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FUTURE IPCC ACTIVITIES

Reinforcement of the IPCC Secretariat – Report from the Task Group

(Submitted by Mr David Warrilow on behalf of the Task Group)

Reinforcement of the IPCC Secretariat

Report from the task group; April 2009

Executive summary

The IPCC Secretariat is the only permanent body in the IPCC structure. It provides essential central coordination, organisational support, continuity and consistency of information and records. The Secretariat is under great pressure because of the increased focus on IPCC since the publication of AR4. There is little prospect of the pressure dropping significantly.

When considering what was required to ensure the Secretariat was able to work effectively, the task group took account of views expressed by some who played a large part in AR4 and by key contacts in WMO, UNEP and the UNFCCC. There was near-total agreement that the Secretariat was over-stretched even in carrying out its core tasks and that there were additional activities that it could usefully undertake (paras 15-19).

The task group looked at the individual functions that the Secretariat was either already carrying out or which had been suggested for it (para 15). The group made a rough estimate of resource implications and identified the re-inforcements required most urgently (paras 16).

Recommendation 1: the Secretariat should be authorised to recruit an additional G level secretary, an additional generalist P level administrative officer, and an additional temporary member of staff at G level as soon as possible. The Secretary could be invited to put forward a full case to Plenary for further additional resources, including consultancy support for outreach, IT and presentation, taking account of the task group's findings.

The task group did not identify any tasks requiring additional scientific staff in the Secretariat. It concluded that ***the Secretariat's primary focus should continue to be organisational and administrative matters, whilst recognising its need to keep abreast of and contribute to, where directed to by the Executive Team, the scientific and technical activities of the IPCC.***

The group also looked at management and governance issues. Many IPCC interviewees were concerned about lack of transparency and formal management structure (paras 23-25) and some suggestions were made in this regard. There were various suggestions for providing the Secretariat with more day-to-day support and management (para 29).

Recommendation 2: Ways of strengthening the day-to-day support and management of the Secretariat should be investigated further. In addition, the task group invites the IPCC Chair to note the wider accountability and management issues for the IPCC as a whole which were raised

Reinforcement of the IPCC Secretariat

Report from the task group; February 2009

Introduction

The task group: origins, composition and method of working

1. As recorded in the minutes, at the XXVIIIth Plenary (April 08) : ‘A number of contributions on “the future of IPCC” included suggestions for a reinforcement of the Secretariat to better carry out its duties during the Fifth Assessment period. In order to prepare for the discussion on this topic at next Session, a task groupwas set up. The IPCC Secretary was asked to contribute to the work of the task group as resource person. The group was asked to prepare a report including an assessment of the present tasks and a proposal to be considered by the Panel at its next Session.’ The group is chaired jointly by Ogunlade Davidson (IPCC vice Chair) and David Warrilow (UK) on behalf of Dr Pachauri (IPCC Chair). The other members are the IPCC focal points for the Netherlands (currently Hein Haak), Switzerland (Jose Romero) and the United States of America (Trig Talley, with Donna Lee).

2. The Secretariat provided much useful background information and the group met twice and conducted other business by email and conference call. Views were sought more widely on the main issues that had been identified by the group. Telephone interviews were undertaken with the IPCC Chair, IPCC Secretary, previous co-chairs from each of the three working groups, the former heads of Technical Support Units (TSUs), WMO, UNEP and UNFCCC, and individual task group members(full list at Annex A). The co-chair of the Task Force Bureau on National Greenhouse Gas Inventories and the IPCC focal point for Japan gave comments in writing. [The term ‘IPCC interviewees’ in this report does not include the Chair or Secretary.]

3. An earlier draft of this report was presented to 38th Session of the Bureau (November 08) and this report reflects their comments. In view of increasing pressures on the Secretariat, some initial recommendations to increase staffing of the secretariat were agreed by the Bureau, subject to subsequent confirmation by the Plenary.

Structure of the report

4. This report first describes the overall role and staffing of the Secretariat. It then looks at the resources required for specific functions and the overall implications. The last section considers management and governance. Because the Secretariat plays a critical and central role, the report covers some IPCC-wide issues.

The Secretariat’s role

5. The IPCC is a highly devolved body and the Secretariat provides essential central coordination and organisational support. It ensures consistency of information and records across the IPCC. It is also the only permanent body in the IPCC structure and as such provides continuity and institutional memory. The Secretariat’s role is described on the IPCC web-site as:

‘The IPCC Secretariat plans, oversees and manages all IPCC activities.

In particular the IPCC Secretariat:

- *Organizes sessions of the Panel and of its Bureau, sessions of the IPCC Working Groups*
- *Helps plan and organize other IPCC activities in co-operation with the Technical Support Units (TSU) and guides the TSUs as needed*
- *Proposes the annual budget and manages the IPCC Trust Fund*
- *Oversees and co-ordinates IPCC public information and outreach activities*
- *Publicizes and disseminates IPCC reports to the wider scientific and policymaker community, including translation of summaries into all UN official languages*
- *Monitors progress of IPCC activities and ensures co-ordination among IPCC Working Groups*
- *Liaises with member governments (currently 192) and international organizations on IPCC matters ‘*

6. Other documents describe aspects of the Secretariat's role in more detail. For example, the *Principles Governing IPCC Work* set out the procedure for using non-published/non-peer-reviewed ('grey literature') sources in IPCC reports and defines the Secretariat's role as follows:

The IPCC Secretariat will (a) store the complete sets of indexed, non-published sources for each IPCC Report not prepared by a working group/the Task Force on National Greenhouse Gas Inventories (b) send copies of non-published sources to reviewers who request them.

Staffing

Current posts

7. The Secretariat consists of nine posts: the Secretary, Deputy Secretary, Information and Communication Officer, Outreach Consultant (part-time), Administrative Officer, and four general service staff (including one in the WMO Travel Unit). The UN system of D (director), P (professional) and G (general) grades is used. Details of individual posts are at Annex B.

8. Numbers have increased little since the Secretariat was set up: it started in 1988 with five staff, with more WMO assistance than now and with consultancy support at peak times. The Information and Communication Officer, the Administrative Officer and the Outreach Consultant are recent additions.

Pressures and performance

9. The Secretariat is under great pressure. Their workload has increased enormously in the last twenty years, with a sharp acceleration since completion of the Fourth Assessment Report (AR4) and the award of the Nobel Peace Prize in 2007. For example, the number of authors for each report has increased more than threefold since the Third Assessment Report and attendance at press conferences has been up to 50 times higher. There were over 200 speaking requests in one five month period. Adding to the pressures, the Deputy Secretary post – a UNEP appointment - has been left unfilled for long periods and is still held by a temporary appointee. Staff regularly work overtime, much of it unpaid.

10. Interviewees and the Bureau recognised the dedication, ability and helpfulness of the Secretariat's staff. There was praise for much of their work, including the running of meetings, travel arrangements, the web-site and the production and presentation of publications. At the same time, IPCC interviewees reported that overloading had sometimes affected the timeliness of actions and the quality of the Secretariat's output. It had also limited co-ordination and facilitation.

Additional staff

11. It was recognised that while some activity generated by the publication of AR4 and the Peace Prize will subside, general interest in the work of the IPCC is unlikely to reduce. Thus it is generally accepted that additional staff are indeed required.

12. The Secretary has proposed the addition of 4.5 additional posts: two scientific officers; a dedicated information officer; a full-time outreach consultant instead of the current part-time post; and an additional secretary. Details of the Secretary's assessment are at Annex C. There was general support for additional administrative staff, but most IPCC interviewees were concerned about the scientific element of these proposals, which they thought would change the character both of the Secretariat and of the organisation as a whole.

Resource requirements

Method of assessment

13. To assess resource requirements, the task group looked at each of the Secretariat's current functions and at areas where the Secretary or others had identified potential increases in activity. Taking account of views expressed by interviewees, the group examined the need for each function and the extent to which it would best be carried out in the Secretariat. It is noted that alternative locations within IPCC included the TSUs for the Working Groups and the Task Force and any group set up to produce the AR5 synthesis report also needs to be considered.

14. The task group then made a rough estimate of additional resources needed in the Secretariat for each function.

Requirements by function

15. The resource implications of current functions and potential new activities were assessed as:

Support for individuals

- **Support for the Chair.** The Chair will continue to require significant support from the Secretariat in co-ordinating activity across IPCC. He can, however, also draw on staff in his own institute for day-to-day support. The TSU for the AR4 synthesis report provided some general scientific support for the Chair and this could be a useful role for any such successor body.
Resource implications: *some increase at all levels likely in proportion to overall increase in IPCC activity, depending on the Chair's requirements and the formation of a synthesis report TSU.*
- **Support for Vice Chairs and other Bureau members.** Requirements not clear as roles not yet defined.
Resource implications: *some increase at all levels likely*

Meeting support

- **Preparation and management of sessions of the IPCC and the IPCC Bureau.** This will continue to be a major task for the Secretariat.
Resource implications: significant increase needed to improve quality, timeliness and follow-up.
- **Organizational support for, and financial management of, various expert meetings and workshops and Lead Authors' meetings.** Appropriate on occasion but at other times more appropriate for TSUs to organise and manage.
Resource implications: will depend on future TSU/ Secretariat split. Probably some increase.
- **Support for task groups that are not associated with one particular Working Group** It is likely that there will be an increasing number of groups and that some will need administrative support from the Secretariat. There have been instances of meetings being cancelled because of lack of such support. On other occasions, administrative support may be more appropriately located with the individuals most involved or elsewhere. In depth, scientific support should best be provided through TSUs.

The Secretariat drew particular attention to TGICA (the Task Group on Data and Scenario Support for Impacts and Climate Analysis). IPCC interviewees agreed it would be appropriate for the Secretariat to provide administrative support. The TGICA co-chairs needed to consider their support needs further: on technical support, there was a problem that TSUs for individual working groups gave priority to their own urgent tasks. Support co-located with a TGICA co-chair would be one possibility.

Resource implications: more resources at P and G levels

Operational consistency

- **Guidance and oversight of all IPCC activities to ensure consistency in IPCC operations.** The Secretariat should continue to play the main co-ordinating and facilitating role on many issues. It should provide administrative support, rather than directing or being itself a lead player. On most scientific issues, the lead will generally be more appropriately taken by one or more TSUs or any cross cutting task group set up by Plenary.

In the early stages of AR5 and special reports, the Secretariat has a key role to play in ensuring that procedures and protocols are properly documented, that newcomers receive appropriate induction and training, that vital early meetings are organised and supported, and that the overall process is properly planned.

Resource implications: significant temporary demands at D, P and G level and more modest permanent increases.

- **IT applications and information management within IPCC.** It was agreed that there was scope for more activity here in, for example, establishing a comprehensive database of IPCC experts. The extent of common applications and how far they should be developed by the Secretariat or by a TSU required further discussion.

Resource implications: consultant with P level supervision

External contacts

- **Relations with UN and other relevant international organisations.** The number of requests from UN and other international organizations for information from IPCC has sharply increased, relating to humanitarian and socio-economic programmes as well as environmental ones. There was general support from IPCC interviewees for the Secretariat playing a stronger *facilitation and liaison* role, and that specific technical requests were relayed to appropriate experts for bi-lateral contact between working groups and particular programmes. The representative roles needed to be properly assigned and spread more widely.

Resource implications: more input at P and G levels, with consultancy support initially to set up appropriate meeting monitoring and expert identification systems.

- **Information and outreach.** Better co-ordination of speaking engagements by the Secretariat would be welcome, with wider and more rapid distribution of requests. The Secretariat might also organise training for speakers. More guidance is needed on dealing with rebuttals and criticisms. There is also general support for the development of a clearer outreach strategy, although this will not necessarily generate more activity in the long-term. There are concerns about the IPCC taking on an advocacy role, rather than simply providing scientific reports. There could be scope for more joint work on communications with WMO and for outreach through UNEP and other UN organisations. The Secretariat should continue to lead on administrative tasks such as the translation and distribution of material.

Resource implications: significantly more input at P and G level plus consultancy support to set up e.g. systems for logging speaking requests and to develop outreach strategy.

- **Presentation: corporate branding and IPCC website.** Interviewees agreed on the importance of improved corporate branding to make it clear that publications, for example, were from IPCC. A consistent, easily-identified appearance for all IPCC products should be pursued. A good web-site was also essential. These were generally seen as appropriate functions for the Secretariat to lead on.

Resource implications: increase needed - may be best dealt with by an administrative member of staff with some IT skills, probably at junior P level, and consultancy support, rather than by appointing someone with mainly specialist IT skills.

Management and administration

- **Management of the IPCC Trust Fund.** Properly with the Secretariat.
Resource implications: increase at P and G level probably needed to reduce D level involvement and dependence on single Administrative Officer
- **Travel arrangements for all DC/EIT participants in IPCC Sessions and meetings.** The Secretary suggested this might be delegated to TSUs. There was no support for this: TSUs lack the necessary expertise and capacity. Some delays in making arrangements were noted.

Resource implications: more G level input

- **Nobel Peace Prize Fund.** The Secretariat is expected to lead on: establishing rules of conduct; managing the fund; the selection process; and attracting sponsors. It is also expected to provide administrative support for the Science Board and Board of Trustees. All these seem appropriate tasks. It would not be appropriate for it to get involved in technical issues by, for example, the Secretary serving on the Board of Trustees.
Resource implications: *the setting up of the Fund will probably require significant P level or consultancy input. In the long-term it should be capable of operation mainly at G level, with intermittent P level support.*
- **Archiving.** All the material produced by Working Groups, not just assessments, requires careful archiving. Databases should be kept systematically at the centre to provide continuity.
Resource implications: *significant increase required -at least one full-time person at P level with G level support and consultancy input initially.*
- **More systematic management of the Secretariat and IPCC as a whole.** Management and governance of the Secretariat and IPCC are dealt with in the next section. The introduction of more formal structures and business planning would have resource implications for the Secretariat.
Resource implications: *significant inputs at all levels.*

Secretary's proposals for additional internal co-ordination

- **Technical and administrative support for scoping, cross-cutting matters and synthesis.** Cross-cutting issues and the synthesis report need to be given attention early in the 5th assessment cycle. Action is mainly for the TSUs and it is important that the working groups 'own' these processes. One interviewee suggested that when recruiting staff the working groups should identify individuals to be responsible for synthesis, cross-cutting issues and co-ordination with other groups. It was also suggested that a TSU for the synthesis report should be established as soon as possible. The Secretariat may need to facilitate some early meetings and assist with the establishment of a TSU or other group for the synthesis report.
Resource implications: *more input at all levels, for a limited period.*
- **Reviews of literature and expertise.** The Secretariat suggested that it should set up a process to assess grey literature, to include more relevant practitioners and to enhance regional contributions. IPCC interviewees pointed out that the *Principles Governing IPCC Work*, as quoted in para 6 above, saw a more limited role for the Secretariat. It was for the co-chairs and Lead Authors to decide what to include. To transfer this responsibility would compromise the review process and lead to confusion. The task group agreed that this was not an appropriate role for the Secretariat.
Resource implications: *none*

Overall resource requirements

16. The task group could make only a very broad estimate of the total additional resources required. There is a clear case for the appointment of an additional secretary to relieve the current acute pressures. There is also a case for the appointment as soon as possible of another P level administrative officer to deal with some of the activities outlined above. This officer requires business planning, project management and general administration and IT skills. An additional temporary G

level member of staff is likely to be needed to deal with the pressures at the beginning of the AR5 cycle.

17. The salary costs for these staff would be:

- P level administrative officer – \$50,000 – \$100,000
- 2 G grade staff - \$24,000 –\$142,000

The Secretariat does not currently have funds in its budget for additional staff.

18. A more detailed assessment is needed of the total increased resources required for the functions outlined above and of the implications for the management of the Secretariat. Additional staff and consultants may reduce the involvement of the Secretary and Deputy Secretary in some tasks but could increase their management responsibilities. These need to be delegated to other staff as far as possible.

19. It is for the Secretary to decide whether new recruits should be permanent IPCC employees, secondees, or temporary agency staff. Interviewees recognised the importance of appointing the right individuals from whatever source. The Secretariat needed to retain flexibility while providing continuity.

Recommendation 1: the Secretariat should be authorised to recruit an additional G level secretary, an additional generalist P level administrative officer, and an additional temporary member of staff at G level as soon as possible. The Secretary should be invited to put forward a full case to Plenary for further additional resources, including consultancy support for outreach, IT and presentation, taking account of the task group's findings.

General focus

20. In considering the Secretariat's resource requirements, the task group found no clear need for additional staff for purely scientific purposes. This is because the working group and task force TSUs are primarily responsible for the preparation of the assessment reports and methodologies and provide the in-house scientific expertise of the IPCC. IPCC interviewees were strongly of the view that the Secretariat should continue to focus on corporate and administrative issues, concerned with the quality and efficiency of processes rather than with their substance.

21. Interviewees were against extending the Secretariat's remit to cover scientific activities because:

- The Secretariat would need many more scientific staff to cover the scientific aspects of the IPCC's work effectively. The Secretariat did not have the back-up available to TSUs in their host organisations
- This would significantly - and undesirably – confuse responsibilities within IPCC
- Increased Secretariat involvement in the substance of reports could lead to delay at critical stages. Working Groups and Lead Authors faced considerable time pressures.

22. The task group recognises the force of these arguments. ***In its view, the Secretariat should remain focused on organisational and administrative issues.*** Staff will need a scientific background insofar as this is necessary to understand the roles of others in the IPCC and beyond, so that requests and tasks can be assigned appropriately, and to support the promulgation of the IPCC's output. The Secretariat will need to liaise extensively with other organisations but contact on specific issues should be the responsibility of appropriate experts. The task group

noted that UNEP saw an increased liaison role for the Deputy Secretary. The Secretariat will need an *overview* of the organisation but should not attempt to *oversee* (i.e. supervise) the work of the Working Groups and the Task Force in detail. Responsibility for scientific and technical consistency and co-ordination should continue to rest with the Chair and co-chairs, supported mainly by TSUs.

Management and Governance

Current arrangements

23. Many of the IPCC's formal administrative and financial arrangements reflect WMO requirements. These generally ensure financial probity but are not always appropriate to the IPCC and do not aid transparency. The Secretary presents an annual programme and budget to the Plenary: this is for the IPCC as a whole and contains only an overall figure for the Secretariat.

24. The formal reporting arrangements for the Secretariat's senior staff also reflect their parent organisations: the Secretary works under WMO supervision and reports to the IPCC Chair, WMO and UNEP; the Deputy Secretary is supervised by the Secretary, reporting to UNEP and sometimes expected to undertake UNEP duties. The Secretariat does not have a formal business plan and in practice most reporting is informal, between the Secretary and the Chair.

25. IPCC interviewees generally felt that the work of the Secretariat should be more transparent. There were not the clear accountabilities found in most organisations, with Management Boards and business plans with clear targets. This lack of accountability extended beyond the Secretariat to the organisation as a whole, where too much responsibility was placed on the Chair. Furthermore, it was thought that better use could be made of Vice Chairs and co-chairs.

Future arrangements

Executive team

26. In the course of AR4 the Chair set up an executive team to provide overall guidance and to take management decisions. This consisted of the Chair, Vice Chairs, Working Group and Task Force co-chairs, the Secretary and the TSU heads. The Chair intends to set up a similar team for AR5.

27. Interviewees noted that the Executive Team had been useful in AR4, but that more meetings and a more formal structure would have been helpful. In the AR4 it was noted that the Team's decisions were sometimes ignored or overturned and that responsibilities and accountabilities could be clearer. They felt that the TSU heads and the Secretary should not be members but should instead report to those who had been elected.

Management Board

28. There was wide support for a suggestion that the IPCC should have a Management Board. The members would be the Chair and Co-Chairs of the Working Groups and Task Force, and possibly the Vice Chairs. The Secretary and TSU heads would report to the Board, which would have a formal structure and fixed programme of meetings, including telephone conferences. It would assess overall

progress and the contributions of individual units and take decisions on corporate management issues.

Day-to-day support and management

29. There was also support for reducing the pressures on the IPCC Chair by increasing the involvement of others in the day-to-day management of the Secretariat. Further, more formal business planning and reporting could help to improve the Secretariat's accountability and the prioritisation of the competing claims on its time. At the same time some simplification of the rather complex reporting arrangements for both the secretary and the deputy secretary noted in para 24 could be considered. The problems caused by geographical isolation could be reduced by IPCC office-holders spending more time in Geneva. The Task Group did not have time to assess the specific suggestions which were made.

Recommendation 2: Ways of strengthening the day-to-day support and management of the Secretariat should be investigated further. In addition, the task group invites the IPCC Chair to note the wider accountability and management issues for the IPCC as a whole which were raised.

Conclusions

30. One interviewee described the Secretariat as the glue which holds the IPCC framework together. It also provides institutional continuity and memory. Its role is essential: it must be both strong and flexible.

31. At present the Secretariat is not staffed sufficiently robustly to be confident that the IPCC will cohere. The Secretariat must continue to provide effective facilitation and co-ordination. The enhancement of the IPCC's profile through the publication of AR4 and the award of the Nobel Peace Prize provides fresh opportunities to make the IPCC's findings known and to involve others.

32. The task group hopes that this report will help both to clarify the Secretariat's role and to ensure it has the resources to play that role effectively.

Annex A: telephone interviewees

IPCC

Rajendra K Pachauri - Chair
Renate Christ – Secretary
Marc Gillet, Financial Task Team

The Task Group

Ogunlade Davidson - Vice Chair (Sierra Leone) and former co-chair of Working Group III
David Warrilow, UK Focal point
Hein Haak, Netherlands focal point
Jose Romero, Swiss focal point
Trig Talley, US focal point (with Donna Lee)

Working Groups (WGs)

Susan Solomon, former co-chair WGI
Martin Parry, former co-chair WGII

Technical Support Units (TSUs)

Andy Reisinger, former TSU head for the synthesis report
Simon Eggleston, TSU head for TFI
Martin Manning, former TSU head for WGI
Jean Palutikof, former TSU head for WGII
Leo Meyer, former TSU head for WGIII

Other

Roberto Acosta, Co-ordinator, Adaptation, Technology and Science Programme, UNFCCC (with Rosalie Lister)
Peter Gilruth, Director of the Division of Early Warning and Assessment, UNEP
Elena Manaenkova, Cabinet and External Relations, WMO

Annex B: Secretariat posts

Secretary (Renate Christ) D grade

Responsible for overall operation of the IPCC Secretariat, and planning and implementation of the IPCC work programme according to IPCC principles and procedures, guidance provided by the Panel and Executive bodies of parent organizations; work closely with the IPCC Chair on all matters related to the IPCC; overall responsibility for the IPCC Trust Fund; through *inter alia* liaison with IPCC Bureau, Working Groups and Task Forces and Task Groups to ensure coordinated implementation of IPCC work programmes; guidance to and coordination of work of TSUs; preparation of IPCC work programme and budget and other documents for consideration of the Panel; liaison with governments and UN bodies; represent IPCC at various meetings; overall responsibility for IPCC communication strategy; and contribute substantively to IPCC assessment work in particular in planning and scoping phase and through addressing cross cutting issues and matters of synthesis.

Deputy Secretary (Gilles Sommeria -temporary) D grade

Responsible for administrative arrangements related to the management of the IPCC and its Secretariat and supervise the administrative officer; work with the Secretary towards successful implementation of the IPCC Workprogramme *inter alia* through contribution to the formulation of the IPCC work programme, budget and other documents; organization of meetings; coordination with WGs/TF/TGs and TSUs reports; contribution to assessment work of the IPCC and outreach activities; represent IPCC at various meetings; liaison with observer organizations and in particular UNEP.

Administrative Officer (Lisa Anne Jepsen) P grade

Responsible for budgetary and financial matters; deal with procurement including preparation and evaluations of calls for proposals, preparation of contracts, monitoring of delivered services and billing; preparation of project proposals e.g. required for receiving funding and various other documents; work with Conference Services and host countries to prepare for Sessions of the IPCC; analyse overall administrative arrangements in IPCC and its WGs/Task Force and identify IT requirements with a view to facilitate IPCC operations.

Information and Communication Officer (Carola Saibante) P grade

Develop and implement information and outreach activities, in collaboration with IPCC WGs/TSUs and partner organisations; organize press conferences and other media and outreach events; draft press advisories and other information material; follow up on requests for information; assist and advise LAs and partner organizations on preparation information activities/material; prepare press reviews, identify areas which require special attention by the IPCC; manage the IPCC website.

Outreach consultant – part-time (Sophie Schlingemann) P grade

Keep outreach calendar and requests for speakers up to date and arrange for speakers; handle requests for translations into non-UN languages and permission requests to use IPCC figures; advise on various legal matters and prepare documents of legal nature; represent IPCC at meetings.

Administrative Assistant (Joelle Fernandez) G grade

Assist the Secretary in all administrative matters (manage mail, appointments, schedules, deadlines; human resource matters etc.); draft correspondence and memoranda and edit/format documents for IPCC and relevant WMO

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programmes/meetings; assist in preparation and carry out duties required during sessions and meetings; maintain administrative files, records of correspondence, mailing lists and meeting schedules; coordinate the work of the secretarial staff of the IPCC Secretariat.

2 Senior Secretaries – G grade:

Annie Courtin

Mainly responsible for preparing meeting forms and initiating travel arrangements for DC/EIT participants including making necessary preparations in WMO oracle system; carry out other secretariat duties such as responding to routine enquiries.

Laura Biagoni

Assistance for information and outreach activities such as routine update of IPCC website, monitoring IPCC media mailbox, drafting routine replies, maintaining list of media contacts, and some editing and design work.

Travel assistant in the WMO Travel Unit paid by IPCC – G grade

Based on travel requests prepared by IPCC (containing names of traveller and duration of meeting) make travel arrangements according to WMO rules. All iterations between traveller, WMO Travel Unit and travel agency are arranged through that person. Minor deviations from WMO least cost rule, e.g. to make travel duration shorter or avoid additional visas, can be approved directly by the Chief of WMO Travel Unit.

Annex C: Secretariat assessment of additional staffing needs

- 1. Two scientific officers (P grade)** to provide technical support for Task Groups established by the Panel such as TGICA (currently provided by various TSUs); and to deal with cross-cutting issues, an outreach programme, support to the Chair and Bureau members on broader scientific issues and specific tasks, liaison with the research community and other UN bodies and grey literature assessment.
- 2. A dedicated information officer (P grade)** to oversee the web-site and corporate branding, and to ensure consistent IT applications and information management within IPCC.
- 3. A full-time outreach consultant (P grade)** to replace the current part-time post.
- 4. An additional secretary (G grade)** to support the Deputy Secretary, Administrative Officer and - in future - the Scientific Officers.