

**THIRTY-FIFTH SESSION OF THE IPCC
Geneva, 6-9 June 2012**

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Agenda Item: 7.1
ENGLISH ONLY

REVIEW OF THE IPCC PROCESSES AND PROCEDURES

Remaining issues related to Governance and Management

(Submitted by the IPCC Secretariat on behalf the Task Group Co-Chairs)

Governments are invited to submit comments on the draft recommendations prepared by the Task Group by 31 May 2012 to ipcc-review@wmo.int

Terms of Reference for the IPCC Secretariat

1. Role

Within the context of the Memorandum of Understanding (1989)¹ between the United Nations Environment Programme (UNEP) and the World Meteorological Organization (WMO) on the establishment of the Intergovernmental Panel on Climate Change (IPCC), the Secretariat of the IPCC provides strategic, functional and administrative support to the development and implementation of the work programme of the IPCC and provides cohesion and continuity to the organisation.

2. Accountability

The Secretariat is accountable to the Panel [through the IPCC Chair and the Executive Committee.] for implementing in its mandate under these TOR and relevant decisions of the Panel. It is accountable to WMO and UNEP for resource management issues which they undertake in support of the IPCC.

3. Responsibilities

The Secretariat of the IPCC will:

- a. Support the IPCC Chair and other Members of the IPCC Bureau both individually and corporately in the delivery of their mandate; including by ensuring that the IPCC work programme is implemented consistently with the Principles Governing IPCC Work and its Appendices, Decisions of the Panel and relevant UN and WMO regulations.
- b. Manage the IPCC Trust Fund and any other Funds agreed by the Panel, including budgeting, contributions to the IPCC Trust Fund, management of expenditure, auditing and reporting, consistent with WMO rules, and manage contractual and legal matters related to the IPCC;
- c. Organise and prepare documentation for Sessions of the IPCC and the IPCC Bureau; meetings of the Executive Committee; Sessions of IPCC Working Groups in cooperation with the Chair, relevant Co-chairs; and other meetings and task groups as decided by the Panel, the Bureau or the Executive Committee;
- d. Provide guidance to and coordinate activities with the IPCC's Technical Support Units in support of efficient, consistent, and effective operation of the IPCC as a whole;
- e. Support, as required, the Working Groups, the Task Force on National Greenhouse Gas Inventories, or any other Task Group or Committee established by the IPCC in the organisation of their meetings;
- f. Manage the support for and assist with travel of delegates and experts eligible for support from the IPCC Trust Fund;
- g. In co-operation with the TSUs provide information management for the IPCC, including the archiving of material used for the preparation of IPCC reports;
- i. Contribute to the implementation of the IPCC Protocol for addressing possible errors², the IPCC Communication Strategy³ and the Conflict of Interest Policy⁴; in accordance with its responsibilities contained in these documents;

¹ To be referenced

² Reference

- j.* Provide the principal point of contact for member Governments and observer organizations;
- k.* Promote and maintain cooperation, as principal IPCC contact point, with the UN system at large, in particular with UNFCCC and other UN structures and initiatives dealing with Climate Change; and liaise with the two parent organizations, WMO and UNEP, ensuring that the collaboration with these organizations is mutually beneficial and productive.
- l.* Participate, through the Secretary of the IPCC, in the IPCC Executive Committee as advisory member.
- m.* Undertake any other tasks as required to support the IPCC in fulfilling its mandate as assigned by the Panel, the IPCC Bureau or the Executive Committee.

³ This is expected to be finalised at IPCC 36

⁴ Reference

Terms of Reference for IPCC Technical Support Units

1. Role

An IPCC Technical Support Unit (TSU) provides scientific, technical and organisational support to its respective IPCC Working Groups (WG) or Task Force on Inventories (TFI). Optionally a TSU may be formed to support the preparation of a Synthesis Report.

2. Accountability

An IPCC TSU is accountable to the Co-chairs of its respective WG or TFI, or in the case of a Synthesis Report, the IPCC Chair.

3. Responsibilities

An IPCC TSU will, as appropriate:

- a. Support the Co-chairs and Bureaux of their respective WG or TFI, or the IPCC Chair in the case of the Synthesis Report, in the preparation and production of all relevant IPCC products defined in Appendix A to the Principles Governing IPCC Work and in accordance with these Principles;
- b. Coordinate with other TSUs and the IPCC Secretariat in support of efficient, consistent, and effective operation of the IPCC as a whole;
- c. Contribute to the implementation of the IPCC Protocol for addressing possible errors, the IPCC Communication Strategy¹ and the Conflict of Interest Policy, in accordance with their responsibilities contained in these documents;
- d. Participate, through its TSU head, in the IPCC Executive Committee as an advisory member;
- e. Undertake any other task as required by the Co-Chairs or WG/TF Bureau to assist them in fulfilling their IPCC roles;
- f. A TSU which supports the IPCC chair in preparation of a Synthesis Report will perform tasks listed in paragraphs a. to e. as far as they are relevant to the Synthesis report.

¹ To be agreed at IPCC 35.