

# ipcc

INTERGOVERNMENTAL PANEL ON climate change

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## **INFORMATION NOTE ON VOTING PROCEDURES AND PRACTICES FOR ELECTIONS**

### **Voting and Conduct of Business at the 42<sup>nd</sup> Session of the IPCC**

(Submitted by the IPCC Secretariat)

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## INTRODUCTION

This Information Note presents a digest of Appendix C to the Principles Governing IPCC Work, the Procedures for the Election of the IPCC Bureau and any Task Force Bureau (hereafter referred to as the 'Election Procedures') as well as – in **Appendix III** to this document - information on electronic voting, intended to assist delegates and presiding officers in the conduct of business during the 42<sup>nd</sup> Session and in the organization of voting and elections at the Session.

### 1. Voting and Elections in Plenary

#### 1.1 Credentials Committee (Rule 5)

- The Panel will establish a Credentials Committee immediately after the completion of the opening formalities and for the duration of the Session at which elections are being held. The Committee shall comprise one member appointed by each Region. The Committee shall appoint a Chair from among its members. A representative of the Secretariat shall attend the Committee with a consultative status.
- The Committee shall examine the credentials of delegates, which are to be submitted by the Secretariat. It shall report as soon as possible to the Panel and thereafter as required. Final decisions concerning credentials shall rest with the Panel.
- Valid credentials are defined in Rule 4.

#### 1.2 Quorum (Rule 13)

- For decisions on elections to be valid a majority of the Members of the IPCC with accepted credentials must be present at the Session.
- The IPCC has 195 Member countries, for elections 98 Members with accepted credentials must be present.

#### 1.3 Type of vote (Rule 17)

- Secret ballot

All elections shall be held by secret ballot, unless otherwise decided by the Panel at the Session.

- Separate election for each position (Rule 26).
- The IPCC Chair and other IPCC Bureau members will be elected by the Panel in the following order (Rule 15):
  - a) the IPCC Chair;
  - b) the IPCC Vice-Chairs;
  - c) the Co-Chairs of the Working Groups and of any Task Force Bureau;
  - d) the Vice-Chairs of the Working Groups.

- Election of any Task Force Bureau shall normally be undertaken at the same Session as elections for the IPCC Bureau unless the Panel has decided otherwise. Task Force Bureau members shall be elected after all the members of the IPCC Bureau have been elected (Rule 16).

#### 1.4 Voting rights (Rules 3 and 18)

- Each Member of the IPCC participating in a Session shall be represented by a delegation consisting of a Principal Delegate and such other delegates as it may require.
- Each delegation of a Member of the IPCC participating in the Session with accepted credentials shall have one vote.

#### 1.5 Nominations (Rules 22 and 23)

- On the opening day of the Session where an election is being held, the Panel will establish a Nominations Committee for the duration of the Session. Each Region shall nominate two representatives to serve on the Committee. The Committee shall by consensus choose a Chair from among its members. A representative from the Secretariat may be invited to attend the Committee with consultative status.
- The Committee shall prepare and submit through its Chair to the Members of the Panel a list of Nominees for each office for which an election is to be held. The list(s) will be submitted at least 24 hours before the actual election will take place.
- All Regions are encouraged to meet before and/or as early as possible during the Panel Session with a view to, inter alia:
  - (a) designate the representative of the Region to the Credentials Committee;
  - (b) designate the two representatives of the Region to the Nominations Committee;
  - (c) consider the nominations to the IPCC Bureau and any Task Force Bureau positions from the Region.
- Information on IPCC Members grouped according to WMO Regions is provided in Annex A of the Election Procedures and **Appendix I** to this document.
- The IPCC Bureau is composed of 34 members. It consists of:
  - 1) The IPCC Chair;
  - 2) Three IPCC Vice-Chairs;
  - 3) Two Co-Chairs of the Task Force Bureau on National Greenhouse Gas Inventories;
  - 4) The Working Group I Bureau, with two Working Group Co-Chairs and seven Working Group Vice-Chairs;
  - 5) The Working Group II Bureau, with two Working Group Co-Chairs and eight Working Group Vice-Chairs;
  - 6) The Working Group III Bureau, with two Working Group Co-Chairs and seven Working Group Vice-Chairs.
- In filling elective positions, account should be taken of the need to ensure that:
  - The three IPCC Vice-Chairs are from different Regions, including at least one from a developing country and one from a developed country;
  - One Co-Chair in each Working Group and any Task Force Bureau is from a developing country;
  - At least one Co-Chair in each Working Group and any Task Force Bureau is from a country which is ready to host the Technical Support Unit;
  - Each Region is represented in each of the following four formations within the Bureau: the Executive Committee, Working Group I, Working Group II, Working Group III.

- The number of candidates on the Bureau for each Region is as follows:
  - 1) Region I (Africa): 7 positions
  - 2) Region II (Asia): 6 positions
  - 3) Region III (South America): 4 positions
  - 4) Region IV (North America, Central America and the Caribbean): 4 positions
  - 5) Region V (South-West Pacific): 4 positions
  - 6) Region VI (Europe): 8 positions

The IPCC Chair does not represent a Region.

- The Task Force Bureau on National Greenhouse Gas Inventories is composed of two Co-Chairs, who are members of the IPCC Bureau as well, and twelve members, two of each are drawn from each Region.
- Information on the composition of the IPCC Bureau and Task Force Bureau is provided in Annex B of the Election Procedures and **Appendix II** to this document.

#### 1.6 Tellers (Rule 25)

- In all voting by secret ballot, two tellers selected from among the delegates present shall be appointed by the Presiding Officer to count the votes. Before voting begins, the Secretariat shall hand to the two tellers the list of Members present at the Session with accepted credentials (Rule 5) and the list of candidates' nominees (Rule 22).

#### 1.7 Majority required (Rules 32, 33 and 36)

- Candidates shall be elected by a simple majority of valid votes cast (not including blank or invalid voting slips). The simple majority shall be the next integer immediately above the half of the valid votes cast (Rule 32).
- Valid votes are defined in Rule 2 par. 17.
- If in the first ballot no candidate has obtained the simple majority, a second ballot shall be held with the two candidates with the highest number of votes. If any other candidate obtained the same number of votes in the first ballot as the second candidate, (s)he shall also be included on the list for the next ballot (Rule 33).
- If two or more candidates obtain the same number of votes, another ballot (third) shall be held, and if no decision is reached in this new ballot, the decision between those candidates shall be made by drawing lots (Rule 36).

## APPENDIX I

### Annex A of the Election Procedures (Appendix C to the Principles Governing IPCC Work)

#### IPCC MEMBERS GROUPED ACCORDING TO WMO REGIONS

This Annex will be reviewed by the Secretariat as required to reflect any change in the membership.

- Region I - Africa
- Region II - Asia
- Region III - South America
- Region IV - North America, Central America and the Caribbean
- Region V - South-West Pacific
- Region VI - Europe

For the purpose of the elections to the IPCC Bureau and any Task Force Bureau, a Member can only belong to one Region. Members in a Region shall be deemed to be those having their seat of government (capital) within the Region.

#### **AFRICA (Region I)**

(54 Members)

Algeria	Libya
Angola	Madagascar
Benin	Malawi
Botswana	Mali
Burkina Faso	Mauritania
Burundi	Mauritius
Cameroon	Morocco
Cape Verde	Mozambique
Central African Republic	Namibia
Chad	Niger
Comoros	Nigeria
Congo, Republic of the	Rwanda
Côte d'Ivoire	Sao Tome and Principe
Democratic Republic of the Congo	Senegal
Djibouti	Seychelles
Egypt	Sierra Leone
Equatorial Guinea	Somalia
Eritrea	South Africa
Etiopía	South Sudan
Gabon	Sudan
Gambia	Swaziland
Ghana	Togo
Guinea	Tunisia
Guinea Bissau	Uganda
Kenya	United Republic of Tanzania
Lesotho	Zambia
Liberia	Zimbabwe

## **ASIA (Region II)**

(32 Members)

Afghanistan	Mongolia
Bahrain	Myanmar
Bangladesh	Nepal
Bhutan	Oman
Cambodia	Pakistan
China	Qatar
Democratic People's Republic of Korea	Republic of Korea
India	Saudi Arabia
Iran, Islamic Republic of	Sri Lanka
Iraq	Tajikistan
Japan	Thailand
Kazakhstan	Turkmenistan
Kuwait	United Arab Emirates
Kyrgyzstan	Uzbekistan
Lao People's Democratic Republic	Vietnam
Maldives	Yemen

## **SOUTH AMERICA (Region III)**

(12 Members)

Argentina	Guyana
Bolivia	Paraguay
Brazil	Peru
Chile	Suriname
Colombia	Uruguay
Ecuador	Venezuela, Bolivarian

## **NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN (Region IV)**

(23 Members)

Antigua and Barbuda	Grenada
Bahamas	Guatemala
Barbados	Haiti
Belize	Honduras
Canada	Jamaica
Costa Rica	Mexico
Cuba	Nicaragua
Dominica	Panama
Dominican Republic	Saint Kitts and Nevis
El Salvador	Saint Lucia
	Saint Vincent and the Grenadines
	Trinidad and Tobago
	United States of America

**SOUTH-WEST PACIFIC (Region V)**  
(22 Members)

Australia  
Brunei Darussalam  
Cook Islands  
Fiji  
Indonesia  
Kiribati  
Malaysia  
Marshall Islands  
Micronesia, Federated States of  
Nauru  
New Zealand  
Niue  
Palau  
Papua New Guinea  
Philippines  
Samoa  
Singapore  
Solomon Islands  
Timor-Leste  
Tonga  
Tuvalu  
Vanuatu

**EUROPE (Region VI)**  
(52 Members)

Albania	Lithuania
Andorra	Liechtenstein
Armenia	Malta
Austria	Moldova
Azerbaijan	Monaco
Belarus	Montenegro
Belgium	Netherlands
Bosnia and Herzegovina	Norway
Bulgaria	Poland
Croatia	Portugal
Cyprus	Romania
Czech Republic	Russian Federation
Denmark	San Marino
Estonia	Serbia
Finland	Slovakia
France	Slovenia
Georgia	Spain
Germany	Sweden
Greece	Switzerland
Hungary	Syrian Arab Republic
Iceland	The former Yugoslav Republic of Macedonia
Ireland	Turkey
Israel	Ukraine
Italy	United Kingdom of Great Britain &
Jordan	Northern Ireland
Latvia	
Lebanon	
Luxembourg	



## APPENDIX II

### Annex B of the Election Procedures (Appendix C to the Principles Governing IPCC Work)

#### Composition of the IPCC Bureau and Task Force Bureau

This Annex will be amended in line with relevant decisions of the Panel.

##### I. IPCC Bureau

The IPCC Bureau is composed of 34 members.

It consists of:

1. the IPCC-Chair.
2. three IPCC Vice-Chairs with specific responsibilities.
3. two Co-Chairs of the Task Force Bureau on National Greenhouse Gas Inventories.
4. The Working Group I Bureau, with two Working Group Co-Chairs and seven Working Group Vice-Chairs.
5. The Working Group II Bureau, with two Working Group Co-Chairs and eight Working Group Vice-Chairs.
6. The Working Group III Bureau, with two Working Group Co-Chairs and seven Working Group Vice-Chairs.

Subject to the following overall regional balance within the IPCC Bureau:

Region I: 7 positions  
Region II: 6 positions  
Region III: 4 positions  
Region IV: 4 positions  
Region V: 4 positions  
Region VI: 8 positions

In filling elective positions, account should be taken of the need to ensure that:

- the three IPCC Vice-Chairpersons are from different regions including at least one from a developing country and one from a developed country;
- one Co-Chair in each Working Group and any Task Force Bureau is from a developing country;
- at least one Co-Chair in each Working Group and in the Task Force Bureau is from a country which is ready to host the Technical Support Unit;
- Each Region is represented in each of the following four formations within the Bureau: the Executive Committee, Working Group I, Working Group II, Working Group III.

Consideration should also be given to promoting gender balance.  
The IPCC Chair does not represent a Region.

##### II. Task Force Bureau

The Task Force Bureau on National Greenhouse Gas Inventories is composed of 2 Co-chairs and 12 members, 2 each of which should be drawn from each Region.

## APPENDIX III

### PROPOSAL TO MODERNIZE THE IPCC VOTING SYSTEM AND TO INTRODUCE ELECTRONIC VOTING – INDICATION OF PREFERENCE

(system as applied by WMO)

The basic principle of electronic voting (e-voting) is to reproduce as faithfully as possible the traditional voting system using voting slips during ballots, by setting up the e-voting system and in particular the underlying software, in such a way that the selection process follows all the steps in compliance with the IPCC Election Procedures.

**To familiarize delegates with the e-voting process and the device used, one or two trial votes will be conducted before the actual IPCC Bureau election starts on 6 October 2015.**

The following table presents a comparison between steps of the traditional voting system and its electronic voting equivalent.

#### Traditional voting system versus electronic voting system

Paper ballot procedure	Electronic voting procedure
Tellers show to delegates that the ballot box is empty.	Tellers confirm to delegates that the voting system is set up properly with the information required to run the election.
The Presiding Officer requests the Secretariat to print ballot papers (voting slips).	The Presiding Officer requests the Secretariat to enter the names of the candidates in the system. The tellers check the list of names for accuracy.
The Secretariat distributes a ballot paper to each Principal Delegate (or his/her alternate).	At the Presiding Officer's request, the Secretariat distributes the voting device to each Principal Delegate (or his/her alternate).
Principal Delegates are called in turn to vote.	Presiding Officer declares the vote OPEN, the Secretariat activates the voting system so that equipment (individual keypads) can be used and Principal Delegates are asked to cast their votes following the instructions provided.
The Presiding Officer asks if all Principal Delegates have voted.	The Presiding Officer asks if all Principal Delegates have voted. The Secretariat and tellers verify that all votes have been cast.
The Presiding Officer declares the voting closed and announces the start of the counting.	The Presiding Officer declares the voting CLOSED, asks the Secretariat to deactivate the system for voting and to produce the tellers' report.
The tellers open the ballot box and count the voting slips; votes are counted in the presence of the delegates.	The tellers check that the automatically produced tellers' report contains the full results of the voting. This process takes place in the presence of the delegates.
The tellers complete and sign the report provided and hand it to the Presiding Officer.	The tellers sign the report provided and hand it to the Presiding Officer in the presence of the delegates. <b>The approved results are projected on the screen for the delegates.</b>
The voting slips are destroyed in the presence of the delegates on request of the Presiding Officer.	The information corresponding to each ended voting round is erased in the presence of the tellers and delegates on request of the Presiding Officer.

## Using the IPCC electronic voting system with keypads

Depending on the Election Procedures the system will be set up accordingly by the e-voting administrator under the tellers' and IPCC Secretariat's control.

Information needed for the voters, such as instructions for proceeding to a voting round and the **names of candidates to positions will be displayed on screens in the room** and/or provided on paper, so that voters have enough time to prepare their votes.

The **names of the candidates are preceded by a digit**, which needs to be keyed in by the Principal Delegate (or his/her alternate) on the keypad as shown below, in order to choose the selected candidate.



Individual keypad distributed to Principal Delegates or their alternates.

(\*) A faulty keypad will be replaced if necessary, but it will be the Presiding Officer's decision whether all or part of a voting round has to be cancelled and repeated.

### General procedure:

Keypads will be distributed individually to each Principal Delegate (or his/her alternate) at the beginning of a voting round. At each round, the Presiding Officer will declare the vote OPEN. The administrator will then activate the keypads. Principal Delegates can enter and send information until the Presiding Officer declares the voting round CLOSED. The e-voting administrator will then deactivate the keypads. Only the information properly sent and received by the central station will be accounted for to establish the result of a voting round.

To be registered by the central station and accounted for in the voting rounds, the Principal Delegate must press the digit(s) of the selected candidate(s) first, followed by pressing the OK button (e.g. lowest right hand side button). This will result in a feedback message from the central station acknowledging the entry.

The "garbage" button (e.g. lowest left hand side button) allows for erasing already keyed in digits, which appear on the screen - ONLY BEFORE pressing the OK button.

## Features to prevent accidental use of the keypads

The following remarks intend to give indications and guidance to the voters in order to prevent sending a vote which does not correspond to their intents:

- To press a digit that has already been pressed to make a selection will have no effect on the choices already made: the series of digits already keyed in will remain unchanged;
- *Pressing “0” is for voting “BLANK” and must be followed by pressing the OK button to be sent and received as such.*  
If “0” is keyed in otherwise, only the other keyed in choices will be accounted for when the OK button is pressed;
- Before pressing the OK button and sending the digits appearing on the screen, corrections can be made by pressing the “garbage” button; this erases all previously keyed in digits, and the full new selection of digit(s) has to be keyed in.

### More information

The tellers’ report is created automatically by the system. The tellers, assisted by the Secretariat, print it out, check it, and hand it to the Presiding Officer. The Presiding Officer will read it. Then the Presiding Officer will summarize the conclusion drawn from the voting results and indicate what the next step(s) will be.

Should a drawing of lots be required, the traditional system will be used (paper slips).

## Voting Process and Procedures

In order to facilitate voting, **appropriate lists of candidates will be shown on screens to allow Member delegations to prepare their votes.** Specific instructions will be provided to Member delegations in advance of the voting round.

	ACTION		DESCRIPTION
<b>Identification and recognition of active voters – distribution of keypads</b>			
1	The Presiding Officer asks Principal Delegates to come to receive from the Secretariat staff a keypad.	Secretariat and tellers	The tellers observe and make sure that the keypad is handed to the Principal Delegate (or to his/her designated alternate).
<b>Organization of a voting round</b>			
1	The Presiding Officer requests the Secretariat to enter the names of candidates into the system.	e-voting administrator with guidance of the Secretariat	The tellers observe.
2	The Presiding Officer requests the tellers to confirm that the electronic ballot is correct.	e-voting administrator	The tellers check the list in the system and confirm.

	ACTION		DESCRIPTION
3	The Presiding Officer asks if all Member delegations are ready to vote and instructs the Secretariat to ACTIVATE the system. He declares the voting round OPEN.	e-voting administrator activates system	The tellers observe.
4	The Presiding Officer asks Member delegations to cast their votes by making a selection by using the voting device.	e-voting administrator	Assisted by the e-voting administrator and guided by Secretariat staff, if needed.
5	Once all delegations have cast their votes, the Presiding Officer instructs the Secretariat to DEACTIVATE the system. He declares the voting round CLOSED.	e-voting administrator deactivates the system	The tellers observe.
6	The tellers' report is printed immediately and given to the tellers.	e-voting administrator	The tellers check the report to make sure everything is in order, sign it and give it to the Presiding Officer.
7	The Presiding Officer announces the results of the vote based on the signed tellers' report.	e-voting administrator with guidance from the Secretariat	<b>The approved result(s) will also be projected on the screen for the delegates.</b>
8	The Presiding Officer provides instructions for the next round if needed.	e-voting administrator with guidance from the Secretariat	
9	The Presiding Officer instructs the Secretariat to ERASE the database from the previous round and to prepare the system for the next round.	e-voting administrator erases the history and prepares the list for the next round with guidance from the Secretariat	The tellers observe.