

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

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Agenda Item: 8.1 & 8.2  
ENGLISH ONLY

**IMPLEMENTATION OF THE IPCC CONFLICT OF INTEREST POLICY**

**Progress report by the Chair of the Conflict of Interest Committee, and  
Approval of the interim methods of work**

(Submitted by the IPCC Secretariat)

## **IMPLEMENTATION OF THE IPCC CONFLICT OF INTEREST POLICY**

Progress report by the Chair of the Conflict of Interest Committee, and  
Approval of the interim methods of work

At its 34<sup>th</sup> Session (Kampala, 18-19 November 2011) the Panel adopted the Conflict of Interest Implementation Procedures contained in Annex A to the Conflict of Interest (COI) Policy, and decided to establish a Conflict of Interest Committee (“the COI Committee”) comprising all elected members of the Executive Committee and two additional members with appropriate legal expertise from UNEP and WMO, appointed by those organizations.

By letter of 12 December 2011, the Secretary of the IPCC requested the Heads of UNEP and WMO to provide her with the names of two experts with appropriate legal expertise to serve on the COI Committee.

By letter of 26 January 2012 the Executive Director of UNEP informed the Secretary that he had appointed Ms Barbara Ruis, a UNEP staff member based in Geneva, to this position and by letter of 16 February 2012 the Secretary-General of WMO informed the Secretary that he had appointed Ms Susan McCrory to serve on the COI Committee.

The Panel furthermore requested IPCC and Task Force Bureau (TFB) members to fill out and submit to the Secretariat a Conflict of Interest Form (as contained in Annex B to the Conflict of Interest Policy) within three months after the adoption of the Implementation Procedures for consideration in accordance with the relevant parts of the procedures.

By personalized letter of 13 December 2011 the Secretary of the IPCC requested every IPCC Bureau and TFB member to fill out and submit a COI form both electronically and in hard copy by regular mail to the Secretariat. 100% compliance was reached for the IPCC Bureau members and 90% compliance for the TFB members.

The Panel decided to receive a report on the operation of the COI Committee within twelve months after its establishment, and to review its operations as appropriate, within twelve months after the next bureau election(s).

The COI Committee was requested to develop its own methods of working and apply those on an interim basis pending approval by the Panel and, within twelve months of its establishment, to submit them to the Panel for its approval.

The first meeting of the COI Committee took place on 12 March 2012. At that meeting the COI Committee, inter alia, reached agreement on its methods of work. The report of the meeting is attached (Annex 1), as well as the interim methods of work as agreed (Annex 2).

The Panel may wish to:

1. Welcome and take note of the report, and
2. Approve the proposed Method of Working of the COI Committee.

**REPORT OF THE FIRST CONFLICT OF INTEREST COMMITTEE MEETING**  
Geneva, 12 March 2012

Participants:

*Members:*

Hoesung Lee (Chair), Ismail Elgizouli (Vice-Chair), Ottmar Edenhofer, Christopher Field, Taka Hiraishi, Thelma Krug, Susan McCrory (WMO), Rajendra K. Pachauri, Ramon Pichs Madruga, Barbara Ruis (UNEP), Thomas Stocker, Jean-Pascal van Ypersele

*Absent Members:*

Vicente Barros, Dahe Qin, Youba Sokona

*Others:*

IPCC Secretariat: Renate Christ (opening), Sophie Schlingemann (minutes)

**1. ADOPTION OF THE PROVISIONAL AGENDA**

The Secretary of the IPCC, Ms Renate Christ, opened the first COI Committee meeting and welcomed Ms Susan McCrory and Ms Barbara Ruis, who were nominated by the Secretary-General of WMO and the Executive Director of UNEP respectively to serve as members with appropriate legal expertise on the COI Committee in accordance with the Panel decision taken with respect to the Implementation Procedures of the IPCC Conflict of Interest Policy at its 34<sup>th</sup> Session in Kampala (18-19 November 2011). As per the same decision, the COI Committee further comprises the 13 elected members of the IPCC Executive Committee (ExCom), i.e. the IPCC Chair, the three IPCC Vice-Chairs, the seven Working Group Co-Chairs and the two Co-Chairs of the Task Force on National Greenhouse Gas Inventories (TFI).

The Committee agreed upon the draft agenda as proposed by the IPCC Secretariat (attached as **Annex 1**).

**2. ELECTION OF THE CHAIR OF THE COI COMMITTEE**

The first item on the agenda was the election of the Chair of the COI Committee. After a brief discussion and adjournment of the meeting, the members decided to elect Mr Hoesung Lee as its Chair and Mr Ismail Elgizouli as its Vice-Chair.

The Committee furthermore agreed that the IPCC Secretariat will take care of the reporting of the meetings of the COI Committee.

**3. METHOD OF WORKING OF THE COI COMMITTEE**

The Committee then discussed its draft methods of work as proposed by the Secretariat and made some amendments. These methods of work will apply on an interim basis pending approval by the Panel at its next Session.

#### **4. ISSUES OF CONFIDENTIALITY**

The Secretariat informed the Committee that so far 42 COI disclosure forms have been submitted by IPCC Bureau and TFB members, out of a total number of 45. To facilitate the early review of the forms, the Secretariat distributed the disclosure forms on an encrypted memory stick for security reasons. All information disclosed in the COI forms and any records of the deliberations of the COI Committee will be considered as confidential in accordance with the IPCC COI Policy.

#### **5. PLANS FOR THE REVIEW OF THE DISCLOSURE FORMS AS SUBMITTED BY THE IPCC AND TASK FORCE BUREAUX MEMBERS**

One of the members noted that the Committee should start reviewing the submitted COI forms, since there was agreement about the interim methods of work. Another member noted that the individuals, who have submitted their COI forms, deserve and expect a response from the COI Committee on the outcome of their deliberations. The view was also expressed that no such response was required, since that would indicate that the Committee did not see a potential conflict of interest arising out of the disclosure forms. Another member posed the question what to do if the responses in the COI form would simply read all “no” as observed in the great majority of cases. The Committee decided to defer the discussions on these items to the next meeting.

#### **6. TIME AND PLACE OF THE NEXT MEETING**

The next meeting, or meetings, of the COI Committee will take place during the 35<sup>th</sup> Plenary Session, which is scheduled to take place early June 2012, where a report on its activities will be presented to the Panel. The interim methods of work will be submitted to the Panel for its approval, in accordance with its decision taken in Kampala at the 34<sup>th</sup> Session.

**INTERIM METHOD OF WORKING OF THE IPCC CONFLICT OF INTEREST (COI) COMMITTEE**  
**(as agreed by the Committee at its First Session, 12 March 2012)**

- a) The COI Committee, comprising all elected members of the Executive Committee and two additional members with appropriate legal expertise appointed by UNEP and WMO, will elect a Chair and a Vice-Chair at its first meeting;
- b) A quorum will require the presence of two thirds of the members of the COI Committee, including the Chair and/or Vice-Chair, and at least one of the members as appointed by UNEP and WMO;
- c) The members of the COI Committee are expected to reach consensus. If, exceptionally on matters of particular urgency, consensus is not possible, the Chair may take the final decision, having regard to the weight of opinion in the COI Committee;
- d) All members of the COI Committee participate in its work in their personal capacity and cannot be represented by other persons;
- e) The IPCC Secretariat will provide administrative support to the COI Committee;
- f) The Committee shall meet in person at least once a year in advance of the IPCC Session, and in person or otherwise as often as required;
- g) The Committee will submit a report on its activities to the IPCC Panel at least four weeks before each Session;
- h) The authority provided to the COI Committee is vested in the body as a whole, and any member of the COI Committee who speaks/acts on its behalf, must take into account the views of the Committee and respect the Principles Governing IPCC Work and the IPCC Conflict of Interest Policy;
- i) Members of the COI Committee may not consider cases involving themselves and will recuse themselves when their case is being reviewed;
- j) The work of the COI Committee is covered by confidentiality in line with the spirit of the IPCC Conflict of Interest Policy.