

Our ref.: 5135-13/IPCC/AR5

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

COPY

Geneva, 1 March 2013

Sir/Madam,

I have the honor of addressing you on the matter of the Government and Expert Review of the Working Group II (WGII) contribution to the IPCC Fifth Assessment Report (AR5), Climate Change 2014: Impacts, Adaptation, and Vulnerability. The 8-week review period runs from 28 March to 24 May 2013. The WGII Technical Support Unit has already undertaken steps to publicize the review within relevant scientific communities, and to provide a vehicle for active participation. To this end, a WGII AR5 Government and Expert Review pre-registration site was launched at 6:00 p.m. PST, 22 February 2013.

The multi-stage review of draft reports is a key element of the IPCC assessment process. Participation in the upcoming review of the WGII AR5 provides governments and experts the opportunity to comment on the second-order draft chapters of the report and the first-order drafts of its summary products: the Summary for Policymakers (SPM) and Technical Summary. The writing teams will evaluate all submitted comments at the WGII AR5 Fourth Lead Authors Meeting, to be held in Bled, Slovenia, 15-19 July 2013. Review Editors will ensure that all substantive comments receive due consideration. The WGII AR5 final draft will be distributed to governments in October 2013, and a WGII session to approve the SPM and accept the underlying report will take place in Yokohama, Japan, in March 2014.

The purpose of the WGII AR5 Government and Expert Review is to help ensure that the second-order draft chapters provide a balanced and comprehensive assessment of the latest scientific findings associated with the approved outline. The IPCC procedures state that the review process shall be open, objective, and transparent, with a wide circulation that aims to involve as many independent experts as possible and that captures a range of views, disciplinary perspective, and geographical representation. The procedures further state that IPCC Focal Points be kept apprised "... of those to whom the report has been sent for review in that country." In keeping with these Expert Review requirements, and to facilitate efforts of IPCC Focal Points and Observer Organization representatives to gauge involvement of national pools of experts, the WGII Technical Support Unit has integrated a dynamically updated table of authorized reviewers into the drafts repository site. Users will be able to sort by surname, affiliation, and citizenship. The URL to this planning tool will be provided in correspondence initiating the WGII AR5 Government and Expert Review on 28 March 2013.

In addition to IPCC Focal Points and Observer Organization representatives, the WGII Technical Support Unit has publicized the pre-registration mechanism to targeted experts recommended (and initial contact made) by WGII AR5 Review Editors. This additional outreach resulted in a group of over 950 experts who did not review the first-order draft. If, upon consulting the dynamically maintained table of authorized registrants, or as you prepare national review strategies, you

determine that it benefits your efforts to inform prospective reviewers of the (pre-)registration system, please feel free to forward the following URL and static credentials:

<[Part of the text removed here]>
username: [Part of the text removed here]
password: [Part of the text removed here]

All IPCC Focal Points and Observer Organization representatives already possess a username and password. You do NOT need to register for the WGII AR5 Government and Expert Review. The IPCC Working Group II TSU will send your unique credentials on the first day of the review. All authorized registrants for the WGII AR5 Expert Review (first-order drafts) will also be sent scripted e-mails reminding them of their credentials and alerting them to launch of the WGII AR5 Government and Expert Review (second-order drafts). The WGII home page highlights means for unsolicited experts to gain access to the registration system.

In all materials prepared to support the WGII AR5 Government and Expert Review, experts will be reminded not to share the user-specific credentials generated by the registration system, but instead to encourage colleagues to register for their own. The comments upload mechanism tags cells based on log-ins, attributing them to specific users and allowing the WGII Technical Support Unit to duly credit reviewers in an annex to the final report. Credentials associated with IPCC Focal Points and Observer Organization representatives provide custom access to pages that facilitate concurrent file uploads and submission of national/institutional experts listings, while individual expert reviewer credentials do not. Individuals receiving an independent solicitation to participate are requested to submit comments either as an individual or as part of a government review, but not both. Access for all categories of user will be monitored, and if anomalous activity detected (e.g., sustained hits) the affected credentials will be disabled.

This correspondence is being sent as a courtesy upon request by Working Group II Co-Chairs. Again, IPCC Focal Points and Observer Organization representatives do NOT need to register for the WGII AR5 Government and Expert Review. On 28 March 2013, credentials will be sent direct to the e-mail accounts on file with the IPCC Secretariat. The WGII AR5 Government and Expert Review starts on **Thursday, 28 March 2013, and ends on Friday, 24 May 2013.**

If you have any questions about the pre-registration system or the WGII AR5 Government and Expert Review process, please contact the IPCC Working Group II TSU at <tsu@ipcc-wg2.gov>. Additional information about conduct of a Government and Expert Review is available in Appendix A to the Principles Governing IPCC Work.

A copy of this letter is being sent to the Ministry of Foreign Affairs, the Permanent Representative of the World Meteorological Organization (WMO), and the United Nations Environment Programme (UNEP) Focal Point(s) of your country for information.

Yours sincerely,



(Renate Christ)
Secretary of the IPCC