Head,
Technical Support Unit IPCC Working II
Hadley Centre for Climate Prediction and Research
Met Office, Fitzroy Road
Exeter EX1 3PB
UNITED KINGDOM
Tel: +44 1344 856 212
Fax: +44 1344 856 912
E-mail: jean.palutikof@metoffice.com

Paul van der LINDEN
Technical Support Unit IPCC WG II
Hadley Centre for Climate Prediction & Research
Met Office, Fitzroy Road
Exeter EX1 3PB
UNITED KINGDOM
Tel: +44 1344 854 665
Fax: +44 1344 856 912
E-mail: paul.vanderlinden@metoffice.com

Christopher SEAR
Technical Support Unit IPCC WG II
Hadley Centre for Climate Prediction & Research
Met Office, Fitzroy Road
Exeter EX1 3PB
UK
Tel: +44 1392 886 888
Fax: +44 1392 885 681
E-mail: chris.sear@metoffice.com

Leo MEYER
Head,
Technical Support Unit IPCC WG III
P.O. Box 1
3720 BA Bilthoven
THE NETHERLANDS
Tel: +31 30 274 4281
Fax: +31 30 274 4464
E-mail: leo.meyer@rivm.nl

Suzanne MULDER
Technical Support Unit IPCC WG III
P.O. Box 1
3720 BA Bilthoven
THE NETHERLANDS
Tel: +31 30 274
Fax: +31 30 274 4464
E-mail: suzanne.mulder@rivm.nl

IPCC SECRETARIAT

Renate CHRIST
Secretary of the IPCC
E-mail: RChrist@wmo.int

Alexandre ZAITSEV
Consultant
E-mail: AZaitsev@wmo.int

Rudie BOURGEOIS
E-mail: RBourgeois@wmo.int

Chantal ETTORI
E-mail: CEttori@wmo.int

Annie COURTIN
E-mail: ACourtin@wmo.int

IPCC Secretariat
c/o World Meteorological Organization
P.O. Box 2300
1211 Geneva 2
SWITZERLAND
Tel: +41 22 730 8284/8254/8208
Fax: +41 22 733 8025/8013
E-mail: IPCC-Sec@wmo.int

Appendix 3

Key: C=climate; I=impacts/adaptation; E=energy/emissions/integrated assessment

* = current member of Task Group

Area/Expertise	Surname	Country
C: GCM	* J Mitchell	UK
C: GCM, RCM, Atmospheric chemistry	S Emori	Japan
C: RCM	G Xuejie	China
C: RCM; capacity building; regional climate information	B Hewitson	South Africa
C: regional variability/change; capacity building; regional climate information	* J Marengo (proposed co-chair)	Brazil
C/I: applications, guidelines, DDC oversight	* T Carter	Finland
C/I: scenario development and delivery to users	E Barrow	Canada
C/I: RCM, scenario development and application	* L Mearns	US
C/I: hydrological modeling	I Mares	Romania
I: agriculture	A Farid Abou-Hadid	Egypt
I: agro-met; remote sensing	B Seguin	France
I: eco-forestry	R Lasco	Philippines
I: population & drought	A Nyong	Nigeria
I: env. resource economics	K Alfsen	Norway
I: water resources, adaptation	N Arnell	UK
I: vulnerability	* R Moss (co-chair)	US
I: critical levels, ecosystems	S Semenov	Russia
E: emissions/IAM	* T Kram	Netherlands
E: emissions/IAM	* H Pitcher	US
E: emissions/IAM	E La Rovere	Brazil
E: (see Note 1)	TBD	
E:	TBD	
Ex Officio-DDC	* Viner (UEA)	
Ex Officio-DDC	* Lautenschlager (DKRZ)	
Ex Officio-DDC	Chen (CIRESIN)	
Ex Officio-WGI TSU	Manning	
Ex Officio-WGII TSU	Palutikof	
Ex Officio-WGIII TSU	Meyer	

Note 1: Remaining positions to be reviewed in light of potential additional candidates with expertise in land-use and non-CO2 emissions, and from currently less well represented regions.

Report of Contact Group on AR4 Products and Outreach

1. The contact group met twice during the meeting of the 31st IPCC Bureau. At the first session it agreed to focus on what might be regarded as “essential AR4 Products” while at its second session it discussed how best to respond to the need for regional information. These two issues were considered to form the most important groups of possible AR4 products, based on previous Panel discussions and submissions by governments.
2. The group decided not to discuss matters related to the Synthesis Report since there will be a scoping meeting on this issue later this year. The group also decided to discuss outreach issues at a later stage.

Core AR4 products

3. The contact group agreed that the essential AR4 products will include the substantial Assessment Reports of the three Working Groups including associated Summaries for Policy-makers (SPM) and Technical Summaries (TS). These traditional products need to be available in all UN languages as soon as possible after their approval by Plenary, both in print and in electronic (web and CD-ROM) form.
4. The contact group also considered that a set of readily accessible graphics, similar to the limited set that was produced for the IPCC TAR Synthesis Report (SYR), would be of high value. As a minimum this set should include, in PowerPoint format, all diagrams, graphs and figures contained in the SPM and TS of the 3 Working Group reports and the Synthesis Report if the Panel decides to produce one. It was noted that the TAR/SYR material in PowerPoint format had proved very useful. It was suggested that if this could be done in a manner that allowed modifying any text in this material according to the local language it would enhance their accessibility for non-UN languages. However, it was recognized that this needed to be discussed with the TSUs who are responsible for putting together the graphics. The group also noted the risks associated with editable text, and noted that axis units should not be easily changeable to avoid mistakes by users of this material.
5. The contact group also discussed providing the source code and all parameters for simple models that had been used in the Assessment Reports. To avoid misuse of the models leading to incorrect results, the group noted that it would be important to provide a precise set of parameters for the model(s) with appropriate caveats about changing any of those parameters. This information could be provided within an appendix to the Assessment Reports, or through the IPCC’s Data Distribution Centre.
6. The Group noted that in addition to those core products, the Panel had already decided to produce a Technical Paper on Water.

Regional information

7. The Group discussed options to provide regional information. It noted that many countries had requested regional information, and that a range of options existed to address this need, including:
 - Technical Papers on Regions
 - Regional appendices to the WG reports
 - Datasets, models, visualisation tools
 - Improving access to regional information within the WG reports through indexing, cataloguing and search tools
 - Work with appropriate regional and national organisations
 - Graphic material and tailored presentations.
 The possible role and resource implications of each of those options are discussed below.

Technical Papers

1. It was agreed that producing Technical Papers (TP) on regional issues as part of the AR4 faces major constraints in the form of:
 - resource requirements;
 - practical problems with management of the work by the TSUs and Bureau at the end of the assessment cycle;
 - limits to the regional information that Technical Papers could contain, given that all information would need to be based on material assessed in the main Working Group reports.
 In addition, few country submissions had specifically asked for regional TPs. Many countries had requested regional information at a level of detail that could not be met on the basis of information contained in the main WG reports, in particular since the outlines and author teams for the main WG reports had now been decided.
2. It was also agreed that, for well justified reasons, the three WGs would not adopt the same approach to discussing regions. WG1 focused on climatological regions, WG2 focused on bio-geographical regions, and WG3 would distinguish regions, where possible, according to socio-economic and technological determinants.

For this reason, summarising regional information across all 3 WGs in a fixed format, as would need to be done for Technical Papers, was unlikely to be satisfactory.

3. The Group generally agreed that providing TPs on all regions of the world would not be desirable, and that generally regional TPs were unlikely to satisfy all of the demands for information that had been expressed. Some members of the Group suggested that TPs on a small number of regions where organisations and governments lack the capacity to make use of regional information in other ways may nonetheless be useful.

Regional appendices within WG reports

4. In light of the limitations of Technical Papers, it was suggested that regional information as a first principle has to be included in the main part of the AR4 – that is to say the WG contributions.
5. It was noted that WGI has a chapter on Regional Projections and that WGII had several regional chapters. While WGIII will focus more on sectors, it was recognized that mitigation responses will be different for regions with, for example, different natural resource endowments and that instruction could be given to authors to consider regional differentiation. In addition, WGIII Bureau members indicated that they are giving consideration on developing a possible regional appendix, and that the WGIII report outline contained an explicit commitment to differentiate regional aspects within sectors wherever possible and appropriate.

Datasets, models, visualisation tools

6. The Group noted that more detailed information, as many countries had requested, could only be provided through underlying datasets, models, and visualisation tools. This material would be useful in responding to the need for regional information, but required the regional capacity to access and make use of this information.
7. Some of this material is already available from the IPCC's Data Distribution Centre. In addition, a dedicated effort could be made, in the course of the preparation of the AR4, to develop a database of existing regionally relevant datasets, assessed publications, and models and tools available to further interpret this information. For some developing countries, having ready access to published literature relevant to their region would be very useful. However, it was recognized that in general it would be difficult to apply IPCC acceptance/ approval/ adoption procedures to any such material (the TFI does make available some spreadsheet material to help in calculating national emission inventories).
8. Any such material could generally only be provided as supporting material, and should be packaged with appropriate cautions against possible inappropriate use and wrong interpretations of data. To protect the IPCC, any data would need to be provided for the time the report was produced and could not be updated subsequently, which would limit their utility. The Group also noted that there were high resource requirements, services could generally only be provided in collaboration with other organisations to provide resources, host and provide access to data, and that any such activities should only be undertaken after the main reports had been completed, which posed considerable problems of continuity and support within TSUs.

Improved electronic index, cataloguing and search facilities

9. The contact group recognized the future possibilities of information technologies for accessing regional information from the WGs. In particular, it noted that consistent indexing of regionally relevant information in the WG reports would allow more powerful search tools to extract regionally relevant information from the WG reports. Such a feature could be enhanced by catalogues that act as portals to provide access to the reports from a regional perspective. Such features would require the TSUs, possibly with the help of external experts, to index the final text of the WG reports in a manner that allows search and cataloguing tools to extract regional information at a consistent level of detail and relevance.

Work with appropriate regional and national organisations

10. It was suggested that most of the work to develop regional information in a format relevant to end-users would best be done by regional and national organisations that use the IPCC reports as a basis. Such work would have the advantage that its information would not need to be fixed from the time of adoption of the reports by the IPCC, but could evolve as additional information becomes available in the future.
11. To enhance such future collaboration and outputs, the Group considered it useful if the Secretariat could compile a list of relevant regional organisations. The Group noted that any such collaboration still had considerable resource requirements on the IPCC, in particular the TSUs, co-chairs and lead authors, and that the boundaries between IPCC material, and information produced by other groups on the basis of IPCC material, needed to be clearly defined in this context.

Graphic material and tailored presentations

12. The Group noted that regionally relevant graphics and tailored presentations on parts of the IPCC reports could be useful in disseminating regional information. It did not discuss these options further since it considered that they form part of outreach activities rather than specific AR4 products.

Resource requirements and conclusions

13. The Group considered that it would be useful to know the costs and resource requirements for the options outlined above. Such information, and clear budget provisions from the IPCC Trust Fund, would be necessary to allow the Panel to make a decision on any products that go beyond the core AR4 products. At present, only the TPs on regions had been provisionally costed, but these papers had been found to be least likely to fully meet the needs for information that countries had expressed.
14. The contact group recognized that they did not have the time during this Bureau meeting to discuss all relevant matters. Issues related to the SYR would presumably be addressed at the SYR scoping meeting. The contact group also did not have time to comment on the proposed “information kit” that was proposed in Doc.9, or discuss the possible development of an outreach plan.
15. Thus, the contact group would hope that these matters could be explored further through on-going email discussion amongst the members of the open contact group. The co-chairs also hope that time could be found at future meetings such as the SYR scoping meeting – to which Bureau members would be invited – or any Bureau meeting prior to the next plenary to complete their work.