

No: 6973-07/IPCC/AR4-SYR

To the Executive Heads of  
International and other Organizations

~~Attachment: 1 CD-Rom~~

## COPY

Geneva, 6 September 2007

Sir/Madam,

I have the honour of presenting to your Organization the final draft of the *Synthesis Report of the IPCC Fourth Assessment Report (AR4 SYR)*. This is the final distribution prior to the formal adoption and approval process as described below.

One previous draft of this Report has been subjected to scientific and technical reviews by experts and Governments, as called for in the IPCC Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of the IPCC Reports (hereinafter referred to as the IPCC Procedures; see the website [www.ipcc.ch](http://www.ipcc.ch) for a copy). The enclosed final draft has been produced taking into account the comments received and the decision taken by the Panel at its 22<sup>nd</sup> Session on scope, content and process for the preparation of the AR4 SYR (see the website [www.ipcc.ch](http://www.ipcc.ch) for a copy).

In accordance with IPCC procedures, the final draft of the SYR will be submitted for adoption and approval by the Panel at its 27<sup>th</sup> Session. The IPCC Procedures stipulate that the Summary for Policymakers (SPM) would first be provisionally approved line-by-line, followed by review and adoption of the longer report section-by-section. At the conclusion of this work, the final text of the longer report will be adopted and the SPM approved.

This process is scheduled to be concluded within 5 days, from 12 to 16 November 2007 during the 27th Session of the IPCC.

The Core Writing Team will be present at the Session to assist in ensuring consistency between the SYR SPM and longer report, and of the SYR as a whole with the underlying assessments of the three Working Groups and IPCC Special Reports.

Approval and acceptance of IPCC reports are at the level of government representatives. However, if your Organization wishes to provide scientific and technical comments on the final draft SYR you are encouraged to do so by 31 October 2007, in order that these may be compiled and made available to delegates for consideration during the Session, as addendum to the compilation of comments received from governments.

**Please note that due to the very tight time schedule in preparation for the Panel Session, it is essential that any written comments be received by or before 31 October 2007.**

Please note that the AR4 SYR cannot cite or assess primary literature. It must be fully based on, and be consistent with, the underlying assessments of the three Working Groups of the IPCC Fourth Assessment Report and other IPCC Reports.

The Panel agreed at its 22<sup>nd</sup> Session that the SPM should have a length of up to 5 pages of text (plus maps and figures), and the longer report should have a length of up to 30 pages of text including maps and figures. The final draft SYR meets those page constraints, based on a standard printed IPCC page containing 900 words of text per page, and estimated space requirements for figures and tables. In preparing your comments, please take into consideration those tight page constraints.

Access to the final draft AR4 SYR:

The final draft AR4 SYR and a spreadsheet for submitting your review comments are available from the following closed web site:

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The draft and all other material mentioned above is also available on a CD-Rom attached to this letter. If you require that the draft be sent to you as a hardcopy document, please contact the Technical Support Unit (TSU) for the Synthesis Report as soon as possible, indicating your full postal address, via email: [syr.review@teri.res.in](mailto:syr.review@teri.res.in), or fax: +91 11 2468 2144 (attention: Synthesis Report TSU).

**The final draft SYR must not be cited or quoted, and must not be distributed other than as part of a managed government review process.**

Preparation and submission of review comments:

Please enter and submit your review comments using the Microsoft Excel spreadsheet that can be accessed through the above web site and the attached CD-Rom. Given the large number of comments and the limited time available to collate them, I must ask that you use this format as far as possible.

**Please send your spreadsheet of consolidated comments by e-mail to the SYR TSU at: [syr.review@teri.res.in](mailto:syr.review@teri.res.in). Comments should be submitted by October 31, 2007.**

Every effort has been made to ensure that the above electronic preparation and submission procedures are robust and user-friendly, however, if you have difficulty in using them please immediately contact the SYR TSU at: [syr.review@teri.res.in](mailto:syr.review@teri.res.in) or by phone: +91 11 2468 2116.

Yours sincerely,



Renate Christ  
Secretary of the IPCC