

ipcc

INTERGOVERNMENTAL PANEL ON climate change

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

IPCC-XXXIII/Doc. 10
(12.IV.2011)
Agenda Item: 5.2
ENGLISH ONLY

REVIEW OF THE IPCC PROCESSES AND PROCEDURES

Proposal by the Task Group on Governance and Management

(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

c/o WMO • 7bis, Avenue de la Paix • C.P. 2300 • 1211 Geneva 2 • Switzerland
telephone : +41 (0) 22 730 8208 / 54 / 84 • fax : +41 (0) 22 730 8025 / 13 • email : IPCC-Sec@wmo.int • www.ipcc.ch



REVIEW OF THE IPCC PROCESSES AND PROCEDURES

Proposal by the Task Group on Governance and Management

1. Introduction

- a. This document proposes detailed responses to the IAC review with respect to the establishment of an Executive Committee, the Term of Office of the Chair and the Working Group and Task Force co-chairs, and the head of the secretariat.
- b. It provides a provisional view of terms of reference of the Bureau and proposes that this is given fuller consideration over the next few months and that they are agreed at IPCC-34.
- c. The terms of reference of the Secretariat is still under consideration and will be communicated separately for information.
- d. Details about the work and composition of the Task Group on Governance and Management are provided in Appendix 1 and 2.

2. Establishment of an Executive Committee

2.1 IAC recommendation

The IPCC should establish an Executive Committee to act on its behalf between Plenary sessions. The membership of the Committee should include the IPCC Chair, the Working Group Co-chairs, the senior member of the Secretariat, and 3 independent members, including some from outside of the climate community. Members would be elected by the Plenary and serve until their successors are in place.

2.2 Decision by IPCC-32

- *Panel agreed to work toward establishing a formal body to provide governance functions that are necessary between sessions of the panel, strengthen coordination activities, and have oversight of the organisation's administration and communications; according to the mandate to be agreed in the 33rd Session.*
- *The Task Group should consider options for the implementation of the decision concerning the recommendation mentioning the establishment of an Executive Committee. These options include those for the **mandate, size, composition, functions and reporting** of the body referred to in this recommendation.*
- *The Task Group shall make recommendations on the options mentioned in decision II to the 33rd Session of the Panel, with a view to taking a decision.*

2.3 Task Group considerations

The Task Group noted that overall coordination of the work of the IPCC had been carried out informally by a provisional management body (E-Team) established by the IPCC Chair since 2006. This body generally composed of the IPCC Chair, Vice Chairs, Working Group Co-chairs, TFI co-chairs, Secretary, and the heads of the Technical Support Units. However this body had no formal interaction with the Panel. The TG welcomed the IAC proposal for a formally constituted management and coordination body and it consulted with members of the E-Team in its consideration of the establishment of an Executive Committee.

2.4 Proposed Decision(s)

The Panel is invited to consider the following decision:

2.4.1 The Panel agrees to establish an Executive Committee as defined in paragraphs (2.4.2 to 2.4.6).

2.4.2 The purpose of the Executive Committee is to provide a formal management and coordination mechanism to ensure timely and effective implementation of the IPCC Programme of work in accordance with decisions of the Panel.

2.4.3 The EC will work together with the IPCC Bureau in accordance with the latter's draft Terms Of Reference at Section 5 below.

2.4.4 The Terms of Reference for the Executive Committee are as follows:

- a. Ensure effective coordination between Working Groups and Task Forces on activities and issues pertaining to the production of assessments and other relevant IPCC products, and on the implementation of relevant decisions of the Panel, including on organizational and financial matters related to the IPCC Programme of Work.
- a. Act on behalf of the Panel on issues that require prompt attention by the IPCC between Panel sessions.
- b. Ensure effective and timely implementation of communication and outreach activities, including oversight of the work of the secretariat in this regard.
- c. Oversee effective handling of errata in completed assessments and other IPCC products, in accordance with the IPCC procedures on errata.
- d. Support and provide advice to the Chair, other members of the Bureau and the Secretariat on matters pertaining to the implementation of IPCC decisions, and on work of the Panel.
- e. Ensure the process for the selection of participants at scoping meetings, workshops, expert meetings involving all working groups, including for the Synthesis Report is transparent, balanced and is in accordance with IPCC procedures and decisions of the Panel and the Bureau.
- f. Undertake other activities at the request of the Panel.

2.4.5 The Composition of the Executive Committee will be as follows:

- a. Voting members

IPCC Chair (Chair of the EC)

IPCC Co-Chairs of Working Groups I, II and III and of the Task Force on Inventories.

[IPCC Vice Chairs]

b. Non-Voting members

Head of Secretariat

[IPCC Vice Chairs]

[The four Heads of the Technical Support Units]

[Two external members as decided by the [Panel][Bureau][Executive Committee]]

2.4.6 Mode of operation of the Executive Committee will be in accordance with the following rules:

- a. The authority provided to the Executive Committee is vested in the body as a whole, and any member of the Executive Committee who acts/speaks on its behalf must reflect and be consistent with the views of the Executive Committee and act in accordance with the IPCC's Principles and Procedures, communications strategy and policy on conflict of interest.
- b. The Executive Committee will take every effort to reach decisions by consensus; if consensus is not possible, decisions may be adopted by a [simple][2/3] majority of the voting members¹.
- c. A quorum consists of two thirds of the voting members.
- d. If the Chair cannot be present at a meeting of the EC he/she may nominate as chair [an IPCC Vice Chair or if one is not present] another voting member.
- e. If the Head of Secretariat cannot be present at a meeting of the Executive Committee, the Deputy Head of Secretariat or another senior secretariat member may substitute for the Head of Secretariat with the agreement of the Chair.
- f. The Executive Committee may invite additional individuals to participate in a meeting of the Committee by a formal invitation signed by the Head of the Secretariat.
- g. The Secretariat will prepare a draft agenda in consultation with the Chair of the Executive Committee and normally make it available for information to the Panel and Bureau members in advance of those meetings.
- h. The Secretariat will prepare and make available the conclusions and decisions of the Executive Committee to its members and to the Panel and Bureau members as soon as possible but not later than four weeks after the meeting.
- i. The Executive Committee meets at least four times per year. Additional meetings may be convened within two weeks of a request for such a meeting by the Chair or at least three voting members of the Committee. Meetings may be conducted in person or by electronic means.
- j. The Executive Committee is accountable to the Panel, and the Chair of the IPCC should report on the activities of the Executive Committee to the Panel and the Bureau.

¹ **Footnote:**

1. **WMO general regulations - Regulation 64** Decisions in any of the committees, sub-committees, working groups, joint working groups and panels of a constituent body shall be determined by a simple majority of the votes cast for and against. If an equal number of votes is cast for and against a proposal, the proposal shall be regarded as lost.

3. Term of office of the IPCC Chair and Working Group and Task Group Co-chairs

3.1 IAC recommendation

- a. *The term of the IPCC Chair should be limited to the timeframe of one assessment.*
- b. *The terms of the Working Group Co-chairs should be limited to the timeframe of one assessment.*

3.2 Decision by IPCC-32

- *Requested the Task Group to consider issues related to the IAC recommendations on the term of the IPCC Chair and working group Co-Chairs, including continuity issues.*
- *Noted that any amendments to the existing IPCC Rules of Procedure for Elections could be applied only to subsequent elections.*
- *Requested the Task Group to report their recommendations to the 33rd Session for decision.*

3.3 Task Group considerations

- a. The TG noted that after the completion of the AR5 possible changes in the overall mode of work of the IPCC could necessitate a review of the term of office of the IPCC Chair and Working Group Co-Chairs.
- b. The TG noted on the one hand, the need for rejuvenation and widening the range of views and on the other hand, the value of institutional memory and experience to undertaking assessments within the IPCC.
- c. The TG noted that the term of office of the other Bureau members was not addressed.

3.4 Proposed Decision(s)

The Panel is invited to consider the following decision:

3.4.1 The Panel agrees to restrict the term of office for the IPCC Chair, Working Group Co-Chairs as follows:

- a. The term of office for the IPCC Chair and Working Group Co-Chairs and Task Force Co-Chairs will be limited to one term² (or another time period as defined by the Panel) with the provision, of a possible extension for a further term for individual cases if the Panel so decides.
- b. To allow for a smooth transfer from one Chair to the next a new Chair (Chair Elect) should be elected between six months to one year before the end of the term of office of the current Chair. Both the Chair and "Chair Elect" would agree upon their distribution of tasks in consultation with the Bureau.
- c. The limitation of the term of office for the IPCC Chair, Working Group Co-Chairs mentioned in sub paragraph a. shall be applied for the next and subsequent terms or time periods as defined by the Panel.

4. Issues associated with the potential creation of an “Executive Director”

4.1 IAC recommendation

The IPCC should elect an Executive Director to lead the Secretariat and handle day-to-day operations of an organization. The term of this senior scientist should be limited to the time frame of a single assessment.

4.2 Decision by IPCC-32

[The Task Group] is requested to consider issues associated with the potential creation of a new post of an “Executive Director” to lead the Secretariat.

4.3 Task Group considerations

- a. The Task Group examined issues pertaining to replacing the current Secretary post with a new post of Executive Director. It consulted with the Chair, the co-chairs, the IPCC Secretary, and representatives of WMO and UNEP.

2. Currently the term of office is defined in the procedures of the IPCC as an assessment cycle for the preparation of a major IPCC assessment report.

- b. The IAC Report recommended that the Executive Director be an elected position, a proposal that the Task Group notes found little support among governments at the 32nd session of the IPCC. The IAC Report specified that this position would “serve as an ex officio member of the Executive Committee”; the Task Group has proposed including the IPCC head of secretariat as an ex officio member of a new Executive Committee. The IAC Report recommended that the term of the head of secretariat be limited to a single assessment period. The Task Group consulted with a representative of WMO, who advised that such positions are normally on a two-year renewable contract basis, but that other UN organizations had positions with limited terms. The WMO representative also noted that the title of “Executive Director” is not normal usage in the UN system for the head of a secretariat, but normally used for head of a programme.
- c. With respect to the functions of the proposed Executive Director, the IAC Report specified that the position would “lead the Secretariat, ensure that IPCC protocols for processes and timelines are followed, and keep in touch with the Working Groups” and should “handle day-to-day operations of the organization.” The IAC Report specified the individual “have a reputation for integrity and independence and should be a good networker, be familiar with the interface between science and public policy, and be capable of speaking and authorized to speak on behalf of the IPCC.” The IAC Report specified that the individual should be able to act on behalf of the Chair as needed.
- d. The Task Group noted that these functions and qualifications are broadly consistent with the job description for the current post of Secretary. The Task Group considered that the appointment of the post of the Deputy Secretary and the establishment of the Executive Committee would address many management issues identified by the IAC more effectively than a substantial redefinition of the IPCC head of Secretariat post. Some members of the Task Group saw the potential for greater emphasis on communication and maintaining

external relations, as well as overall management, in the activities of the head of Secretariat, with the deputy head of Secretariat focusing relatively more on administration.

4.4 Proposed Decision(s)

The Panel is invited to consider the following decision:

4.4.1 The Panel agrees that:

- a. the IPCC Head of Secretariat should continue to be an appointed position, and not elected, in keeping with UN practice.
- b. the functions of the IPCC Head of Secretariat should remain largely as presently defined but with regard to the emphasis placed by the IAC on external relations and on communication, consistent with IPCC guidance on communication.
- c. the titles of the two senior posts of the secretariat will be reviewed with a view to accurately reflecting their positions and responsibilities.
- d. The Head of the Secretariat should continue to be employed on two year renewable contracts, in accordance with WMO employment practice, but that decisions on renewal should be taken in consultation with the Executive Committee, [and with an overall term limit of [8][10] years.]
- e. The Head of the Secretariat will continue to report formally to WMO as employer, but WMO is requested to consult with the Executive Committee on annual performance appraisal in accordance with a transparent reporting processes to be agreed with WMO.
- f. The Head of the secretariat will support the Chair of the IPCC and the Executive Committee on day to day matters with respect to the implementation of the IPCC Programme of Work and decisions of the Panel.

5. Terms of Reference of the Bureau

- 5.1 The functions of the Bureau have evolved over several decisions of the Panel and do not exist in one set of terms of reference. In response to the decisions of the Panel at IPCC-32 draft terms of reference were prepared for the consideration of the Panel. These will also cover proposals for formal qualifications, roles and responsibilities for Bureau members. These TOR have not undergone such a full consideration and consultation as the other decisions listed above as there was insufficient time at the February meeting to compile a full set of documents.
- 5.2 The following terms of reference for the Bureau are presented in Paragraph 5.3 for information and it is recommended that more time is allowed for their review and propose that they be considered fully at IPCC-34.
- 5.3 [Covered in a separate document]

6. Terms of Reference of the Secretariat

- 6.1 The functions of the secretariat were reviewed in 2008 and but the terms of reference are still under consideration by the Task Group. These will also cover proposals for roles and responsibilities for senior secretariat members.
- 6.2 A draft terms of reference for the Secretariat will be are presented to the Panel for information. It is recommended that more time is allowed for their review and propose and that they be considered fully at IPCC-34.

7. Review of Decisions

- 7.1 The impact of the decisions proposed in this document in response to the IAC review will need to be monitored and it is proposed that the Panel should revisit these before the next assessment period. The panel is invited to consider the following decision:
- 7.2 The IPCC Panel agrees to review the working of the Executive Committee, the Bureau and the Secretariat prior to the election of a new Bureau.

Terms of reference for a Task Group on Governance and Management

The Panel welcomed and acknowledged the recommendations and suggestions by the IAC on the IPCC's governance and management (Chapter 4 of the IAC Report) and decided to establish an inter-sessional Task Group on Governance and Management to develop proposals related to the recommendations by the IAC and the decisions taken at the 32nd Session as listed above. The Task Group is specifically requested to address, inter alia, the issues listed in Annex II to this decision and propose amendments, including to the Principles Governing IPCC Work, and its Appendices, and other relevant documents, if necessary, by *31 January 2011*. Governments will then be invited to provide comments on the proposals by *28 February 2011* to allow preparation of a revised draft for consideration and decisions by the Panel at its next Session (IPCC-XXXIII). Matters related to conflict of interest policy will be addressed by a dedicated "Task Group on Conflict of Interest Policy" as described below.

The Task Group on Governance and Management (*) is open to participation by the members of the IPCC and consists of Belgium, Canada, China, Cuba, France, Germany, India, Iran, Italy, Japan, Lesotho, Maldives, Mali, Netherlands, New Zealand, Norway, Peru, Republic of Korea, Russian Federation, Saudi Arabia, Serbia, Slovenia, South Africa, Spain, Sweden, UK, and USA. The Task Group will elect its Co-Chairs to coordinate its work.

The Task Group will seek the advice of the IPCC Chair, the IPCC Vice-Chairs, Working Group and TFI Co-Chairs, and the Secretary. The duration of the Task Group is until the IPCC's 33rd Session unless decided otherwise.

Annex II

The Task Group on Governance and Management should address the issues listed below as mentioned in the IAC recommendations (Chapter 4 of the IAC Report), IPCC responses at its 32nd Session and IPCC-XXXII/Doc. 22. For each of the issues the Task Group should establish a timetable for action, consider resource implications and identify responsibilities for implementation. It should propose amendments to the Principles Governing IPCC Work, its Appendices, and other relevant documents if needed taking into account decisions made at IPCC-XXXII.

Chapter 4: Governance and Management

The Panel

1. Recommendation: The IPCC should establish an Executive Committee to act on its behalf between Plenary sessions. The membership of the Committee should include the IPCC Chair, the Working Group Co-chairs, the senior member of the Secretariat, and 3 independent members, including some from outside of the climate community. Members would be elected by the Plenary and serve until their successors are in place.

The IPCC Chair

2. Recommendation: The term of the IPCC Chair should be limited to the timeframe of one assessment.

The IPCC Bureau

3. Recommendation: The IPCC should develop and adopt formal qualifications and formally articulate the roles and responsibilities for all Bureau members, including the IPCC Chair, to ensure that they have both the highest scholarly qualifications and proven leadership skills.

4. Recommendation: The terms of the Working Group Co-chairs should be limited to the timeframe of one assessment.

The Secretariat

5. Recommendation: The IPCC should redefine the responsibilities of key Secretariat positions both to improve efficiency and to allow for any future senior appointments.

6. Recommendation: The IPCC should elect an Executive Director to lead the Secretariat and handle day-to-day operations of the organization. The term of this senior scientist should be limited to the timeframe of one assessment.

List of members of the Task Group on Governance and Management

Countries
Belgium
Canada
China
Cuba
France
Germany **
India
Iran (Islamic Republic of)
Italy
Japan
Lesotho
Maldives
Mali
Netherlands (The)
New Zealand
Norway
Peru
Republic of Korea
Russian Federation
Saudi Arabia *
Serbia
Slovenia
South Africa
Spain
Sweden
UK *
USA

* *Co-chair*

** *Rapporteur*