



No. 7658-06/IPCC/AR4

To designated IPCC Focal Points and
Ministries for Foreign Affairs
(if no focal point has been designated)

Attachment: 1 CD-Rom

COPY

(Original letter and CD-Rom have been sent to the IPCC Focal Point of your country)

Geneva, 24 July 2006

Sir/Madam,

I have the honour of addressing you on the matter of the Government scientific/technical review of the Working Group III contribution to the IPCC Fourth Assessment Report, *Climate Change 2007: Mitigation*.

The IPCC, which has been established jointly by the World Meteorological Organization (WMO) and the United Nations Environment Programme (UNEP) decided at its 18th Session (2001) to continue to prepare comprehensive assessment reports and at its 19th Session (2002) it agreed that the Fourth Assessment Report (AR4) would be completed in 2007. At its 21st Session in November 2003 the Panel approved the outlines of the Working Group contributions to the AR4, including the outline of the contribution of Working Group III (WGIII-AR4). The first order draft of the Working Group III report underwent an expert review, as mandated in the IPCC rules and procedures, in late 2005/beginning 2006 and has now been revised by the authors. The second order draft is available for simultaneous Government and Expert Review from **24 July 2006 to 15 September 2006** and I kindly invite you to submit your government comments within this timeframe. Details of how to access the draft report and submit comments are provided below.

The review process will follow standard IPCC procedures, which can be viewed online at <http://www.ipcc.ch>. These procedures advise that "governments should send one integrated set of comments for each Working Group report to the appropriate Working Group through their Government Focal Points." Governments may wish to organise their own mechanisms for consulting experts in preparing their responses. In this connection, I request that the name(s) of the person(s) organising the government review and the names of the individual experts involved be submitted along with your comments. For your information, this draft is also being distributed directly to the experts who contributed comments on the first draft. A list of expert reviewers approached by WGIII is included on the closed website and in the CD-Rom attached to this letter. An expert reviewer may also be asked to participate in the government review organized within his or her own country. In such a case, he/she should submit comments either as an individual or as part of the government review, but not both.

The Government and Expert Review of the second order draft of the WGIII-AR4 is a key part of the IPCC assessment process. The aim of the review is to ensure that the report is accurate, well-balanced, presents its findings clearly, and is consistent with the Working Group III mandate. To this end your review comments will be most helpful if they:

- Address specific text, tables or figures in the draft and provide clear suggestions for changes in wording or content where appropriate. Please provide full references for any additional literature cited in a review comment.
- Recognize the specific mandates of IPCC and of Working Group III together with the approved outline of the report and do not require the authors to go beyond that scope.
- Ensure that any suggested changes to the Summary for Policymakers (SPM) and Technical Summary (TS) of the report are fully consistent with material in the chapters of the report and provide cross references to that material.

- Give suggestions on how to shorten the chapters, the TS and the SPM of the report in order to meet the Panel's recommendation that this report be shorter and more focused than the Third Assessment Report.
- Recognize that the authors are required to work within strict length constraints and must present a concise assessment of current knowledge, not a scientific review of how that knowledge was derived. The report focuses on policy-relevant knowledge of mitigation of climate change.
- Note that text styles, including standardized spelling, use of units, etc., will be corrected as necessary in subsequent proof reading steps. Detailed comments on typographical errors are of no use at this stage.

The Lead Authors will consider the review comments on their respective chapters at a meeting to be held in October 2006 and independent Review Editors for each chapter will ensure that all substantive comments receive appropriate consideration. A final draft of the report will be sent to Governments in February 2007 and a Working Group III Session to approve the SPM and accept the underlying report will take place in Bangkok, Thailand, in late April/early May 2007.

Access to the draft report:

The draft report, associated material and detailed instructions for submitting your review comments are available from the following closed website:

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From this website you can download the separate chapters, TS and SPM of the report in portable document format (pdf). In addition, the above website provides access to supplementary material for some chapters. All of the material mentioned above is also available on a CD-Rom attached to this letter. The CD-Rom has been set up to allow access as similar as possible to that of the full website. To do this, start by opening the file named "Index.html" using a standard web browser. If you require that the draft report be sent to you as a hardcopy document, please contact the Working Group III Technical Support Unit (TSU) as soon as possible, indicating your full postal address. You can send such requests by email to: ipcc3tsu@mnp.nl.

Please note that this draft report is made available solely for the purposes of the IPCC review process. It must not be cited, quoted or distributed other than as part of a managed government review process.

Preparation and submission of review comments:

Please prepare your review comments using the Microsoft Excel spreadsheet that can be downloaded from the website given above and which is also on the attached CD-Rom. Given the large number of comments that are received on IPCC draft reports and the limited time available to collate these in a form that can be used by the authors, I must ask that you use this format. Each spreadsheet can accommodate up to 500 comments. For those Governments that anticipate submitting more than 500 comments please prepare separate spreadsheets for each chapter, the TS and SPM. In the review workbook a separate sheet is provided for submission of the names and affiliations of the reviewers who have contributed to your government review and we would be grateful if you could complete this page as well. Please submit your consolidated government review comments by e-mail as one or more attached spreadsheet workbooks to the WGIII TSU at ipcc3tsu@mnp.nl.

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 WGIII TSU at ipcc3tsu@mnp.nl.

Please note that all review comments must be submitted by **September 15, 2006**.

Yours sincerely,



Renate Christ
Secretary of the IPCC