



No. 7623-06/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, 7 April 2006

Sir/Madam,

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

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 Sessions (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 I (WG1-AR4). The first order draft of the Working Group I report underwent an expert review, as mandated in IPCC rules and procedures, in late 2005 and has now been revised by the authors. The second order draft is available for simultaneous Government and Expert Review from **April 7, 2006** to **June 2, 2006** and I kindly invite you to submit your government comments within this time. 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 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 organize 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. 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 WG1-AR4 is a key aspect 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 I 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 I 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 special attention to ways of shortening 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 aspects of climate change science rather than all science relevant to the climate system.
- 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 not generally of use at this stage.

The Lead Authors will consider the review comments on their chapters at a meeting to be held in June 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 October 2006 and a Working Group I Session to approve the SPM and accept the underlying report will take place in Paris, France, in January 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 web site:

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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 web site provides: a full list of the expert reviewers who will also be asked to provide individual review comments; and access to supplementary material for some chapters that will be made available finally only via an IPCC web site.

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 web site. To do this start by opening the file named "Start Here.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 I Technical Support Unit (TSU) as soon as possible, indicating your full postal address. You can send such requests by email to: ipcc-wg1@al.noaa.gov.

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 web site 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 1000 comments. For those Governments that anticipate submitting more than 1000 comments I ask that you prepare separate spreadsheets for each chapter, the TS and SPM.

Please submit your consolidated government review comments using the above web site, which includes provision for uploading completed Excel spreadsheets and will provide an automated acknowledgment. If it is not possible for you to use this web site upload feature, please send your comments by e-mail as one or more attached spreadsheet files to the WG1 TSU at ipcc-wg1@al.noaa.gov. A separate spreadsheet 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 would submit that as an email attachment to the WG1 TSU.

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 WG1 TSU at ipcc-wg1@al.noaa.gov.

Please note that all review comments must be submitted by **June 2nd, 2006**. Unfortunately due to the large number of comments expected, it is not possible to guarantee that comments received after that date will be available to the authors when they start preparing the final draft.

Yours sincerely,



Renate Christ
Secretary of the IPCC