

Our ref.: 5127-11/IPCC/SREX

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

Geneva, 7 February 2011

Dear Sir/Madam,

You may recall that at its 30th Session (Antalya, Turkey • 21-23 April 2009) the Panel decided to prepare – with the involvement of the UN International Strategy for Disaster Reduction (ISDR) – a Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation (SREX), following IPCC rules and procedures (see <www.ipcc.ch>). This collaborative effort of IPCC Working Groups I and II underwent Expert Review (26 July - 20 September 2010), and I now have the honor to announce the availability of the Government and Expert Review draft of this report. This next phase in the IPCC-mandated series of peer review runs from 7 February - 1 April 2011. Ultimately, the Summary for Policymakers (SPM) will be approved and the underlying chapters accepted at a joint session of IPCC Working Groups I and II in November 2011. The full development schedule, the report outline, the listing of writing teams members, and other general information can be found at <<http://ipcc-wg2.gov/AR5/extremes-sr/index.html>>.

The IPCC Working Group II Technical Support Unit (TSU) oversees preparation of the assessment. For the simultaneous Government and Expert Review of the second-order draft (SOD), the procedures advise that “Governments should send one integrated set of comments for each Report to the appropriate Working Group/Task Force Bureau Co-chairs through their Government Focal Points.” Non-government reviewers are also invited to participate, both via contact with Observer Organization representatives and via direct solicitation of expert reviewers. The Working Group II TSU has set up a review mechanism to accommodate the requirements of the following categories of reviewer:

- Government Focal Points
- Observer Organizations representatives
- Expert reviewers of the first-order draft (FOD)
- Unsolicited experts requesting to review the SOD.

Within 24 hours of receipt of this memorandum via e-mail, the first three categories of individuals will receive tailored e-mails from the IPCC Working Group II TSU with unique credentials to access the password-protected SOD repository. These web pages will contain the drafts themselves, supporting materials, the comments spreadsheet, and instructions, as well as host the comments file upload mechanism. As such, experts are encouraged to bookmark the following page – both to retrieve review materials and to facilitate return 8 weeks hence to upload compiled comments:

URL: <<http://ipcc-wg2.gov/extremes-sr/review/SOD>>

Again, usernames and passwords will be disseminated via e-mail to the IPCC Focal Points, MFA officials (as appropriate), and Observer Organization representatives on file with the IPCC Secretariat. Should this scripted correspondence fail to reach intended recipients for whatever reason (e.g., spam filters), upon receipt of the follow-up hardcopy transmittal of this memorandum, affected parties should send mail to <SREX-SOD-review@ipcc-wg2.gov> requesting existing credentials to access the password-protected site. Do not re-register as an unsolicited reviewer via the on-line form advertised on the Working Group II web site. IPCC Focal Points and Observer Organization representatives sending in consolidated comments have dynamically built pages to facilitate concurrent file uploads and to submit national/institutional experts listings. Individual reviewers do not.

As with the review of the FOD where the IPCC procedures state that "...draft Reports should be sent to Government Focal Points, for information, along with a list of those to whom the Report has been sent for review in that country," the IPCC Working Group II TSU has compiled a listing of the 453 accepted registrants for the SREX Expert Review who are being re-sent credentials as a prompt to participate in this next round of review. This information is provided as supporting material in the review site itself. In addition SREX writing team members and WGII Fifth Assessment Report authors are also being advised that existing credentials gain access to the SREX Government and Expert Review drafts. Listings of these individuals can be found at:

- WGII AR5: <http://ipcc-wg2.gov/AR5/AR5_authors.php>
- SREX: <http://ipcc-wg2.gov/AR5/extremes-sr/authors/writing_team_pb.html>

Unsolicited expert reviewers must complete a registration and certification procedure to be granted access to the review site – that is, agreeing not to cite, quote, or disseminate draft materials, and acknowledging that it is to be used solely for review purposes. Pre-registered individuals either already accepted these conditions, and re-affirmed them in the case of the FOD reviewers wishing to participate in the current review, or are affiliated with the IPCC as writing team members, Government delegates, or Observer Organization representatives – all of whom are cognizant of the need to keep SREX drafts confidential until the SPM is approved and the underlying document accepted in November 2011.

Government and Observer Organization representatives will undoubtedly engage their own networks of experts when preparing consolidated comments submissions. As such, the Working Group II TSU requests that IPCC Focal Points and Observer Organization representatives submit expert listings, delineating names and affiliations of all individuals participating, so that due credit can be given in an annex to the published Special Report. For those individuals receiving an independent solicitation to participate (as highlighted in the above URLs and the FOD expert reviewer listing), you are requested to reinforce that they submit comments either as an individual or as part of the Government review, but not both.

The IPCC Working Group II TSU has gone to great lengths to ensure the confidentiality of the draft chapters and Summary for Policymakers (SPM) by developing this system of unique usernames and passwords for screened and approved registrants. These drafts have not been completely reviewed or quality checked, thus constitute pre-decisional materials. Static pairs have been abused in past. Governments and Observer Organization representatives are requested to take like measures to safeguard the draft materials, to avoid premature release of draft findings. Do not re-distribute the credentials that you will receive within the next 24 hours. The Working Group II TSU will monitor access to the password-protected site; if anomalous activity is detected (e.g., sustained hits), offending password pairs will be disabled. Even so, there is no foolproof method to ensure that the materials posted at <ipcc-wg2.gov> are used solely to support the Government and Expert Review. The IPCC depends on the certification procedure, and managed review processes by participating Governments and Observer Organizations.

Regarding the review itself, I request that you and your teams of expert reviewers evaluate chapters for accuracy, attention to key issues, completeness of intellectual coverage and of the literature assessed, clarity, and balance. It is important to be as specific as possible. Review comments that identify literature should provide citations and, especially for references that are not in scientific journals, information on access. Review comments should focus on substantive issues. Comments about wording and editorial details are generally not useful at this stage. Refer to the review web site for a charge to expert reviewers with more detail, and for the instructions on how to submit comments. Following the instructions to the letter will speed up post-processing immeasurably.

Authors will address collected comments at the SREX Fourth Lead Authors Meeting (Gold Coast, Australia • 16-19 May 2011) and prepare final drafts based on your input, which will be provided for a Final Government Distribution in August 2011.

Please note that, in accordance with Article 4.1 of Appendix A to the Principles Governing IPCC Work, all comments collected as part of the Government and Expert Review – complete with author annotations of disposition – will be posted on the Working Group II web site following the final approval and publication of the Special Report. Comments collations will identify expert reviewers of record or submitting Government or submitting Observer Organization, depending on comments upload methodology.

Every effort has been made to ensure that the password-protected SREX Government and Expert Review web site and electronic preparation/submission procedures are robust and user-friendly; however, if you have any difficulty with access or questions about process, please immediately contact the IPCC Working Group II TSU at tsu@ipcc-wg2.gov. Again, if your unique credentials did not make it to your In Box and this is the first time that you have been made aware of user-specific log-ins to <http://ipcc-wg2.gov/extremes-sr/review/SOD>, please send mail to SREX-SOD-review@ipcc-wg2.gov and the information will be re-sent. Unsolicited registrations are made via an on-line form advertised on the IPCC Working Group II web site.

In closing, the Government and Expert Review period starts today (Monday), 7 February 2011, and ends on **Friday, 1 April 2011, 5:00 p.m. PST.**

A copy of this letter is being sent to the Ministry for Foreign Affairs, IPCC Contact Point(s), the Permanent Representative with WMO and Focal Point(s) of UNEP of your country for information.

Yours sincerely,



(Renate Christ)
Secretary of the IPCC