

**THIRTY-THIRD SESSION OF THE IPCC
Abu Dhabi, 10-13 May 2011**

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ENGLISH ONLY

REVIEW OF THE IPCC PROCESSES AND PROCEDURES

**Draft Proposal by the Task Group on Governance and Management
Terms of reference for The Bureau and Bureau members**

(Submitted by the IPCC Secretariat on behalf of the Task Group Co-chairs)

Governments are invited to submit comments on the draft recommendations prepared by the Task Group by 5 May 2011 to ipcc-review@wmo.int

IPCC Secretariat

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REVIEW OF THE IPCC PROCESSES AND PROCEDURES
Draft Proposal by the Task Group on Governance and Management

The Bureau and Bureau members

DRAFT Terms of Reference May 2011

1. **The aim of the Bureau is to a) advise the Chair of the IPCC, the Executive Committee, the Working Groups and the Task Force on Inventories and the Panel on the scientific aspects of the work of the IPCC and related management and strategic issues and b) to take decisions on specific issues within its mandate.**
2. The IPCC Bureau consists of the IPCC Chair, three IPCC Vice Chairs, Co-chairs of the 3 Working Groups and the Task Force on Inventories and the members of the Working Group Bureaux. The composition of, and rules of procedures for the election of the IPCC Bureau and any Task Force Bureau, are defined in Appendix C to the Principles Governing IPCC Work
3. The Bureau will advise the Chairman and the Executive Committee of the IPCC with respect to:
 - a. the conduct of the Sessions of the Panel;
 - b. monitoring the progress in and coordination of the work of the IPCC;
 - c. the application of the Principles and Procedures of the IPCC;
 - d. technical or scientific communications matters.
4. With respect to IPCC Assessment Reports and other IPCC Products the Bureau and the individual Working Group and Task Force Bureaux will:
 - a. advise the Panel on the Work Programme of the IPCC;
 - b. agree the list of authors, review editors and expert reviewers, taking into account the balance of expertise, geographical coverage and gender;
 - c. oversee scientific quality;
 - d. advise on the response to errors;
5. The Bureau will also:
 - a. Function in the role of an Editorial Board in finalizing Technical Papers as defined in Section 5 or Appendix A to the Principles Governing IPCC Work;
 - b. oversee the work of any technical task groups (e.g. TGICA);
 - c. take decisions on scientific issues;
 - d. perform other duties as may be assigned to it by the Panel.
6. The Working Group and Task Force Bureaux will assist and advise the Working Group co-chairs with respect to:
 - a. preparation of working group assessment reports and guidelines
 - b. identification and selection of authors, review editors and expert reviewers
 - c. management of working group activities, including workshops and expert meetings.
 - d. Communication of working group report outcomes
 - e. undertake initial scrutiny of Conflict of Interest disclosures with respect to IPCC authors and review editors and advise the Conflict of Interest committee;

Roles, responsibilities and qualifications of IPCC Bureau Members

1. Roles

- a. Members of the Bureau provide scientific and technical support to the Chairman of the IPCC and the Co-Chairs of the Working Groups and Task Force on Inventories in the preparation of IPCC Assessment Reports and other material produced by the IPCC.
- b. Members of the Bureau act together in the IPCC Bureau in accordance with its Terms of Reference.

2. Responsibilities

Members of the Bureau undertake:

- a. to uphold and implement the principles and procedures of the IPCC;
- b. to support the IPCC Chair and the Executive Committee;
- c. to advise the Panel on scientific matters;
- d. to maintain reputation of the IPCC and promote its products;
- e. to maintain the highest standards of scientific and technical excellence;
- f. to advise IPCC CLAs, LAs and Res.
- g. to act in accordance with communications guidelines
- h. to declare interests in accordance with the IPCC policy on Conflict of Interest.

3. Qualifications

Members of the Bureau should

- a. have recognised scientific, technical or socio-economic and other relevant academic qualifications to a higher degree level or the equivalent in professional experience;
- b. have a relevant publications record;
- c. be recognised for their scientific integrity as experts by their peers;

4. Specific Roles: [to be completed]

Chair

WG and TF Co-Chairs

Vice Chairs