

REPORT OF THE 35TH SESSION OF THE IPCC
Geneva, Switzerland, 6 - 9 June 2012

1. OPENING OF THE SESSION

Documents: [IPCC-XXXV/Doc.1](#); [IPCC-XXXV/Doc. 1, Add.1](#)

Mr Rajendra Pachauri, Chair of the Intergovernmental Panel on Climate Change (IPCC), opened the 35th Session of the IPCC at 10:00 a.m. on 6 June 2012. In his opening statement, he noted the substantial progress that has been made towards the completion of the Fifth Assessment Report (AR5), including the early start of work on the AR5 Synthesis Report. He expressed satisfaction at the release of the *Special Report on Renewable Energy Sources and Climate Change Mitigation (SRREN)* (May 2011) and the *Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation (SREX)* (November 2011). In relation to SREX, he acknowledged the support of the Government of Norway, and in particular congratulated the successful outreach efforts for that Special Report. The Chair mentioned the work to be completed in 2013 by the Task Force on National Greenhouse Gas Inventories (TFI). Finally, he stressed the importance of the IPCC Communications Strategy to be approved by the Panel.

The UNEP representative, Mr Jan Dusik, reiterated UNEP's support for IPCC, and noted his organization's satisfaction with the recent work of IPCC, notably the two Special Reports (SRREN and SREX), as well as the progress being made towards AR5. He said that UNEP was pleased with the progress and results of the review of IPCC processes and procedures, particularly in the areas of Conflict of Interest (COI) and Governance and Management. He reported on the successful launch of UNEP's Global Environment Outlook 5 (GEO-5) that same day, and on the Climate and Clean Air Coalition to Reduce Short Lived Climate Pollutants.

The WMO representative, Mr Jeremiah Lengoasa, welcomed all participants to Geneva, and noted with appreciation the support of the Swiss Federal Government and Geneva for hosting the session. He spoke about the IPCC being firmly engaged in its reports, the expected future success of the AR5, and the evolution of assessment work in the world, where the IPCC continues to play a central role. He noted the conclusion of the Review of IPCC processes and procedures. Mr Lengoasa also referred to the history of the World Climate Conference (WCC) and said that today WMO and its partners are actively developing a Global Framework for Climate Services (GFCS). He encouraged further engagement of partners in IPCC work. He finally reiterated that the WMO will continue to support the IPCC in the years to come.

The UNFCCC representative, Mr Halldór Thorgeirsson, highlighted cooperation between the UNFCCC and IPCC. He mentioned progress made at the recent UNFCCC COP-17 in Durban that allowed Parties to the Convention to move forward on three main fronts: 1) Building the implementation infrastructure to allow scaled-up action to control the growth of emissions (mitigation) and to prepare for the inevitable impacts of climate change (adaptation); 2) Full implementation between now and 2020 of commitments to mitigation targets and actions both in the context of the Convention and its Kyoto Protocol; and 3) Moving towards the post 2020 future by looking at the adequacy of the goal of staying below 2°C warming and by putting in place, by 2015, a strengthened multilateral, rules-based regime under the Convention in the form of a protocol, another legal instrument or an agreed outcome with legal force under the Convention applicable to all Parties from 2020. He highlighted some ongoing collaborative activities between the UNFCCC and the IPCC, such as the presentation of the SREX in a special address by the IPCC Chair to the COP in Durban; and the Research Dialogue, which this year benefited from representatives of the

IPCC. He then explained that SBSTA 36 invited the IPCC to continue and complete its work on the Revised Supplementary Methods and Good Practice Guidance arising from the Kyoto Protocol by October 2013 to allow a decision on this matter by the UNFCCC later that year. He thanked the IPCC for its active involvement and for the fruitful cooperation with UNFCCC.

Mr Bruno Oberle, Switzerland's State Secretary for the Environment, concluded the opening session with his address. He noted in particular Switzerland's support for Working Group (WG) I. He stressed the importance of IPCC's work in the area of mitigation and referred to the SREX report as essential in terms of helping minimize the risks of extreme events. He then spoke about the new Swiss action plan to coordinate all actions at the level of Swiss society to better address the effects of climate change. He highlighted that the IPCC must retain a high quality of scientific excellence, and congratulated IPCC's efforts to strengthen its procedures, including a Conflict of Interest Policy, rules for the elections of the Bureau, and the involvement of observer organizations. He noted that all these matters will contribute to the scientific excellence of the IPCC and highlighted the importance of the decisions adopted by the Panel at this session for the preparation of the AR5.

The Chair invited the Secretary to introduce the provisional agenda as contained in the above-mentioned documents (attached as **Annex 1** to this document). The agenda was adopted. The Chair then illustrated the proposed schedule of the session.

2. APPROVAL OF THE DRAFT REPORT OF THE 34th SESSION

Document: [IPCC-XXXV/Doc.13, Rev.1](#)

The draft report of IPCC-34 was approved without amendment (www.ipcc.ch/meetings/session34/final_report_34.pdf).

3. IPCC PROGRAMME AND BUDGET

Document: [IPCC-XXXV/Doc.2](#); [IPCC-XXXV/Doc.2, Add.1](#)

Ms Renate Christ, Secretary of the IPCC, provided an overview of issues related to the IPCC Trust Fund Programme and Budget (document *IPCC-XXXV/Doc.2*). She also summarized the External Auditor's findings of the IPCC annual financial statements for 2010 and 2011 (document *IPCC-XXXV/Doc.2/Add.1*) as showing no irregularities, presented fairly and properly prepared in accordance with International Public Sector Accounting Standards (IPSAS). The Secretary indicated that contributions received as of 4 June 2012 amounted to CHF 566,145 as compared to CHF 1,000,699 received from January to June 2011. She thanked Australia, China, Finland, Germany and Norway for making a contribution in 2012 and thanked Canada, European Union, France, Japan and Switzerland for their pledges for 2012. Canada, European Union, Germany and France had made multi-year pledges through 2014. The Secretary noted that these multi-year pledges are particularly appreciated because they allow for long-term planning.

Issues related to IPCC Programme and Budget were considered by the open-ended Financial Task Team co-chaired by Mr Nicolas Beriot (France) and Mr Ismail Elgizouli (Sudan). The core membership of the Financial Task Team comprises the Republic of Korea, Maldives, New Zealand and United States of America. The Financial Task Team met five times to discuss key issues regarding the IPCC Programme and Budget including: modifications to the approved 2012 budget regarding adjustment of DC/EIT journeys for meetings, addition of 3 meetings with the required number of DC/EIT journeys, adjustment to the budget line "2006 GL Software", addition of a budget line for the Communication Strategy and one for the website and addition of a budget line for the Conflict of Interest Committee. Modifications to the 2013 budget proposal were also made.

Furthermore, given the relatively narrow number of contributors, the Panel requested the Chair to conduct outreach activities aimed at broadening the contribution base of the Trust Fund, including high level letters to governments underlining the importance of the IPCC.

The full decision on programme and budget is contained in **Annex 2** to this document.

The Panel also agreed, in the context of a decision regarding the next session of the IPCC, to include a contingency budget line in the budget for 2013 for an optional 5th day (to be decided by the Bureau) during the 12th Session of WG I to be held in Stockholm, Sweden for the approval of the WG I contribution to AR5.

The Panel expressed its gratitude to the WMO and UNEP for their contributions to the IPCC Trust Fund and for financing one Secretariat position each, and to WMO for hosting the Secretariat. It also expressed its appreciation to governments for their generous contributions to the IPCC Trust Fund, with special thanks to governments which support the TSUs, and a number of IPCC activities, including data distribution centres, meetings and outreach activities.

4. FUTURE WORK PROGRAMME OF THE TASK FORCE ON NATIONAL GREENHOUSE GAS INVENTORIES (TFI)

4.1 Decision by the Panel on the outcome of the IPCC scoping meeting held regarding the review of and possible update of, inter alia, chapter 4 of the Good Practice Guidance for Land Use, Land Use Change and Forestry

Documents: [IPCC-XXXV/Doc.20](#); [IPCC-XXXV/Doc.20, Add.1](#)

The Co-Chairs of TFI presented *IPCC-XXXV/Doc.20*, and its *Add.1* to the Panel.

The Panel was invited to consider the proposal of an IPCC Scoping Meeting held to draft Terms of Reference, Chapter Outline and Work Plan for a possible “2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol” in response to an invitation by Parties to the Kyoto Protocol to the UNFCCC. In that invitation, the Parties to the Kyoto Protocol asked the IPCC to review and if necessary revise its Good Practice Guidance on LULUCF issued in 2003. Thereupon the TFI convened a scoping expert meeting in Geneva on 1 to 4 May 2012, by which a scoping proposal was prepared as described in *IPCC-XXXV/Doc.20*.

However, during its 36th session in Bonn on 14–25 May 2012, the UNFCCC’s Subsidiary Body on Scientific and Technological Advice (SBSTA) re-considered the timeline in Decision 2/CMP.7 and noted with concern that the timeline would not allow for the methodological guidance to be adopted in time for the inventory submissions by Parties by 15 April 2015. In view of this concern, SBSTA invited the IPCC to consider the possibility of completing the work on the methodological guidance within a revised timeframe, by October 2013, to allow for adoption of a decision on this matter by the CMP 9 in November/December 2013. To meet this new target date, a revised work plan was proposed by the TFI Bureau (TFB), aiming to finish the work by October 2013.

A Contact Group was established and met under the chairmanship of Mr Sergio Castellari (Italy) and Mr Birama Diarra (Mali). After consideration of the proposed Terms of Reference, Work Plan and the Table of Contents, the Panel decided to produce the “2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol” by the revised target date of October 2013. The Panel also agreed to restrict the scope of the work by not including the original section 3 of the proposed Table of Contents.

Furthermore, given that the two planned adoption sessions for the TFI in 2013 will require the same type of national expertise, it was agreed to hold one Plenary Session for the

adoption of both: 1) the 2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol; and 2) the 2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands.

The Terms of Reference, Chapter Outline and Work Plan for the 2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol, as agreed by the 35th Session of the IPCC, are available in **Annex 3** to this document.

4.2 Progress Report on other TFI activities

Document: [IPCC-XXXV/Doc.19](#)

The Co-Chairs of the TFI presented a progress report on the full range of activities of the TFI including related to software for the GHG inventory guidelines, the Emission Factor Database (EFDB), and work on wetlands, as contained in document *IPCC-XXXV/Doc.19*.

5. PROGRESS IN THE PREPARATION OF THE FIFTH ASSESSMENT REPORT (AR5)

5.1 WGI Progress Report

Document: [IPCC-XXXV/Doc.17](#)

5.2 WGII Progress Report

Document: [IPCC-XXXV/Doc.15, Rev.1](#)

The Co-Chairs of WGs I and II provided their respective progress reports on work being undertaken for the completion of AR5, as described in documents *IPCC-XXXV/Doc.17* and *IPCC-XXXV/Doc.15* respectively.

5.3 WGIII Progress Report

Document: [IPCC-XXXV/Doc.21](#)

The Co-Chairs of WG III provided their progress report as contained in document *IPCC-XXXV/Doc.21*. One government representative expressed concern about the changes made to the WGIII AR5 outline. The same delegation also requested that changes in the list of authors need to be communicated to the relevant IPCC Focal Points. The Co-Chairs of WG III explained that changes to the outline were limited and introduced for the sake of consistency and transparency. They took note of the request to inform Focal Points when authors changed. The Panel agreed that substantive changes made to the outline approved by the Plenary need to be submitted to the Plenary for approval. However, minor changes (e.g. adjustments and rearrangements like in the case of WG III) are at the discretion of the relevant WGs Co-Chairs.

5.4 IPCC Vice-Chairs' Progress Report on AR5 Cross-Cutting Themes

Mr Jean-Pascal van Ypersele, IPCC Vice-Chair, provided the Panel with a summary of progress made on this issue on behalf of the IPCC Vice-Chairs. He mentioned that the cross-cutting themes constitute a key element of the AR5, and particularly of its Synthesis Report. He mentioned that following a mandate that the Chair has given to the Vice-Chairs, the latter have been in constructive exchange of information and views with the WG Co-Chairs and TSUs. The WGs are taking the cross-cutting issues seriously, and have reflected on the best way to deal with them at an earlier stage than was the case during the preparation of AR4. He concluded that the Vice-Chairs will pay particular attention to the subject of cross-cutting themes and methodologies during the AR5 cycle, and in particular they intend, starting immediately, to contribute to the writing of the AR5 Synthesis Report with that particular perspective. He looked forward to continued collaboration with the three WGs on these issues.

5.5 Synthesis Report (SYR) Progress Report

Document: [IPCC-XXXV/Doc.7](#)

The Chair introduced Mr Leo Meyer, Head of the TSU for the Synthesis Report, and summarized the information contained in document *IPCC-XXXV/Doc.7*. He presented the list of Core Writing Team (CWT) members to the Panel, explaining the selection process that had been followed.

6. COMMUNICATIONS STRATEGY AND OUTREACH

6.1 Approval of the new IPCC Communication Strategy

Documents: [IPCC-XXXV/Doc.3](#); [IPCC-XXXV/INF.1](#)

The Chair introduced Mr Jonathan Lynn, Senior Communications Manager at the IPCC Secretariat. The latter presented the Communications Strategy that had been drafted by the sub-committee of the Executive Committee (ExCom-CS) set up for this purpose by the Panel at its 34th Session in Kampala. He noted that the draft resulted from a consultative process, based on the Guidance from the Panel at its 33rd Session in Abu Dhabi. He recalled that at its meeting in March 2012, the IPCC Bureau had asked for a brief strategy document to be submitted to the Panel, leaving the details of implementation for further development.

The strategy document aimed to make it clear who could take decisions on different communications matters, setting up efficient processes while retaining flexibility. It defined three main communications activities: day-to-day communications, the launch of reports and other planned communications, and rapid response. The IPCC Executive Committee is responsible for communications between Plenary Sessions. For efficiency it would delegate day-to-day responsibility to a sub-group that would report back to it regularly. The Senior Communications Manager then illustrated some of the work already done on implementation by presenting in more detail how the rapid response process would work.

Delegates welcomed the new draft but indicated that it needed more work. Delegates pointed out that there was need for the following:

- greater elaboration of the document while avoiding being over-prescriptive;
- ensuring that actions could be implemented speedily;
- greater emphasis on the provision of material in UN languages; and
- clear lines of decision-making and responsibility.

A Contact Group chaired by Mr Jean-Pascal van Ypersele, IPCC Vice-Chair, and Mr Maesela John Kekana (South Africa), was established to work on this item. The Contact Group met four times and presented the revised draft strategy to the Panel on 9 June 2012.

The Panel adopted the Communications Strategy which is contained in **Annex 4** to this document and requested the Executive Committee to elaborate an Implementation Plan for the Strategy and to report upon its completion to the Bureau and Focal Points by 1 October 2012.

During the discussion of this item, the Secretary also introduced Ms Werani Zabula, the new Communications Officer at the IPCC Secretariat.

6.2 Other communication and outreach activities

Document: [IPCC-XXXV/Doc.14](#)

The Senior Communications Manager presented activities since the last session as outlined in document *IPCC-XXXV/Doc.14*. The main focus of communications activities in this period

was the launch of *the Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation* (SREX), produced by WGs I and II.

Mr Christopher Field, Co-Chair of WG II, presented the communication and outreach efforts that WGs I and II had been conducting around SREX. Further details about these are contained in the WG II progress report (document *IPCC-XXXV/Doc.15*).

Delegates expressed appreciation for the outreach and communication efforts of the IPCC. A delegate asked the Secretariat to include in future reports an overview of media coverage of the IPCC. Delegates also commended WGs I and II for the excellent communication and outreach work being done for SREX. The Panel thanked the Government of Norway for their generous contribution made towards fulfilling this outreach work.

7. REVIEW OF THE IPCC PROCESSES AND PROCEDURES

7.1 Remaining issues related to Governance and Management

Documents: [IPCC-XXXV/Doc.12](#) ; [IPCC-XXXV/Doc.23](#); [IPCC-XXXV/INF.2](#)

The item was introduced in Plenary by the Secretary. She recalled that the Panel at its 34th Session (Kampala, November 2011) decided to extend the mandate of the Task Group on Governance and Management to finalize the following pending issues: (i) possible participation of the IPCC in decisions on contract renewal, employment term limit, staff appraisal, and recruitment of senior staff of the Secretariat; and (ii) Terms of Reference (TOR) of the Secretariat and TSUs. She also informed the Panel that the Secretariat had consulted the parent organizations, UNEP and WMO, on the provisions of the Memorandum of Understanding (MOU) on the establishment of the IPCC, which entered into force on 8 May 1989 and is still in effect. The text of the MOU was submitted to delegates in document *IPCC-XXXV/INF.2* for information. She noted that according to the provisions of the MOU, the TOR of the Secretariat could only be amended by mutual agreement of the two organizations.

The Chair invited the two Co-Chairs of the Task Group on Governance and Management, Mr David Warrilow (UK) and Mr Taha Zatari (Saudi Arabia) to introduce document *IPCC-XXXV/Doc.12*.

Mr Warrilow informed the Panel that since IPCC-33 the Task Group had mainly focused on drafting the TOR of the Secretariat and the TSUs. Government comments were solicited and obtained in two rounds. Mr Warrilow proposed that the Task Group be allowed to further discuss and finalize its recommendations on the remaining issues. WMO and UNEP submitted their comments as contained in document *IPCC-XXXV/Doc.23*, and participated in the consultations of the Task Group.

The Task Group met several times and their proposed text was approved without further comments. The full decision text approved by the Panel related to: (1) Functions of the IPCC Secretariat, (2) Functions of the IPCC Technical Support Units, and (3) Decision on contract renewal, employment term limit, staff appraisal, and recruitment for senior staff, is available in **Annex 5** to this document.

During the discussion on this item, one delegation requested a report on the effectiveness of the Executive Committee. The Chair responded that he would discuss this matter with the Executive Committee and prepare a reply to this request.

7.2 Further revisions to Appendix A to the Principles Governing IPCC Work

Documents: [IPCC-XXXV/Doc.10](#); [IPCC-XXXV/Doc.11](#)

The item was introduced in Plenary by the Secretary. She drew attention to the adoption at the 34th Session of the IPCC of the revisions to Appendix A to the Principles Governing IPCC Work, the Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports. The Secretariat had carried out a thorough check for internal consistency of the text. The editorial changes resulting from that exercise were reflected in document *IPCC-XXXV/10*. Furthermore the Secretariat had developed different options for revised text on the involvement of IPCC observer organizations in the review process of IPCC Reports, which were also reflected in the document. Finally, the document included corrections of the revised text of Appendix A as submitted by the Co-Chairs and Rapporteur of the former Task Group on Procedures, which were presented in document *IPCC-XXXV/Doc.11* as well.

At the request of several delegates, the Chair proposed and it was agreed by the Panel, to have this topic dealt with by a Contact Group, to be co-chaired by Mr Oyvind Christophersen (Norway) and Mr Eduardo Calvo Buendia (Peru).

The Contact Group met several times and agreed to the revised text of Appendix A as attached in **Annex 6** to this document.

With regard to the role of observer organizations in the review process, the Panel took the following decision: *“The Panel decided to invite IPCC observer organizations to encourage experts to participate in the government/expert review stage. The Panel requested the Executive Committee to consider whether there is a need to clarify any further issues pertaining to the role of the observer organizations in the AR5 review.”*

8. IMPLEMENTATION OF THE IPCC CONFLICT OF INTEREST (COI) POLICY

Document: [IPCC-XXXV/Doc.6](#)

8.1 Progress Report by the Chair of the Conflict of Interest Committee

The Chair of the Conflict of Interest (COI) Committee, Mr Hoesung Lee, informed the Panel that the COI Committee had become fully operational after the appointment by the Heads of UNEP and WMO of two experts with appropriate legal expertise to serve on the Committee. The first meeting of the COI Committee was held on 12 March 2012 in Geneva. At that meeting the COI Committee, *inter alia*, reached agreement on its methods of work. These were applied on an interim basis pending approval by the Panel.

The Secretary of the Committee informed the Panel that the Secretariat has received 44 out of 45 the COI Disclosure Forms from the IPCC Bureau and TFI Bureau (TFB) members, and that one form could not yet be submitted due to personal circumstances of a TFB member.

8.2 Approval of the interim methods of work

The Panel made some amendments regarding conflicts of interests within the COI Committee to the proposed Method of Working and approved the working procedures of the COI Committee as reflected in **Annex 7** to this document.

9. FURTHER WORK TOWARDS ADOPTING REVISIONS TO “APPENDIX C OF THE PRINCIPLES GOVERNING IPCC WORK: RULES OF PROCEDURES FOR ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU”

Documents: [IPCC-XXXV/Doc.9](#); [IPCC-XXXV/Doc.9, Add.1](#)

The item was introduced by the Secretary who explained the background and history related to this item. She informed delegates that the Panel at its 29th Session (Geneva, September 2008) already requested that Appendix C to the Principles Governing IPCC Work: the Rules of Procedures for the Election of the IPCC Bureau and Any Task Force Bureau be revised, in regard to lessons learned from the implementation of the Election Rules so far. At the 30th Session of the IPCC (Antalya, 2009) a Task Group was established, co-chaired by Mauritius and the United States, to develop and present a revised draft of Appendix C to the Panel. At the 31st Session it was decided that further consultations were needed before a decision could be taken on the revisions. At the 32nd Session, the issue was further postponed in light of the ongoing review of the IPCC Processes and Procedures.

Two topics still needed further attention by the Panel: (i) the composition and number of representatives from each of the WMO Regions on the IPCC Bureau; and (ii) the membership of the IPCC. The Secretary explained that following clarification by UNEP, there is no definition of the membership of UNEP as such, and suggested that the Panel consider changing the membership of the IPCC to countries that are members of WMO and the United Nations (UN) rather than WMO and UNEP.

The delegations from Australia, Malaysia and New Zealand expressed the wish of their Region to be better represented on the Bureau.

At the proposal of the Chair a Contact Group was established to finalize the revisions of Appendix C, co-chaired by Mr Ronald Flipphi (the Netherlands) and Mr Bruno Sekoli (Lesotho). The group met several times and revised and reached agreement on the draft text of Appendix C.

The text was adopted in Plenary Session and is contained in **Annex 8** to this document.

10. OBSERVER ORGANIZATIONS

10.1 Progress Report on the status of Observer Organizations

Document: [IPCC-XXXV/Doc.5](#)

The item was introduced in Plenary by the Secretary. She informed the Panel that since the 34th Session of the IPCC no new requests for observer status had been submitted in accordance with Rule II.2 (i.e. four months before a Session of the Panel) of the IPCC Policy and Process for Admitting Observer Organizations. After the Bureau recommendation to review periodically the status of the admitted Observer Organizations to ensure that they are still relevant to the mandate of the IPCC, the Secretariat undertook a review by circulating a short questionnaire to the observer organizations complemented by a web search and had reported the outcome to the Bureau at its 44th and 45th Sessions. The Bureau had welcomed the review and agreed that 95 out of the 96 observer organizations are still relevant to the mandate of the IPCC. It was agreed to take GHG Associates (USA) off the observer list since the organization had ceased to exist.

10.2 Role of the EU

Document: [IPCC-XXXV/Doc.4](#)

The item was introduced in Plenary by the Secretary. She recalled that the Panel at its 34th Session decided to revise Appendix A to the Principles Governing IPCC Work, the

Procedures for the preparation, review, acceptance, adoption, approval and publication of IPCC Reports, which affected, *inter alia*, the acceptance of Summaries for Policymakers and the adoption of overview chapters of Methodology Reports related to National Greenhouse Gas Inventories. She furthermore noted that the representative of the European Union (EU) had asked for clarification if the EU could continue to provide comments during the government/expert review period of the IPCC Reports and Technical Papers, as it had been the current practice. Based on the special position of the EU as reflected in the IPCC Observer Policy and its enhanced observer status in the UN, the Secretariat recommended that the Panel would allow the EU to provide comments in the government/expert review of IPCC Reports and Technical Papers and the final review stage of the Summaries for Policymakers. The Panel accepted the recommendation.

11. MATTERS RELATED TO UNFCCC AND OTHER INTERNATIONAL BODIES

Documents: [IPCC-XXXV/INF.3, Rev.1](#); [IPCC-XXXV/INF.4](#)

The Secretary of the IPCC introduced the agenda item. She noted that a mistake in document *IPCC-XXXV/INF.3, Rev.1* would be corrected to read: “Review of the Long-term Global Goal” instead of “Review of the Convention”. Presentations were then provided by UNEP and the UNECE.

Mr Ron Witt of UNEP provided information about the Programme of Research on Climate Change Vulnerability, Impacts and Adaptation (PROVIA) to the Panel, highlighting that it will fill knowledge gaps for IPCC reports, and contribute to the GFCS. Mr Christopher Field, Co-Chair of WG II, also commented that PROVIA has a lot of potential to augment the work of the IPCC in the way that WCRP augments the work of WG I. He said there is a need to coordinate science for the WG II assessment, and PROVIA has the potential to do this.

Mr Krzysztof Olendrzynski, representative of the Secretariat of the UNECE Convention on Long-Range Transboundary Air Pollution, presented an update on the activities of the Convention. On 4 May 2012 Parties to the Convention reached consensus and approved a revision and extension of the 1999 Protocol to Abate Acidification, Eutrophication and Ground-Level Ozone (Gothenburg Protocol).

12. IPCC SCHOLARSHIP PROGRAMME

Document: [IPCC-XXXV/Doc.8](#)

12.1 Progress Report on the Scholarship Programme

12.2 Planning for the next round of the Scholarship Programme

The Secretary presented the Progress Report of the IPCC Scholarship Programme (document *IPCC-XXXV/Doc.8*). The Plenary was invited to provide the final approval of the Trust Deed of the Programme. In relation to this document, it was explained that the title of the Programme had been confirmed as “IPCC Scholarship Programme” and that after consultations the office for the term of the Trustees was established at 4 years. The Secretary outlined the issue raised of retaining the Trust Fund within WMO or registering it separately under Swiss Law. It was explained that taking the fund out of WMO would offer no advantage and create other disadvantages including taxation. The Panel was invited to retain the status quo on this issue and for the fund to remain with WMO. The Panel approved the Trust Deed as contained in **Annex 9**.

In presenting the report, the Secretary announced that the Secretariat was in a position to manage and set up a second round of scholarship applications. The Secretary emphasized, however, the Secretariat’s lack of capacity to undertake systematic fundraising for the Scholarship Programme. The Plenary was informed about the guidance provided by the Bureau at its 45th Session and the decision of the Board of Trustees with regard to the

future of the programme, in particular that they decided to use up to 20% of the capital available in the trust fund to allow for a regular 2 year cycle of awards with a view to replenishing the capital and offering a higher number of scholarships. It was also stated that the Trustees had agreed to seek a dedicated fundraiser on a commission basis in order to review the situation of the fund in a year's time.

One delegate offered the suggestion to the Programme to explore leveraging more funds through partnerships with well-endowed universities that may also consider, in time, managing the fund. The Chair agreed to explore this matter further.

In addition, one delegate cautioned not to use many Secretariat resources to manage the Scholarship Programme. The Secretary reassured the Panel that the resources will be used in the most efficient manner.

13. OTHER PROGRESS REPORTS

13.1 Progress Report on the on-going scenario process and the IPCC catalytic role

Document: [IPCC-XXXV/Doc. 18](#)

A written progress report (document *IPCC-XXXV/Doc. 18*) was presented to the Panel for its consideration, to update the Panel on the on-going scenario process and the IPCC's catalytic role. The report was submitted by the Co-Chairs of WGs II and III. In addition, Mr Tom Kram, Netherlands Environmental Assessment Agency (PBL), provided a more in-depth presentation on the on-going scenario process, following the suggestion made at the last session of the IPCC Bureau.

In the discussion, congratulations were expressed to the scientific community for the work undertaken so far, and for the impressive results already communicated at the WG II/WG III - Joint New Socio-economic Pathways for Climate Change Research meeting held in the Hague, The Netherlands, from 14-16 May 2012. One representative expressed appreciation for this meeting mentioning that it addressed some developing country concerns. Several delegates called for governments to make sure that financing is made available for efforts in support of the scenario process. One delegate thanked Mr Kram, and the Working Groups, for their valuable support of the on-going scenario process.

13.2 Progress Report on the TGICA

Document: [IPCC-XXXV/Doc. 22](#)

Both Task Group on Data and Scenario Support for Impact and Climate Analysis (TGICA) Co-Chairs, Mr Tim Carter and Mr Bruce Hewitson, were invited to present a progress report (document *IPCC-XXXV/Doc. 22*) and a powerpoint presentation on TGICA and its activities. The TGICA Co-Chairs' powerpoint presentation is available on the IPCC website.

Mr Carter provided information with regard to the mandate, role, history, membership, governance, on-going work and planned activities of TGICA. Mr Hewitson provided further information on the role of TGICA in terms of capacity building, in particular. He also presented TGICA initiatives such as Data Distribution Centre (DDC) regionalization. He explained that the goal of this activity is to offer a quality-controlled conduit for distributing regional information on data and scenarios of relevance for climate research. It was also explained how TGICA is engaged in (but not leading) the process of developing new scenarios. It was noted that TGICA has had a chance to recently liaise with PROVIA with regard to how to contribute to their activities especially related to capacity building.

13.3 Other Progress Reports

No other progress reports were presented to the Panel.

14. ELECTRONIC VERSIONS OF IPCC REPORTS

Document: [IPCC-XXXV/Doc. 16](#)

The Panel was invited to consider making the electronic version of the AR5 the document of record. Mr Christopher Field, Co-Chair of WG II, highlighted the present usage of electronic documents of records in different sectors and the advantages that could be realized by effectively allowing IPCC to communicate with broader audiences using a single document of record. The Co-Chair spoke about the usage of ISO standard PDF/A for robust archival purposes.

Delegates considered the innovation. The following concerns were expressed, along with calls for cautious consideration of this proposal: (1) the permanence of archived documents; (2) the need for a seamless transition that may require two versions of record (i.e. hard copy and electronic); (3) the complexity of handling errata in an electronic version; (4) the longevity of electronic documents, depending on the available technology; (5) the difficulty of access in countries with slow internet connectivity; (6) the need for a consistent approach across the Working Groups and Task Force; and (7) the need for the content contained in or linked to the electronic document to be materials already approved by the Panel.

Thomas Stocker, Co-Chair of WG I, supported by some delegations, suggested providing two identical documents for AR5, one printed and one electronic version, in order to gain experience with the new approach. The Panel decided to charge the Executive Committee to further investigate the issue and report on its findings to the Bureau at its next session.

15. OTHER BUSINESS

Document: [IPCC-XXXV/Doc.24](#)

The Secretary introduced the subject of paper-smart IPCC meetings, and proposed that the IPCC could gradually reduce its consumption of paper at its future Sessions. There was general agreement, but delegates commented that in order to make this possible, all documents should be available electronically, and a good connection to the internet should be available at all meetings. One government representative suggested a gradual process of transition and setting up a timeline for the implementation of paper-smart meetings over time. Delegates also agreed that documents should be sent in paper format only to Focal Points who wish to receive them. The Secretary assured the Panel that the Secretariat will take into consideration all the remarks and ensure a smooth transition towards paper-smart meetings.

A request for Panel Approval of Two Changes to the AR4 Synthesis Report, based on the IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports contained in document *IPCC-XXXV/Doc.24* was approved by the Plenary.

Finally, the Panel agreed with the proposal to make public the reports of future meetings of the Executive Committee. These reports will be posted on the IPCC website.

16. TIME AND PLACE OF NEXT SESSION

The 12th Session of the IPCC WG I and the 36th Session of the IPCC will be held from 23-26 of September 2013 in Stockholm, Sweden, at the invitation of the Government of Sweden, to approve the WG I contribution to the AR5. The Panel decided to allow for a contingency in the 2013 budget of an optional fifth day for this approval session, to be agreed by the Bureau. The Representative of Sweden presented information about Stockholm as a venue for these sessions and extended the invitation on behalf of her government.

The Panel also decided to hold the 37th Session of the IPCC in October 2013 to approve both the 2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol, and the 2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands. The representative from Georgia informed the Panel that his country would like to host the session in October 2013.

The Representative of Denmark announced the intention of her country to host the 40th Session of the IPCC in October 2014.

17. CLOSING OF THE SESSION

The Chairman expressed his thanks to everyone and closed the 35th Session at 4:15 p.m. on 9 June 2012.

The meeting was attended by 200 delegates from 105 national delegations, and 15 observers from 11 observer organizations, including 4 UN organizations (the list of participants is attached as **Annex 10**).

ipcc
INTERGOVERNMENTAL PANEL ON **climate change**

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

IPCC-XXXV/Doc. 1
(5.IV.2012)
Agenda Item: 1
ENGLISH ONLY

PROVISIONAL AGENDA

(Submitted by the IPCC Secretariat)

PROVISIONAL AGENDA

- 1. OPENING OF THE SESSION**
- 2. APPROVAL OF THE DRAFT REPORT OF THE 34th SESSION**
- 3. IPCC PROGRAMME AND BUDGET**
- 4. FUTURE WORK PROGRAMME OF THE TASK FORCE ON NATIONAL GREENHOUSE GAS INVENTORIES (TFI)**
 - 4.1 Decision by the Panel on the outcome of the IPCC scoping meeting held regarding the review of and possible update of, inter alia, chapter 4 of the Good Practice Guidance for Land Use, Land Use Change and Forestry
 - 4.2 Progress Report on other TFI activities
- 5. PROGRESS IN THE PREPARATION OF THE FIFTH ASSESSMENT REPORT (AR5)**
 - 5.1 WG I Progress Report
 - 5.2 WG II Progress Report
 - 5.3 WG III Progress Report
 - 5.4 IPCC Vice-Chairs' Progress Report on AR5 Cross-Cutting Themes
 - 5.5 Synthesis Report (SYR) Progress Report
- 6. COMMUNICATIONS STRATEGY AND OUTREACH**
 - 6.1 Approval of the new IPCC Communications Strategy
 - 6.2 Other communication and outreach activities
- 7. REVIEW OF THE IPCC PROCESSES AND PROCEDURES**
 - 7.1 Remaining issues related to Governance and Management
 - 7.2 Further revisions to Appendix A to the Principles Governing IPCC Work
- 8. IMPLEMENTATION OF THE IPCC CONFLICT OF INTEREST (COI) POLICY**
 - 8.1 Progress Report by the Chair of the Conflict of Interest Committee
 - 8.2 Approval of the interim methods of work
- 9. FURTHER WORK TOWARDS ADOPTING REVISIONS TO “APPENDIX C OF THE PRINCIPLES GOVERNING IPCC WORK: RULES OF PROCEDURES FOR THE ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU”**
- 10. OBSERVER ORGANIZATIONS**
 - 10.1 Progress Report on the status of Observer Organizations
 - 10.2 Role of the EU
- 11. MATTERS RELATED TO UNFCCC AND OTHER INTERNATIONAL BODIES**

12. IPCC SCHOLARSHIP PROGRAMME

12.1 Progress Report on the Scholarship Programme

12.2 Planning for the next round of the Scholarship programme

13. OTHER PROGRESS REPORTS

13.1 Progress Report on the on-going scenario process and the IPCC catalytic role

13.2 Progress Report on the TGICA

13.3 Other Progress Reports

14. ELECTRONIC VERSIONS OF IPCC REPORTS

15. OTHER BUSINESS

16. TIME AND PLACE OF THE NEXT SESSION

17. CLOSING OF THE SESSION

IPCC TRUST FUND PROGRAMME AND BUDGET Decisions taken by the Panel at its 35th Session

Based on the recommendations of the Financial Task Team, the Panel:

1. Thanked the Secretariat of IPCC for the Statement of contributions and expenditure as of 31 December 2011, as contained in documents IPCC-XXXV/Doc.2 and IPCC-XXXV/Doc.2/Add.1.

2. Approved the modifications proposed by the Secretariat to the 2012 budget in **Table 1**, as follows:

- Adjustment of number of DC/EIT journeys and other expenditure for meetings already held from January to June 2012.
- Adjustment of number of DC/EIT journeys and other expenditure to the WG II 3rd Lead Authors meeting.
- Addition of a 1st Lead Authors meeting for KP Supplementary Guidance with required number of DC/EIT journeys and other expenditure.
- Addition of a 2nd Lead Authors meeting for KP Supplementary Guidance with required number of DC/EIT journeys and other expenditure.
- Addition of a second TGICA meeting with required number of DC/EIT journeys and other expenditure.
- Addition of 4 DC/EIT journeys for TGICA for activities under the Global Framework for Climate Services.
- Adjustment to budget line “2006 GL Software” due to additional interfaces.
- Addition of a budget line for the Communication Strategy.
- Addition of a budget line for the Conflict of Interest Committee.

3. Approved that the 2013 budget proposal should include the following modifications in **Table 2** as compared to the budget noted in the 34th Session of the IPCC:

- Addition of plenary session for KP Supplementary Guidance and Wetlands Guidance with required number of DC/EIT journeys and other expenditure.
- Addition of a contingency budget line for WG I chapter meetings with required number of DC/EIT journeys and other expenditure.
- Addition of a consistency meeting for WG III with required number of DC/EIT journeys and other expenditure.
- Addition of a contingency budget line for WG III chapter meetings and the required number of DC/EIT journeys and other expenditure.
- Addition of a 3rd Lead Authors meeting for KP Supplementary Guidance with required number of DC/EIT journeys and other expenditure.
- Addition of a 4th Lead Authors meeting for KP Supplementary Guidance with required number of DC/EIT journeys and other expenditure.
- Addition of a budget line for Communication Strategy.
- Addition of a budget line for Conflict of Interest Committee.
- Addition of a budget line for New Scenarios.
- Addition of a 5th day as a contingency required for WG I AR5 acceptance/approval session.

4. Noted the forecast budget for 2014 (**Table 3**) – the end of the Fifth Assessment cycle and the indicative budget for the 2015 (**Table 4**) and 2016 (**Table 5**), as proposed in IPCC-XXXV/Doc.2.

* Edited for consistency with the Report of the 35th Session of IPCC.

5. Approved the expenditures for 2012 and 2013 outlined in the Communication Strategy, including for improvements to the IPCC website, with the understanding that the Executive Committee will review and approve the detailed work plan. Further authorized in addition to the budget already approved for communication activities, a contingency budget line for WGI AR5 communication activities in 2013 subject to a workplan agreed by the Bureau.
6. Expressed its gratitude to the WMO and UNEP for their contributions to IPCC Trust Fund and for financing one Secretariat position each, and to WMO for hosting the Secretariat.
7. Expressed its gratitude to governments, including those from developing countries, for their generous contributions to the IPCC Trust Fund, with special thanks to governments which support the Technical Support Units (TSUs) and a number of IPCC activities, including data centres, meetings and outreach actions.
8. Expressed its gratitude to governments for supporting the participation of experts in the IPCC process and urged, in particular, governments from developed countries to continue to provide financial support for travel of experts to IPCC meetings. A purpose of the IPCC Trust Fund is to provide support for travel of experts from developing countries and economies-in transition.
9. Requested the Working Groups to endeavour to provide budget estimates that are close to reality and submit them well in advance to the Secretariat before the documents on programme and budget are circulated. Further requested the Secretariat to make an effort to minimize the gap between planned and actual expenditures.
10. The Panel noted the pressures of resource needs on the budget will increase along the course of the Fifth Assessment cycle. The Panel requests that countries maintain their generous contribution in 2012 and 2013 and invites governments, in a position to do so, to increase their level of contributions to the IPCC Trust Fund or to make a contribution in case they have not yet done so.
11. Requested the Chairman, with support from the Secretariat, to conduct outreach activities with the aim to broaden the contribution base of the Trust Fund. This should include a letter which would underline the importance of the IPCC and be addressed to a high level within governments. The Panel recommends that the Secretariat presents a report on the success of the activity at a future session not later than P-37.
12. Recommended the Secretariat to communicate all procurement requirements of WMO to the TSUs and host countries in order to receive funding from the Trust Fund. Where a Letter of Agreement is required, ample lead time is recommended for TSUs and host countries to provide the Secretariat with the necessary details in order to initiate the administrative process in time.
13. The Panel recalled the approval of the 34th Session of the IPCC of the revised Appendix B to the Principles Governing IPCC Work – Financial Procedures for the Intergovernmental Panel on Climate Change (IPCC) and deferred decisions on sub-paragraphs 15 (e) and (15 (e)-bis on contributions and sub-paragraph 19 on Working Capital Reserves. These sub-paragraphs are still to be treated as if in square brackets (**Annex 1**).
14. Recalled the request since the 32nd Session of the IPCC, regarding management of travel by experts from developing countries and economies-in-transition, and the actions taken by the Chair to the Secretary General of WMO.
15. The Financial Task Team has been informed of difficulties that some experts or members of the Bureau, from developing countries, experience in relation to travel. In a number of cases, the travel plan and arrangements were made without apparent optimization other than on cost. A standardized process seems to be applied with little consideration given to the particular constraints of the travellers and their other commitments. Considering that most contributors to IPCC are working on a voluntary basis and are committed for a multi-year effort, the Panel would

expect greater flexibility be applied to the WMO travel rules and regulations. It is proposed that the Panel endorses the expression of a concern in this regard, and that this be relayed to the Secretary General of WMO. In addition, the Secretariat is requested to conduct a survey on travel and present its findings to WMO Travel. It is proposed that WMO Travel be invited to prepare a report on travel issues to be presented to the Financial Task Team at the 37th Session of the IPCC.

16. Recommended that the Secretariat undertakes an analysis of the costs and practicability involved in holding IPCC meetings in Geneva as opposed to another location. In addition the analysis should compare the costs incurred by a host country and IPCC-funded meetings. The Panel expressed the need to have a default location, such as Geneva, to hold IPCC meetings. When meetings are held in another location, a regional balance in the selection of meeting venues is encouraged.

17. Approved the deletion in 2012 of the budget line "Support to SYR TSU" due to funding received for this activity from Netherlands and Norway.

TABLE 1

REVISED BUDGET FOR 2012 ADOPTED BY IPCC-XXXV

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
IPCC-35 4 days	programme and budget various	382,500 85 journeys	280,000	662,500
Bureau 4 days	2 sessions	274,500 61 journeys	125,400	399,900
Executive Committee 4 days	2 sessions and consultations	58,500 13 journeys	125,400	183,900
TFB	1 session	40,500 9 journeys	6,075	46,575
SBSTA/COP/JWG and other meetings		67,500 15 journeys		67,500
SUB-TOTAL				1,360,375
Lead Authors, scoping and expert meetings for reports agreed by Panel				
WG I AR5 LA 3	CLA/LA meeting	265,500 59 journeys	39,825	305,325
WG II AR5 LA 3	CLA/LA meetings	612,000 136 journeys	91,800	703,800
WG III AR5 LA 2 and 3	CLA/LA meetings and expert meeting to support review	1,089,000 242 journeys	163,350	1,252,350
SYR AR5	SYR CWT-1 meeting	81,000 18 journeys	12,150	93,150
Wetlands Guidance LA 2 and 3	2 CLA/LA meetings	166,500 49 journeys	24,975	191,475
Wetlands Guidance Science Meeting 1	1 meeting	40,500 9 journeys	0	40,500
KP Supplementary Guidance LA 1 & 2	2 meetings	310,500 69 journeys	46,575	357,075
SUB-TOTAL				2,943,675
Other scoping meetings, expert meetings and workshops				
New Scenarios	1 expert meeting	180,000 40 journeys	27,000	207,000
TGICA	2 meetings	103,500 23 journeys	8,100	111,600
EFDB Board	1 meeting	94,500 21 journeys	14,175	108,675
EFDB Expert meeting	2 meetings	90,000 20 journeys	13,500	103,500
TFI - Forests, Remote Sensing & GGI	1 meeting	45,000 10 journeys	0	45,000
TFI - Improving Inventories using 2006 GL & Related Tools	1 expert meeting	108,000 24 journeys	16,200	124,200
KP Supplementary Guidance Scoping meeting	1 meeting	108,000 24 journeys	16,200	124,200
SUB-TOTAL				824,175
Other Expenditures				
EFDB maintenance	update/management			7,000
2006 GL software	update/maintenance			40,000
Publication	SRREX publication/translation			200,000
Communication activities*	materials/travel			140,000
Website improvements**	improvements			40,000
Distribution	IPCC publications			100,000
Webconferences	licences & communication costs			50,000
Secretariat	staff/misc expenses			1,800,000
External audit	fee			20,000
Advisory Services	Conflict of Interest			30,000
Co-Chairs				250,000
SUB-TOTAL				2,677,000
TOTAL				7,805,225

*Previously labelled as Outreach.

**Reference paragraph 5 of the decisions.

PROPOSED BUDGET FOR 2013 ADOPTED BY IPCC-XXXV

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
WG I-12/IPCC-36 4 days + 1 day contingency	approval/acceptance AR5 WG I Report	540,000 120 journeys	350,000	890,000
IPCC-37 5 days	programme and budget Approval - Wetlands Guidance & KP Supplementary Guidance	607,500 135 journeys	350,000	957,500
Bureau 4 days	2 sessions	324,000 72 journeys	125,400	449,400
Executive Committee 4 days	2 sessions and consultations	72,000 16 journeys	125,400	197,400
TFB	1 session	40,500 9 journeys	6,075	46,575
SBSTA/COP/JWG and other UN meetings		90,000 20 journeys		90,000
SUB-TOTAL				2,630,875
Lead Authors, scoping and expert meetings for reports agreed by Panel				
WG I AR5 LA 4	CLA/LA meeting	292,500 65 journeys	43,875	336,375
WG I AR5	contingency for chapter meetings	45,000 10 journeys	6,750	51,750
WG I Session	preparatory meeting before Plenary	45,000 10 journeys	6,750	51,750
WG II AR5 LA 4	CLA/LA meeting	576,000 128 journeys	86,400	662,400
WG II AR5	contingency for chapter meetings	90,000 20 journeys	13,500	103,500
WG III AR5 LA 4	CLA/LA meeting	553,500 123 journeys	83,025	636,525
WG III AR5	cross-chapter coordination and contingency for chapter meetings	202,500 45 journeys	30,375	232,875
AR5 cross-cutting issues and SYR	experts and SYR CWT-2 meetings	180,000 40 journeys	27,000	207,000
Wetlands Guidance LA 4	CLA/LA meetings	139,500 31 journeys	20,925	160,425
Wetlands Guidance Science Meeting 2	1 meeting	45,000 10 journeys	6,750	51,750
Wetlands Guidance Panel Approval	CLA/LA to attend panel & preparatory meeting	54,000 12 journeys	8,100	62,100
KP Supplementary Guidance LA 3 & 4	2 meetings	333,000 74 journeys	49,950	382,950
SUB-TOTAL				2,939,400
Other scoping meetings, expert meetings and workshops				
Co-sponsored meeting on Scenarios	1 meeting	135,000 30 journeys	20,250	155,250
TGICA	1 meeting	54,000 12 journeys	8,100	62,100
EFDB Board	1 meeting	94,500 21 journeys	14,175	108,675
EFDB Expert meeting	2 meetings	90,000 20 journeys	13,500	103,500
2006 GL Related Issues Japan	1 meeting	45,000 10 journeys	0	45,000
TFI Expert Meeting CCS	1 expert meeting	108,000 24 journeys	16,200	124,200
TFI Expert meetings UNFCCC Needs	contingency for 1 expert meeting	108,000 24 journeys	16,200	124,200
SUB-TOTAL				722,925
Other Expenditures				
EFDB maintenance	update/management			7,000
2006 GL software	software maintenance			6,000
Publications	WG I publication/translation			300,000
Communication activities*/**	material/travel			140,000
AR5 website**	website			85,000
WG I AR5 comm activities**	contingency			100,000
Distribution	IPCC publications			100,000
Webconferences	licences & communication costs			50,000
Secretariat	staff/misc expenses			1,800,000
External Audit	fee			20,000
Advisory Services	Conflict of Interest			30,000
IPCC Chair	Support for SYR TSU			130,000
Co-Chairs				250,000
SUB-TOTAL				3,018,000
TOTAL				9,311,200

*Previously labelled as Outreach

**Reference paragraph 5 of the decisions

TABLE 3

FORECAST BUDGET FOR 2014 NOTED BY IPCC-XXXV

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
WG II/IPCC-38 5 days	Approval AR5 WG II Report	540,000 120 journeys	350,000	890,000
WG III/IPCC-39 5 days	Approval AR 5 WG III Report	540,000 120 journeys	350,000	890,000
SYR/IPCC-40 6 days	Approval/adoption AR5 SYR various	540,000 120 journeys	420,000	960,000
Bureau 4 days	2 sessions	324,000 72 journeys	125,400	449,400
Executive Committee 4 days	2 sessions and consultations	72,000 16 journeys	125,400	197,400
TFB	1 session	40,500 9 journeys	6,075	46,575
SBSTA/COP/JWG and other UN meetings		90,000 20 journeys		90,000
SUB-TOTAL				3,523,375
Lead Authors, scoping and expert meetings for reports agreed by Panel				
WG II Session	preparatory meeting before Plenary	67,500 15 journeys	10,125	77,625
WG III Session	preparatory meeting before Plenary	157,500 35 journeys	23,625	181,125
AR5 SYR	CWT-3 and CWT-3bis meetings	189,000 42 journeys	28,350	217,350
AR5 SYR	CWT-4 meeting and prep meeting CWT-5 meeting before Panel	256,500 57 journeys	38,475	294,975
SUB-TOTAL				771,075
Other scoping meetings, expert meetings and workshops				
TGICA	1 meeting	54,000 12 journeys	8,100	62,100
EFDB Board	1 meeting	67,500 21 journeys	10,125	77,625
EFDB Expert meeting	2 meetings	90,000 20 journeys	13,500	103,500
2006 GL Related Issues Japan	1 meeting	45,000 10 journeys	0	45,000
TFI Expert Meeting Sector & National Estimates	1 expert meeting	108,000 24 journeys	16,200	124,200
TFI Expert meetings UNFCCC Needs	contingency for 1 expert meeting	108,000 24 journeys	16,200	124,200
SUB-TOTAL				536,625
Other Expenditures				
2006 GL software	software maintenance			6,000
EFDB maintenance	update/management			7,000
Publications/Translation	WG II/III			600,000
Publication/Translation	SYR			200,000
Publication /Translation	Wetlands Guidance & KP Suppl.			600,000
Outreach	material/travel			140,000
Distribution	IPCC publications			200,000
Webconferences	licences & communication costs			30,000
Secretariat	staff/misc expenses			1,800,000
External Audit	fee			20,000
Advisory Services	Conflict of Interest			30,000
IPCC Chair	Support for SYR TSU			130,000
Co-Chairs				250,000
SUB-TOTAL				4,013,000
TOTAL				8,844,075

TABLE 4

INDICATIVE BUDGET FOR 2015 NOTED BY IPCC-XXXV

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
IPCC-41 4 days	Programme and budget various	540,000 120 journeys	280,000	820,000
Bureau 4 days	2 sessions	324,000 72 journeys	125,400	449,400
Executive Committee 4 days	2 sessions and consultations	72,000 16 journeys	125,400	197,400
TFB	1 session	40,500 9 journeys	6,075	46,575
SBSTA/COP/JWG and other UN meetings		67,500 15 journeys		67,500
SUB-TOTAL				1,580,875
Scoping, expert meetings and workshops				
WG I meetings	contingency	67,500 15 journeys	10,125	77,625
WG II meetings	contingency	67,500 15 journeys	10,125	77,625
WG III meetings	contingency	67,500 15 journeys	10,125	77,625
Expert meeting	contingency - Art. 2	67,500 15 journeys	10,125	77,625
TGICA	1 meeting	54,000 12 journeys	8,100	62,100
EFDB Board	1 meeting	67,500 21 journeys	10,125	77,625
EFDB Expert meeting	2 meetings	90,000 20 journeys	13,500	103,500
TFI Expert meetings	3 meetings	261,000 58 journeys	39,150	300,150
SUB-TOTAL				853,875
Other Expenditures				
2006 GL software	software maintenance			6,000
EFDB maintenance	update/management			7,000
Publications				200,000
Outreach	material/travel			140,000
Distribution	IPCC publications			100,000
Webconferences	licences & communication costs			30,000
Secretariat	staff/misc expenses			1,800,000
External Audit	fee			20,000
Co-Chairs				250,000
SUB-TOTAL				2,553,000
TOTAL				4,987,750

TABLE 5

INDICATIVE BUDGET FOR 2016 NOTED BY IPCC-XXXV

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
IPCC-42 4 days	Programme and budget various	540,000 120 journeys	280,000	820,000
Bureau 4 days	2 sessions	324,000 72 journeys	125,400	449,400
Executive Committee 4 days	2 sessions and consultations	72,000 16 journeys	125,400	197,400
TFB	1 session	40,500 9 journeys	6,075	46,575
SBSTA/COP/JWG and other UN meetings		67,500 15 journeys		67,500
SUB-TOTAL				1,580,875
Scoping, expert meetings and workshops				
WG I meetings	contingency	67,500 15 journeys	10,125	77,625
WG II meetings	contingency	67,500 15 journeys	10,125	77,625
WG III meetings	contingency	67,500 15 journeys	10,125	77,625
TGICA	1 meeting	54,000 12 journeys	8,100	62,100
EFDB Board	1 meeting	67,500 21 journeys	10,125	77,625
EFDB Expert meeting	2 meetings	90,000 20 journeys	13,500	103,500
TFI Expert meetings	3 meetings	261,000 58 journeys	39,150	300,150
SUB-TOTAL				776,250
Other Expenditures				
2006 GL software	software maintenance			6,000
EFDB maintenance	update/management			7,000
Publications				200,000
Outreach	material/travel			140,000
Distribution	IPCC publications			100,000
Webconferences	licences & communication costs			30,000
Secretariat	staff/misc expenses			1,800,000
External Audit	fee			20,000
Co-Chairs				250,000
SUB-TOTAL				2,553,000
TOTAL				4,910,125

Appendix B to the Principles Governing IPCC Work

**FINANCIAL PROCEDURES FOR THE INTERGOVERNMENTAL PANEL ON
CLIMATE CHANGE (IPCC)**

Adopted at the Twelfth Session of the IPCC (Mexico City, 11-13 September 1996)

Revised at the Thirty Fourth Session of the IPCC (Kampala, 18-19 November 2011)

Scope

1. These procedures shall govern the financial administration of the Intergovernmental Panel on Climate Change (IPCC). In so far as not specifically provided under these procedures, the Financial Regulations and Rules of the World Meteorological Organization (WMO) shall apply.

Financial Period and Financial Year

2. The financial period shall be the calendar year and shall be subject to the International Public Sector Accounting Standards (IPSAS).

IPCC Trust Fund

3. Following up on a proposal of the IPCC first session in November 1988, the IPCC Trust Fund was established in 1989 by the Executive Director of United Nations Environment Programme (UNEP) and the Secretary-General of World Meteorological Organization (WMO). The IPCC Trust Fund finances the Panel and its activities. Adoption of the budget of the IPCC Trust Fund is the responsibility of the Panel (see paragraphs 9-14 below).

4. The IPCC Trust Fund is administered, by mutual agreement between the World Meteorological Organization (WMO) and the United Nations Environment Programme (UNEP), the two sponsoring Organizations, under the Financial Regulations of the WMO¹, Consistent with the International Public Sector Accounting Standards (IPSAS) the responsibility and accountability for financial reporting on the IPCC Trust Fund resides with the IPCC itself.

5. In accordance with Article 1 of the Memorandum of Agreement with UNEP and WMO "... no administrative support charges shall be imposed by WMO on any expenditure incurred by the trust fund." As a principle, WMO shall not charge IPCC for the total indirect costs, but rather for incremental costs only. The incremental costs of administrative services provided by WMO to IPCC are to be agreed upon between WMO and UNEP in the form of a separate Memorandum of Agreement (ref paragraph 5 of the 1989 MOU).

Financial Task Team

6. The Panel should establish for every assessment cycle a Financial Task Team (FiTT) to undertake tasks including reviewing income and expenditures, assisting in preparing the budget proposals and developing other recommendations related to finance for consideration by the Panel.

¹ See MOU dated May 1989

7. The Financial Task Team should be co-chaired by two government representatives represented on the IPCC Bureau: one from a developed country and one from either a developing country or a country with economy in transition. While being open-ended, the Financial Task Team would have a core membership of four government representatives from countries represented on the Bureau. The co-chairs and core members of the Financial Task Team would be selected by the Bureau.

Currency

8. The currency for budgeting and reporting receipts and expenditures shall be the Swiss Franc.

Budget

9. The Secretary of the IPCC shall prepare the budget and transmit it to governments at least 60 days before the session of the Panel at which the budget is to be adopted.

10. The budget shall consist of:

- (a) the proposed budget for the next year;
- (b) a forecast budget for the second year; and
- (c) an indicative budget for the third year.

11. The Panel shall consider the proposed budget, and shall adopt a budget by consensus prior to the commencement of the financial year that it covers. The Panel shall note the forecast and indicative budget for subsequent years.

12. The Secretary is authorized to reallocate funds, if necessary, up to 20 per cent of a budget appropriation line. This limit may be revisited from time to time by the Panel. A budget appropriation line constitutes a major budget category for activities or products.

13. In the event that the level of the available balance in the IPCC Trust Fund is less than the approved budget, the Secretary, following consultation with the Executive Committee, is authorized to adjust the allocations, to bring it in line with the fluctuations in income as compared to the approved level of budget lines. The Secretary will report on actions taken to the Panel at the earliest plenary session.

14. Adoption of the budget by the Panel shall constitute authority to the Secretary to incur obligations and make payments for the purposes for which the appropriations were approved and up to the amounts so approved, provided that the commitments are covered by related income.

Contributions

15. The resources of the IPCC shall comprise:

- (a) the person-year costs of the Secretary of the IPCC and costs of housing the IPCC Secretariat, provided by WMO;
- (b) the person-year costs of the Deputy Secretary provided by UNEP;
- (c) annual cash contributions provided by WMO and UNEP to the IPCC Trust Fund;
- (d) annual cash contributions provided by the UN Framework Convention on Climate Change to the IPCC Trust Fund in support of the work of the IPCC;

- (e)² annual cash contributions provided by IPCC Members to the IPCC Trust Fund;
- (e)-bis³ annual cash contributions provided by IPCC Members to the IPCC Trust Fund on the basis of an indicative scale, adopted by consensus by the Panel, and based on such a scale of assessments of the United Nations as may be adopted from time to time by the General Assembly, adjusted so as to ensure that no Party contributes less than 0.01 per cent of the total; that no one contribution exceeds 25 per cent of the total; and that no contribution from a least developed country exceeds 0.01 per cent of the total;
- (f) contributions provided in kind by IPCC Members, such as support for Technical Support Units, publications, translation, meetings, workshops, etc.;
- (g) other cash and in kind contributions to the IPCC Trust Fund;
- (h) the uncommitted balance of appropriations from previous financial periods;
- (i) miscellaneous income.

16. Contributions from IPCC Members are due on 1 January of each calendar year.

17. All cash contributions shall be paid in convertible currencies into the bank account designated by the WMO.

18. The Secretary shall acknowledge promptly all pledges and contributions and shall inform the Panel at each session on the status of pledges, payments of contributions and of expenditures. The report of the Secretary shall include specific reference to contributions in-kind and shall quantify such in-kind contribution, to the extent that they can be reliably measured.

Working Capital Reserve⁴

19. Within the IPCC Trust Fund there shall be maintained a working capital reserve at a level to be determined from time to time by the Panel by consensus. The purpose of the working capital reserve shall be to ensure continuity of operations in the event of a temporary shortfall of cash. Drawdowns from the working capital reserve shall be restored from contributions as soon as possible.

Accounts and Audit

20. The financial statements of the IPCC Trust Fund shall be subject to internal and external audit. The financial statement of the IPCC Trust Fund will be prepared in accordance with the International Public Sector Accounting Standards (IPSAS) as specified in the WMO Financial Regulations. Responsibility and accountability for financial reporting resides with the IPCC itself.

21. In accordance with the WMO Financial Regulations and Rules, WMO provides the External Auditors of the IPCC Trust Fund with a complete draft of the financial statements in line with the timetable agreed with the Secretariat each year. From financial periods ending on or after 31 December 2011 the audited Financial Statement shall be provided to the Panel within six months of the end of the financial period.

Appointment

² The Panel deferred decision on this sub-paragraph. The sub-paragraph is to be treated as if it is in square brackets.

³ The Panel deferred decision on this sub-paragraph. The sub-paragraph is to be treated as if it is in square brackets.

⁴ The Panel deferred decision on this sub-paragraph. The sub-paragraph is to be treated as if it is in square brackets.

The provisions outlined below in paragraphs 22.1 to 22.11 are subject to the WMO Financial Regulations and Rules.

22.1 The IPCC Secretariat will make arrangements with WMO for appropriate internal audit coverage on an annual basis. An External Auditor, who shall be the Auditor-General (or officer holding the equivalent title) of a Member State, shall be appointed in the manner and for the period decided by the WMO Executive Council, as stipulated by WMO audit arrangements. The appointment of an External Auditor will be submitted to the IPCC Panel for acceptance.

Tenure of Office

22.2. If the External Auditor ceases to hold that office in his or her own country, his or her tenure of office as External Auditor shall thereupon be terminated and he or she shall be succeeded as External Auditor by his or her successor as Auditor-General. The External Auditor may not otherwise be removed during his or her tenure of office except by the WMO Executive Council.

Scope of audit

22.3 The audit shall be conducted in conformity with generally accepted common auditing standards, and, subject to any special directions of the Panel, in accordance with the additional terms of reference set out in the annex to these Regulations.

22.4 The External Auditor may make observations with respect to the efficiency of the financial procedures, the accounting system, the internal financial controls and, in general, the administration and management of the Organization.

22.5 The External Auditor shall be completely independent and solely responsible for the conduct of the audit.

22.6 The Panel may request the External Auditor to perform certain specific examinations and issue separate reports on the results, to be agreed with the External Auditor on an individual basis as required.

Facilities

22.7 The Secretary General of WMO shall provide the External Auditor with the facilities he or she may require in the performance of the audit.

22.8 For the purpose of making a local or special examination or of effecting economies of audit cost, the External Auditor may engage the services of any national Auditor-General (or equivalent title) or commercial public auditors of known repute or any other person or firm who, in the opinion of the External Auditor, is technically qualified.

Reporting

22.9 The External Auditor shall issue reports on the audit of the financial statements and relevant schedules, which shall include such information as he or she deems necessary with regard to matters referred to in Regulation 22.4 and in the additional terms of reference.

22.10 The External Auditor's reports shall be transmitted, together with the relevant audited financial statements, to the Panel, which shall examine them in accordance with any directions given by the Panel.

22.11 The financial statements, together with the External Auditor's certificates and reports, shall be transmitted to the Panel by the Secretary.

General Provisions

23. In the event that WMO and UNEP decide to terminate the IPCC Trust Fund, they shall so advise governments at least six months before the date of termination so decided. The Panel shall decide, in consultation with WMO and UNEP, on the distribution of any uncommitted balance after all liquidation expenses have been met.

24. Any amendments to these procedures shall be subject to the WMO Financial Regulations and Rules and be adopted by the Panel by consensus.

IPCC 35th SESSION, 6-9 June 2012, GENEVA, SWITZERLAND

DECISIONS TAKEN WITH RESPECT TO THE FUTURE WORK PROGRAMME
OF THE TASK FORCE ON NATIONAL GREENHOUSE GAS INVENTORIES (TFI)

The IPCC at its 35th Session in Geneva, 6th – 9th June 2012 decided to produce the “2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol” by the revised target date of October 2013. The panel also agreed to restrict the scope of the work by not including the original section 4.3 of Chapter 4 of the GPG-LULUCF. The Terms of Reference, Chapter Outline and Work Plan, as agreed by the IPCC-35, are attached (**Annex 1**).

TERMS OF REFERENCE

Background

1. The UNFCCC Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) at its seventh session (CMP7), held in December 2011 in Durban, South Africa, invited the IPCC to review and, if necessary, update supplementary methodologies for estimating anthropogenic greenhouse gas emissions by sources and removals by sinks resulting from land use, land-use change and forestry (LULUCF) activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol (KP), related to the annex to 2/CMP.7, on the basis of, inter alia, Chapter 4 of IPCC's 2003 Good Practice Guidance for Land Use, Land-Use Change and Forestry (GPG-LULUCF).

2. The need to review and update Chapter 4 of the GPG-LULUCF arises for two reasons. Firstly, the methodologies contained in Chapter 4 provide the link between IPCC's general greenhouse gas inventory guidance, and reporting requirements under the KP. CMP7 agreed rules for LULUCF for the second commitment period under the KP which differ in some respects significantly from the rules agreed for the first commitment period, implying the need to update. Secondly, since Chapter 4 was intended to be used with the latest IPCC LULUCF guidance updating is needed to take account of the decision of the CMP to use the 2006 IPCC Guidelines for the purposes of the second commitment period under the KP.

3. The new rules referred to and agreed by CMP7 on LULUCF contain, amongst other things, new provisions on forest management, emissions and removals associated with natural disturbances in forests, harvested wood products, and wetland drainage and rewetting, which are not covered in the existing Chapter 4.

4. The potential need to update Chapter 4 was considered at the IPCC Scoping Meeting to consider the Invitation from UNFCCC CMP7 that took place in Geneva from 1 to 4 May 2012. The scoping meeting concluded that, whilst much of the structure and the content of Chapter 4 remains relevant and useful, Chapter 4 needs significant updating to take account of the LULUCF decision 2/CMP.7, other relevant decisions by COP and CMP, the 2006 IPCC Guidelines, IPCC's work on wetlands, and other IPCC products. The authors should take account of new scientific literature and methods.

Scope

5. IPCC will update and augment the existing Chapter 4 of the GPG LULUCF, to take account of the 2006 IPCC Guidelines and other IPCC products, the annex to 2/CMP.7, other relevant decisions of the COP and CMP, new scientific literature and methods, and the outcomes of the scoping meeting held in Geneva on 1 to 4 May 2012.

Aim

6. The overall aim of this work is to update and augment Chapter 4 of the GPG LULUCF consistent with the scope identified in paragraph 5, intended for publication as a separate report provisionally entitled "2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol". This will ensure continued usefulness of IPCC inventory methods in support of the reporting requirements of the KP during the second commitment period by providing practical guidance to countries in implementing the annex to 2/CMP.7 and any other relevant decisions of the COP or CMP, for example on reporting and accounting.

Approach

7. The result of this work will be an IPCC Methodology Report using the Table of Contents (below).
8. The update will be consistent with the 2006 IPCC Guidelines and not revise or replace the 2006 IPCC Guidelines.
9. The report will provide methodological guidance on scientific and technical issues covered by the scope indicated in paragraph 5 above, consistent with decisions of the COP and CMP.
10. The report will maintain the structure and content of the existing Chapter 4, replacing references to GPG-LULUCF by those to 2006 Guidelines wherever necessary, and adding additional material to existing sections or adding new sections using the Table of Contents (below).
11. Literature will be considered up to a cut-off date at the start of the Government/Expert Review.
12. There will be a Steering Group appointed by the TFB to ensure consistency with these terms of reference.
13. Table 1 provides the time table for this task.

Table 1 Work plan

Action	Revised "Fast Schedule"		
	Start	End	Duration (weeks)
Panel Approval of this proposal	06 Jun 2012	09 Jun 2012	
<i>preparation of letter to Focal Points</i>	09 Jun 2012	18 Jun 2012	1
IPCC requests for nominations	18 Jun 2012	18 Jun 2012	0
<i>Governments establish nomination lists</i>	18 Jun 2012	15 Jul 2012	4
TFB decides Author list	16 Jul 2012	29 Jul 2012	2
<i>Authors prepare writing process</i>	30 Jul 2012	23 Sep 2012	8
LA1	24 Sep 2012	30 Sep 2012	1
<i>Authors prepare 0 Order Draft</i>	01 Oct 2012	11 Nov 2012	6
LA2	12 Nov 2012	18 Nov 2012	1
<i>Authors prepare 1st Order Draft</i>	19 Nov 2012	06 Jan 2013	7
Expert Review	07 Jan 2013	03 Feb 2013	4
<i>Authors prepare preliminary 2nd Order Draft</i>	04 Feb 2013	03 Mar 2013	4
LA3	04 Mar 2013	10 Mar 2013	1
<i>Authors prepare 2nd Order Draft</i>	11 Mar 2013	21 Apr 2013	6
Government/Expert Review	22 Apr 2013	02 Jun 2013	6
<i>Authors prepare preliminary Final Draft</i>	03 Jun 2013	14 Jul 2013	6
LA4	15 Jul 2013	21 Jul 2013	1
<i>Authors prepare Final Draft</i>	22 Jul 2013	01 Sep 2013	6
Government Consideration	02 Sep 2013	29 Sep 2013	4
<i>Authors prepare Draft for Approval</i>	30 Sep 2013	13 Oct 2013	2
<i>IPCC Panel Adoption/Acceptance</i>	14 Oct 2013	20 Oct 2013	1

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Annex A.2 Examples of allometric equations for estimating aboveground biomass and below ground biomass of trees.

IPCC 35th SESSION, 6-9 June 2012, GENEVA, SWITZERLANDDECISIONS TAKEN WITH RESPECT TO THE REVIEW
OF IPCC PROCESSES AND PROCEDURES

COMMUNICATIONS STRATEGY

Decision

Recalling the recommendation of the InterAcademy Council on IPCC communications that the IPCC “should complete and implement a communications strategy that emphasizes transparency, rapid and thoughtful responses, and relevance to stakeholders, and which includes guidelines about who can speak on behalf of IPCC and how to represent the organization appropriately”;

Recalling its decision taken at the 33rd Session to accept the “*Guidance on IPCC Communications Strategy*” and to request the Secretariat to elaborate an IPCC Communication Strategy in line with this Guidance;

Recalling its decision taken at the 34th Session to request the IPCC Secretariat to submit a revised draft strategy to the Executive Committee, as well as the Bureau, for consideration before a further revised strategy is submitted to IPCC-35 for approval;

The Panel at its 35th session decided:

To adopt the “*IPCC Communications Strategy*” as provided in Appendix 1 to this decision;

To request the Executive Committee to elaborate an Implementation Plan for the Strategy and to report upon its completion to the Bureau and Focal Points by 1st October 2012;

To request the Executive Committee to include in the Implementation Plan a set of procedures, including the role, tasks and responsibilities of the involved individuals, to allow the IPCC to make effective rapid responses to urgent enquiries. These procedures should include a contingency plan for managing rapidly escalating communications needs;

To request the Executive Committee to present an evaluation report on the Strategy and its implementation to the Panel at its 37th Session, and

To request the Executive Committee to update and develop the Implementation Plan as circumstances require, and to report to the Panel on any updates.

IPCC COMMUNICATIONS STRATEGY

The IPCC at its 33rd Session in Abu Dhabi in May 2011 approved the *Guidance on IPCC Communications Strategy* (referred to below as the Guidance)¹, following the recommendations of the InterAcademy Council (IAC) in August 2010 to develop a communications strategy. This Guidance continues to serve as a framework for IPCC communications and relevant parts of it have been taken up in this document.

Goals

- 1) The IPCC has two main communications goals:
 - to communicate its assessment findings and methodologies, by providing clear and balanced information on climate change², including scientific uncertainties, without compromising accuracy;
 - to explain the way the IPCC works, selects its authors and reviewers and produces its reports and other products. This will promote the understanding of the reports and underpin its reputation as a credible, transparent, balanced and authoritative scientific body.

Principles

- 2) IPCC communications are based on the Principles Governing IPCC Work².

Communications are an important aspect of the work of the IPCC, essential to its mission of providing decision-makers with rigorous and balanced scientific information on climate change² and its impacts. The following set of principles, largely drawn from the Guidance, should guide the IPCC's approach:

- **Objective and transparent.** The Panel's communications approach and activities should, at all times, be consistent with the IPCC's overarching principles of objectivity, openness and transparency.
- **Policy-relevant but not policy-prescriptive.** It is an essential quality of the IPCC's work that it is policy-relevant but not policy-prescriptive. The presentation of its assessments and reports should remain policy-neutral and maintain scientific balance. The IPCC's communications approach and activities should be consistent with these qualities.
- **Drawn from IPCC Reports.** While the IPCC's work and process of preparing reports aim to reflect a range of views and expertise, its communications should reflect the language that has been subject to the IPCC's review process and has been accepted, adopted or approved by the members of the Panel.

¹ http://www.ipcc.ch/meetings/session33/ipcc_p33_decisions_taken_comm_strategy.pdf

² "The role of the IPCC is to assess on a comprehensive, objective, open and transparent basis the scientific, technical and socio-economic information relevant to understanding the scientific basis of risk of human-induced climate change, its potential impacts and options for adaptation and mitigation. IPCC reports should be neutral with respect to policy, although they may need to deal objectively with scientific, technical and socio-economic factors relevant to the application of particular policies." (Principles Governing IPCC Work, paragraph 2). (<http://www.ipcc.ch/pdf/ipcc-principles/ipcc-principles.pdf>)

- **Recognizing IPCC as a unique organization.** The IPCC's unique process of international assessment by scientists and review by the scientific community, governments and stakeholders, is central to the authority and quality of IPCC reports. The IPCC should always seek to be clear in its communications about what the organization is and what it does – providing up to date assessments of the latest authoritative science. The objective is to ensure that the IPCC provides a context to guide the interpretation of its reports and to ensure that the public has unbiased information about the IPCC.
- **Timely and audience-appropriate.** In order to be effective, the IPCC communications approach and activities should be aimed at ensuring that timely and appropriate information enters the public domain – both proactively to communicate reports, and reactively in response to questions or criticism.
- **Consistent messages.** To ensure that the IPCC delivers consistent messages externally, it is essential that internal communications and decision-making are disciplined and well coordinated.

Activities

- 3) IPCC communications address four main groups of activities:
 - day-to-day communications, both proactive and reactive;
 - planned activities including:
 - the launch of reports, and
 - participation in major international conferences:
 - rapid responses³, which require particular procedures to ensure they are handled in a timely manner that is representative of the whole Panel, and
 - provision of scientific and technical advice and guidelines to relevant UN bodies, such as the UNFCCC.

Audiences

- 4) The primary target audiences of the communications efforts of the IPCC are governments and policy-makers at all levels (including the UNFCCC).
- 5) Broader audiences, such as the UN, IPCC observer organizations, the scientific community, the education sector, non-governmental organizations (NGOs), the business sector and the wider public, also have an interest in the work and assessments of the IPCC. While these are not primary audiences of the IPCC communications efforts, the IPCC should look for ways to ensure that information is available and accessible for these audiences.
- 6) While the IPCC itself does not produce derivative products aimed at specific audiences, it may engage with organizations that take elements of IPCC assessments and communicate them in more audience-specific formats. However, such products must not be considered joint productions or in any way products of the IPCC.
- 7) Engaging and building relationships with the media is an important way in which the IPCC can communicate the information contained in its reports, as well as its processes and procedures.
- 8) IPCC audiences are truly global in extent and are therefore very diverse. In its communications and outreach activities, the IPCC will take the specific context of different countries into account, which may require tailor-made outreach activities. For instance, this

³ Rapid response is discussed in more detail in the Guidance p6.

reflects an understanding that the communications needs of developing countries may be different to those of developed countries.

Governance and management

- 9) The Plenary is ultimately responsible for ensuring that IPCC communications are appropriate and that the Strategy meets the requirements of the Panel and is being delivered suitably. Between Plenary sessions, the Bureau and the Executive Committee will act on the Panel's behalf. Decisions regarding fundamental communications issues, according to their importance, should be debated and approved within the framework of the Bureau and/or the Plenary.
- 10) The Working Group/Task Force Co-Chairs are responsible for communications activities around reports in their areas, while the IPCC Chair is responsible for communications on the Synthesis Report. The Executive Committee is responsible for communications about the organization as a whole.
- 11) The IPCC Chair, IPCC Vice-Chairs, Secretariat, Working Groups/Task Force Co-Chairs, Bureau and Focal Points will rely on a Senior Communications Manager, who reports to the Secretary, for expert advice as necessary. The Senior Communications Manager is responsible for the coordination and coherence of IPCC communications and to this end will work with all parts of the IPCC.
- 12) The Executive Committee will maintain an Implementation Plan that gives effect to this strategy. This Plan will identify, in accordance with the Guidance, those groups or individuals that can approve different types of communications materials and activities in different situations, including rapid response. The Executive Committee will update and develop this Plan as circumstances require and report to the Panel on any updates.
- 13) The Secretariat will evaluate IPCC communications and report to the Panel, including the type and extent of outreach and media coverage. Evaluation reports should also be made to the Bureau and Executive Committee at regular intervals. The Senior Communications Manager will investigate the use of metrics to support evaluation.
- 14) The Executive Committee should consider how to ensure continuity of outreach and websites between assessment cycles, and elaborate this in the Implementation Plan.

Methods and tools

- 15) Consistent with its status as a UN institution, the IPCC's reports should be made available in the six UN languages to the extent possible according to IPCC Principles. IPCC communication practices should follow this model, and communications products, including brochures and press releases, should be translated and made available.
- 16) The Secretariat will support Focal Points in communications activities in their countries, including the translation of texts into local languages, by providing IPCC materials, where practical. The Focal Points will receive communications materials and information about events in a timely manner, and may seek advice from the Senior Communications Manager on IPCC communications-related matters.
- 17) Approved IPCC reports and other products form the basis for communications materials. These materials should be developed to facilitate greater understanding of the IPCC's work among governments, media and other non-specialists unfamiliar with scientific terminology. When preparing the final draft of the Summary for Policymakers, Overview Chapters of Methodology Reports and the Synthesis Report, Working Group/Task Force Co-Chairs, the IPCC Chair and authors should be aware of the need to produce clear, comprehensible texts and graphics that support the key findings in the report.

18) The IPCC website serves its target audiences (see 'Audiences') while providing a single entry point to access all IPCC material in a user-friendly manner. The Secretariat is responsible for ensuring that the IPCC website is reviewed regularly to ensure content is up to date, to improve user-friendliness and navigability and to benefit where useful from the latest technology and practices. The Working Groups, Task Force and Synthesis Report Technical Support Units will ensure that their websites are as consistent as possible with the IPCC website. The Secretariat will keep the appropriate use of social media under review.

IPCC spokespeople

19) To ensure objectivity and scientific accuracy, as well as efficiency and timeliness, authorized spokespeople must be designated for various situations. The Chair and IPCC Vice-Chairs are the lead spokespeople for the organization as a whole; the Working Group/Task Force Co-Chairs are the lead spokespeople for the activities of their Working Group/Task Force; the Secretary and Senior Communications Manager may speak on activities and procedures of the IPCC, as well as on institutional matters.

20) Besides these designated spokespeople, authors or Working Group Vice-Chairs will often be the most appropriate people to speak on their area of science and may be requested by the Working Group/Task Force Co-Chairs or the IPCC Chair to talk to the media or represent the IPCC at conferences.

21) People speaking on behalf of the IPCC in an official capacity must focus on communicating a factual, objective presentation of information from the approved IPCC reports and refrain from public statements that could be interpreted as advocacy and compromise the IPCC's reputation for neutrality. This is particularly important for those holding the most senior positions, as they are most closely associated with the IPCC in the view of stakeholders.

22) Those who represent the IPCC in an official capacity are strongly encouraged to undergo media training. Such training should include specific guidance on how to approach speaking on behalf of the IPCC versus speaking in other capacities. The Senior Communications Manager will hold this training as opportunities allow, subject to available resources, and will provide guidelines on communicating with the media and public.

Resources

23) Communications activities must operate with the resources available in the IPCC budget. These may be augmented by additional funding or support from external communications experts, in coordination with the Senior Communications Manager, including for specific communications activities at times of heightened media activity, such as around the release of a report or in rapid response. This must not compromise the independence of the IPCC or cause a conflict of interest.

IPCC 35th SESSION, 6-9 June 2012, GENEVA, SWITZERLAND**DECISIONS TAKEN WITH RESPECT TO THE REVIEW
OF IPCC PROCESSES AND PROCEDURES****GOVERNANCE AND MANAGEMENT****Functions of the IPCC Secretariat**

The functions below describe the implementation of activities identified in the 1989 Memorandum of Understanding and the Annex to the Memorandum of Agreement between UNEP and WMO, related to the establishment of the IPCC.¹

The Secretariat of the IPCC:

- a. Supports the Panel, the IPCC Chair and other Members of the Executive Committee and the IPCC Bureaux 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 and rules;
- b. Manages 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 regulations and rules, and manages contractual and legal matters related to the IPCC;
- c. Organises and prepares documentation for Sessions of the IPCC and the IPCC Bureau; meetings of the Executive Committee; Sessions of IPCC Working Groups in cooperation with the IPCC Chair, relevant Co-chairs; and other meetings and task groups as decided by the Panel, the Bureau or the Executive Committee;
- d. Supports, as required, the Working Groups, the Task Force on National Greenhouse Gas Inventories, any other Task Force constituted by the Panel and any other task group or committee established by the IPCC in the organisation of their meetings;
- e. Manages the support for and assists with travel of delegates and experts eligible for support from the IPCC Trust Fund;
- f. Provides information management for the IPCC, including the archiving of IPCC reports and material used for their preparation, in accordance with the Principles and Procedures of the IPCC and in co-operation with the Technical Support Units;
- g. Contributes to the implementation of the IPCC Protocol for addressing possible errors, the IPCC Communication Strategy and the Conflict of Interest Policy; in accordance with its responsibilities contained in these documents;
- h. Provides the principal point of contact for members of the IPCC and observer organizations;

¹ Memorandum of Understanding between the United Nations Environment Programme (UNEP) and the World Meteorological Organization (WMO) on the Intergovernmental Panel on Climate Change (IPCC), 1989.
http://www.ipcc.ch/meetings/session35/inf2_govmngmt.pdf

- i. Promotes and maintains cooperation, as principal IPCC contact point, with the UN system, in particular with UNFCCC and other relevant UN bodies; and liaises with the two parent organizations, WMO and UNEP;
- j. Participates, through the Secretary of the IPCC, in the IPCC Executive Committee as an Advisory Member;
- k. Undertakes 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.

Functions of the IPCC Technical Support Units

IPCC Technical Support Units (TSUs) provide scientific, technical and organisational support to their respective IPCC Working Groups (WGs) and the Task Force on National Greenhouse Gas Inventories (TFI). A TSU may be formed to support the preparation of a Synthesis Report or any other Task Force constituted by the Panel.

The IPCC TSUs:

- a. Support the Co-chairs and Bureaux of their respective WG or TF, 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. Contribute to the implementation of the IPCC Protocol for addressing errors, the IPCC Communication Strategy and the Conflict of Interest Policy, in accordance with their responsibilities contained in these documents;
- c. Participate, through their TSU heads, in the IPCC Executive Committee as Advisory Members;
- d. Undertake any other task as required by the Co-Chairs or WG/TF Bureaux, or the IPCC Chair in the case of the Synthesis Report, to assist them in fulfilling their IPCC roles.

Decision on contract renewal, employment term limit, staff appraisal, and recruitment for senior staff

Recalling the decision of the Panel to “review how the IPCC may participate in decisions on contract renewal, employment term limit, staff appraisal, and recruitment for senior staff” (para 4.4 from the Decision on Governance and Management taken at 33rd Session of the IPCC);

Noting that the IPCC already provides some input into the recruitment processes and annual job planning and appraisals of the two senior secretariat positions of the Secretary and the Deputy Secretary, through the IPCC Chair;

Recognizing that there would be benefits in strengthening and developing existing practice;

The Panel requests the IPCC Chair to continue to provide input to the recruitment processes, preparation of the annual job plans and performance appraisals of the IPCC Secretary and Deputy Secretary in accordance with and through WMO and UNEP staff management procedures as applicable. In doing so the Panel recommends that the Chair should further elaborate and implement such processes, with the support of a representative sub-group of the Executive Committee. This should be carried out in a defined and transparent manner, consistent with WMO and UNEP staff management procedures and in consultation with the Secretary General of WMO and the Executive Director of UNEP.

The Panel requests the IPCC Chair to report on progress at the 37th Session of the IPCC.

Appendix A to the Principles Governing IPCC Work

**PROCEDURES FOR THE PREPARATION, REVIEW, ACCEPTANCE, ADOPTION,
APPROVAL AND PUBLICATION OF IPCC REPORTS**

Adopted at the Fifteenth Session (San Jose, 15-18 April 1999) amended at the Twentieth Session (Paris, 19-21 February 2003), Twenty-First Session (Vienna, 3 and 6-7 November 2003), Twenty-Ninth Session (Geneva, 31 August-4 September 2008), Thirty-Third Session (Abu Dhabi, 10-13 May 2011), Thirty-Fourth Session (Kampala, 18-19 November 2011) and Thirty-Fifth Session (Geneva, 6-9 June 2012)

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ANNEX 1 TASKS AND RESPONSIBILITIES FOR LEAD AUTHORS, COORDINATING LEAD AUTHORS, CONTRIBUTING AUTHORS, EXPERT REVIEWERS AND REVIEW EDITORS OF IPCC REPORTS AND GOVERNMENT FOCAL POINTS

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1. INTRODUCTION

This revised Appendix to the Principles Governing IPCC Work contains the procedures for the preparation, review, acceptance, adoption, approval and publication of IPCC reports and other materials relevant to methodologies. These Procedures for the Preparation, Review, Acceptance, Adoption, Approval and Publication of IPCC Reports were adopted at the Fifteenth Session of the IPCC (San Jose, 15-18 April 1999) and amended at the Twentieth Session (Paris, 19-21 February 2003), Twenty-First Session (Vienna, 3 and 6-7 November 2003), Twenty-Ninth Session (Geneva, 31 August-4 September 2008), Thirty-Third Session (Abu Dhabi, 10-13 May 2011), Thirty-Fourth Session (Kampala, 18-19 November 2011) and Thirty-Fifth Session (Geneva, 6-9 June 2012).

2. DEFINITIONS

The definitions of terms used in this document are as follows:

“Acceptance” of IPCC Reports at a Session of the Working Group or Panel signifies that the material has not been subject to line by line discussion and agreement, but nevertheless presents a comprehensive, objective and balanced view of the subject matter.

“Adoption” of IPCC Reports is a process of endorsement section by section (and not line by line) used for the longer report of the Synthesis Report as described in section 4.4 and for Overview Chapters of Methodology Reports.

“Approval” of IPCC Summaries for Policymakers signifies that the material has been subject to detailed, line by line discussion and agreement.

“Assessment Reports” are published materials composed of the full scientific and technical assessment of climate change, generally in three volumes, one for each of the Working Groups of the IPCC. Each of the volumes may be composed of two or more sections including: (a) a Summary for Policymakers (b) an optional technical summary and (c) individual chapters and their executive summaries.

“Members of the IPCC” are countries who are Members of WMO and/or the United Nations.

“Methodology Reports” are published materials, which provide practical guidelines for the preparation of greenhouse gas inventories. Such reports may be composed of two or more sections including: (a) an Overview Chapter, which broadly describes the background, structure and major features of the report, (b) individual chapters and (c) technical Annexes.

“Observer Organisation” refers to a body or an agency, whether national or international, governmental, intergovernmental or non-governmental which is qualified in matters covered by the IPCC and which has been admitted by the Panel in accordance with the IPCC Policy and Process for Admitting Observer Organisations to be represented at Sessions of the Panel and any of its Working Groups.¹

¹ The IPCC has a "Policy and Process for Admitting Observer Organizations". See: <http://www.ipcc.ch/pdf/ipcc-principles/ipcc-principles-observer-org.pdf>

“Reports” refer to the main IPCC materials (including Assessment, Synthesis, Methodology and Special Reports and their Summaries for Policymakers and Overview Chapters).

“Session of a Working Group” refers to a series of meetings at the plenary level of the governmental representatives to a Working Group of the IPCC.

“Session of the Bureau” refers to a series of meetings of the elected members of the IPCC Bureau who may be accompanied by a representative of their government.

“Session of the Panel” refers to a series of meetings at the plenary level of the governmental representatives to the IPCC.

“Special Report” is an assessment of a specific issue and generally follows the same structure as a volume of an Assessment Report.

“Summary for Policymakers” (“SPM”) is a component of a Report, such as an Assessment, Special or Synthesis Report, which provides a policy-relevant but policy-neutral summary of that Report.

“Supporting Material” consists of three categories: (1) Workshop proceedings and material from Expert Meetings which are either commissioned or supported by the IPCC, (2) software or databases to facilitate the use of the IPCC Methodology Reports, and (3) guidance material (guidance notes and guidance documents) to guide and assist in the preparation of comprehensive and scientifically sound IPCC Reports and Technical Papers.

“Synthesis Reports” synthesise and integrate materials contained within the Assessment Reports and Special Reports and are written in a non-technical style suitable for policymakers and address a broad-range of policy-relevant but policy-neutral questions. They are composed of two sections as follows: (a) a Summary for Policymakers and (b) a longer report.

“Task Force Bureau” refers to the elected members of the Bureau of the Task Force on National Greenhouse Gas Inventories. It is chaired by two Co-chairs, referred to in the following as Task Force Bureau Co-chairs.

“Technical Papers” are based on the material already in the Assessment Reports and Special Reports and are prepared on topics for which an objective international scientific/technical perspective is deemed essential.

“Working Group Bureau” refers to the elected members of the Bureau of a Working Group. It is chaired by Co-chairs, referred to as “Working Group Co-chairs”.

3. IPCC MATERIAL

There are three main classes of IPCC material, each of which is defined in Section 2.

- A. IPCC Reports (which include Assessment, Synthesis and Special Reports and their Summaries for Policymakers and Methodology Reports)
- B. Technical Papers
- C. Supporting Material

The different classes of material are subject as appropriate to different levels of formal endorsement. These levels are described in terms of acceptance, adoption and approval as defined in Section 2.

The different levels of endorsement for the different classes of IPCC material are as follows:

- A. In general, IPCC Reports are accepted by the appropriate Working Group. Reports prepared by the Task Force on National Greenhouse Gas Inventories are accepted by the Panel. Summaries for Policymakers are approved by the appropriate Working Groups (Section 4.2) and subsequently accepted by the Panel (Section 4.4). Overview chapters of Methodology Reports are adopted, section by section, by the appropriate Working Group or in case of reports prepared by the Task Force on National Greenhouse Gas Inventories by the Panel (Section 4.4). In the case of the Synthesis Report the Panel adopts the underlying Report, section by section, and approves the Summary for Policymakers. The definition of the terms “acceptance”, “adoption” and “approval” will be included in the IPCC published Reports (Section 4.6).

- B. Technical Papers are not accepted, approved or adopted by the Working Groups or the Panel but are finalised in consultation with the Bureau, which will function in the role of an Editorial Board (Section 5).
- C. Supporting Materials are not accepted, approved or adopted (Section 6).

4. ASSESSMENT REPORTS, SYNTHESIS REPORTS, SPECIAL REPORTS AND METHODOLOGY REPORTS

4.1 Convening a Scoping Meeting to Prepare Report Outline

Each IPCC Assessment Report, Special Report, Methodology Report and Synthesis Report, as defined in Section 2 of Appendix A to the Principles Governing IPCC work, should be preceded by a scoping meeting that develops its draft outline (and explanatory notes as appropriate). Nominations for participation will be solicited from Government Focal Points, observer organisations, and Bureau members. Participants should be selected by the relevant respective Working Group Bureau/Task Force Bureau and, in case of the Synthesis Report, by the IPCC Chair in consultation with the Working Group Co-Chairs. In selecting scoping meeting participants, consideration should be given to the following criteria: scientific, technical and socio-economic expertise, including the range of views; geographical representation; a mixture of experts with and without previous experience in IPCC; gender balance; experts with a background from relevant stakeholder and user groups, including governments. The Working Group/Task Force Bureau and, in the case of the Synthesis Report, the IPCC Chair will report to the Panel on the selection process including a description of how the selection criteria for participation and any other considerations have been applied, and including a list of participants.

Based on the report of the scoping meeting the Panel will decide whether to prepare a report and agree on its scope, outline, and the work plan including schedule and budget.

4.2 General Procedures for Preparing IPCC Reports

In Assessment Reports, Synthesis Reports, and Special Reports, Coordinating Lead Authors (CLAs), Lead Authors (LAs), and Review Editors (REs) of chapter teams are required to consider the range of scientific, technical and socio-economic views, expressed in balanced assessments. Authors should use calibrated uncertainty language that expresses the diversity of the scientifically and technically valid evidence, based mainly on the strength of the evidence and the level of agreement in the scientific, technical, and socio-economic literature. The IPCC guidance notes on addressing uncertainties are available on the IPCC website².

The review process generally takes place in three stages: expert review of IPCC Reports, government/expert review of IPCC Reports, and government review of the Summaries for Policymakers and Overview Chapters and/or the Synthesis Report.

Working Group/Task Force Bureau Co-Chairs should aim to avoid (or at least minimise) the overlap of government review periods for different IPCC Reports and with Sessions of the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) and its Subsidiary Bodies.

Expert review should normally be eight weeks, but not less than six weeks, except to the extent decided by the Panel. Government and government/expert reviews should not be less than eight weeks, except to the extent decided by the Panel.

All written expert and government review comments will be made available to reviewers on request during the review process.

² See: <http://www.ipcc.ch/pdf/supporting-material/uncertainty-guidance-note.pdf>

The drafts of IPCC Reports and Technical Papers which have been submitted for formal expert and/or government review, the expert and government review comments, and the author responses to those comments will be made available on the IPCC website as soon as possible after the acceptance by the Panel and the finalisation of the Report or Technical Paper. The IPCC considers its draft reports, prior to acceptance, to be pre-decisional, provided in confidence to reviewers, and not for public distribution, quotation or citation.

4.3 Preparation of Reports by the Working Groups and the Task Force on National Greenhouse Gas Inventories

It is essential that the Working Group and Task Force on National Greenhouse Gas Inventories work programmes allow enough time in their schedules, according to procedures, for a full review by experts and governments and for the acceptance of the report. The Working Group/Task Force Bureau Co-Chairs are responsible for implementing the work programme and ensuring that proper review of the material occurs in a timely manner.

To ensure proper preparation and review, the following steps should be undertaken:

1. Compilation of lists of potential Coordinating Lead Authors, Lead Authors, Contributing Authors, Review Editors and of Government Focal Points.
2. Selection of Coordinating Lead Authors, Lead Authors and Review Editors.
3. Preparation of draft Report.
4. Review
 - a. First Review (by experts).
 - b. Second Review (by governments and experts).
5. Preparation of final draft Report.
6. Acceptance of Report at a Session of the Working Group(s) or the Panel respectively.

4.3.1 *Compilation of Lists of Potential Coordinating Lead Authors, Lead Authors, Contributing Authors, Review Editors and of Government Focal Points*

At the request of Working Group/Task Force Bureau Co-Chairs, through their respective Working Group/Task Force Bureau, and the IPCC Secretariat, governments, observer organisations and the Working Group/Task Force Bureaux should identify appropriate experts for each area in the Report who can act as potential Coordinating Lead Authors, Lead Authors, Contributing Authors or Review Editors. To facilitate the identification of experts and later review by governments, governments should also designate their respective Focal Points. IPCC Bureau Members and Members of the Task Force Bureau should contribute where necessary to identifying appropriate Coordinating Lead Authors, Lead Authors, Contributing Authors, and Review Editors in cooperation with the Government Focal Points within their region to ensure an appropriate representation of experts from developing and developed countries and countries with economies in transition.

These should be assembled into lists available to all IPCC Members and maintained by the IPCC Secretariat. The tasks and responsibilities of Coordinating Lead Authors, Lead Authors, Contributing Authors, Review Editors and Government Focal Points are outlined in Annex 1.

4.3.2 *Selection of Coordinating Lead Authors, Lead Authors and Review Editors*

Coordinating Lead Authors, Lead Authors and Review Editors are selected by the relevant Working Group/Task Force Bureau, under general guidance and review provided by the Session of the Working Group or, in case of reports prepared by the Task Force on National Greenhouse Gas Inventories, the Panel, from those experts cited in the lists provided by governments and observer organisations, and other experts as appropriate, known through their publications and works. The composition of the group of Coordinating Lead Authors and Lead Authors for a chapter, a report or its summary shall aim to reflect:

- the range of scientific, technical and socio-economic views and expertise;
- geographical representation (ensuring appropriate representation of experts from developing and developed countries and countries with economies in transition); there should be at least one and normally two or more from developing countries;

- a mixture of experts with and without previous experience in IPCC;
- gender balance.

The Working Group/Task Force Bureau will report to the Panel on the selection process and the extent to which the aims were achieved. The IPCC should make every effort to engage experts from the region on the author teams of chapters addressing specific regions, but should also engage experts from countries outside of the region when they can provide an essential contribution to the assessment.

The Coordinating Lead Authors and Lead Authors selected by the Working Group/Task Force Bureau may enlist other experts as Contributing Authors to assist with the work.

At the earliest opportunity, the IPCC Secretariat should inform all governments and observer organisations who the Coordinating Lead Authors, Lead Authors and Review Editors are for different chapters and indicate the general content area that the person will contribute to the chapter.

4.3.3 Preparation of Draft Report

Preparation of the first draft of a Report should be undertaken by Coordinating Lead Authors and Lead Authors. Experts who wish to contribute material for consideration in the first draft should submit it directly to the Lead Authors. Contributions should be supported as far as possible with references from the peer-reviewed and internationally available literature, and with copies of any unpublished material cited. Clear indications of how to access the latter should be included in the contributions. For material available in electronic format only, a hard copy should be archived and the location where such material may be accessed should be cited.

Lead Authors will work on the basis of these contributions, the peer-reviewed and internationally-available literature, including manuscripts that can be made available for IPCC review and selected non-peer review literature according to Annex 2 and IPCC Supporting Material (see Section 6). Material which is not published but which is available to experts and reviewers may be included provided that its inclusion is fully justified in the context of the IPCC assessment process (see Annex 2).

In preparing the first draft, and at subsequent stages of revision after review, Lead Authors should clearly identify disparate views for which there is significant scientific or technical support, together with the relevant arguments. Technical summaries provided will be prepared under the leadership of the Working Group/Task Force Bureaux.

4.3.4 Review

Three principles governing the review should be borne in mind. First, the best possible scientific and technical advice should be included so that the IPCC Reports represent the latest scientific, technical and socio-economic findings and are as comprehensive as possible. Secondly, a wide circulation process, ensuring representation of independent experts (i.e. experts not involved in the preparation of that particular chapter) from developing and developed countries and countries with economies in transition should aim to involve as many experts as possible in the IPCC process. Thirdly, the review process should be objective, open and transparent.

Working Group/TFI Co-chairs should arrange a comprehensive review of reports in each review phase, seeking to ensure complete coverage of all content. Those parts of a Working Group report that are cross-cutting with other Working Group reports should be cross-checked through the relevant Authors and Co-chairs of that other Working Group.

To help ensure that Reports provide a balanced and complete assessment of current information, each Working Group/Task Force Bureau should normally select two to four Review Editors per chapter (including the executive summaries) and per technical summary of each Report.

Review Editors should normally consist of a member of the Working Group/Task Force Bureau, and an independent expert based on the lists provided by governments and observer organisations. Review Editors should not be involved as authors or reviewers for material for which they are a Review Editor. In selecting Review Editors, the Bureaux should select from developed and developing countries and from countries with economies in transition, and should aim for a balanced representation of scientific, technical, and socio-economic views.

4.3.4.1 *First Review (by Experts)*

First order draft Reports should be circulated by Working Group/Task Force Bureau Co-Chairs for review. The Working Group/Task Force Bureaux shall seek the participation of reviewers encompassing the range of scientific, technical and socio-economic views, expertise, and geographical representation and shall actively undertake to promote and invite as wide a group of experts as possible. This includes experts nominated as Coordinating Lead Authors, Lead Authors, Review Editors or Contributing Authors as included in lists maintained by the IPCC. Government Focal Points should be notified of the commencement of this process.

The first 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 Working Group/Task Force Bureau Co-Chairs should make available to reviewers on request during the review process specific material referenced in the document being reviewed, which is not available in the international published literature.

Expert reviewers should provide the comments to the appropriate Lead Authors through the relevant Working Group/Task Force Bureau Co-Chairs with a copy, if required, to their Government Focal Point.

Coordinating Lead Authors, in consultation with the Review Editors and in coordination with the respective Working Group/Task Force Bureau Co-Chairs and the IPCC Secretariat, are encouraged to supplement the draft revision process by organising a wider meeting with principal Contributing Authors and expert reviewers, if time and funding permit, in order to pay special attention to particular points of assessment or areas of major differences.

4.3.4.2 *Second Review (by Governments and Experts)*

A revised draft should be distributed by the appropriate Working Group/Task Force Bureau Co-chairs or through the IPCC Secretariat to governments through the designated Government Focal Points, and to all the Coordinating Lead Authors, Lead Authors and Contributing Authors and Expert Reviewers. The Working Group/Task Force Bureaux shall seek the participation of reviewers encompassing the range of scientific, technical and socio-economic views, expertise, and geographical representation and shall actively undertake to promote and invite as wide a group of experts as possible. This includes experts nominated as Coordinating Lead Authors, Lead Authors, Review Editors or Contributing Authors as included in lists maintained by the IPCC. Government Focal Points should be notified of the commencement of this process.

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 should send their further comments to the appropriate Working Group/Task Force Bureau Co-Chairs with a copy to their appropriate Government Focal Point.

4.3.5 *Preparation of Final Draft Report*

Preparation of a final draft Report taking into account government and expert comments for submission to a Session of a Working Group or, in case of a report prepared by the Task Force on National Greenhouse Gas Inventories, to the Panel for acceptance should be undertaken by Coordinating Lead Authors and Lead Authors in consultation with the Review Editors. If necessary,

and timing and funding permitting, a wider meeting with principal Contributing Authors and expert and government reviewers is encouraged in order to pay special attention to particular points of assessment or areas of major differences. It is important that Reports describe different (possibly controversial) scientific, technical, and socio-economic views on a subject, particularly if they are relevant to the policy debate. The final draft should credit all Coordinating Lead Authors, Lead Authors, Contributing Authors, reviewers and Review Editors by name and affiliation (at the end of the Report).

4.4 Preparation, Approval and Acceptance of Summaries for Policymakers and Adoption of Overview Chapters of Methodology Reports Related to National Greenhouse Gas Inventories

Summary sections of Reports approved by the Working Groups and accepted by the Panel will principally be the Summaries for Policymakers, prepared by the respective Working Groups of their full scientific, technical and socio-economic Assessments, and Summaries for Policymakers of Special Reports prepared by the Working Groups. The Summaries for Policymakers should be subject to simultaneous review by both experts and governments, a government round of written comments of the revised draft before the approval Session and to a final line by line approval by a Session of the Working Group.

Responsibility for preparing first drafts and revised drafts of Summaries for Policymakers, lies with the respective Working Group Co-Chairs. The Summaries for Policymakers should be prepared concurrently with the preparation of the main Reports.

The first review of the Summaries for Policymakers will take place during the same time period as the Expert Government Review of the Second Order Draft of the full report. The final draft of the Summaries for Policymakers prepared by the respective Working Groups and Overview Chapters of Methodology Report related to National Greenhouse Gas Inventories will be circulated for a final government round of written comments in preparation of the Session of the Working Group(s) that approves it or Session of the Panel that adopts it.

Approval of the Summary for Policymakers at the Session of the Working Group, signifies that it is consistent with the factual material contained in the full scientific, technical and socio-economic Assessment or Special Report accepted by the Working Group. Coordinating Lead Authors should be consulted in order to ensure that the Summary for Policymakers is fully consistent with the findings in the main report. These Summaries for Policymakers should be formally and prominently described as:

"A Report of (Working Group X of) the Intergovernmental Panel on Climate Change."

For a Summary for Policymakers approved by a Working Group to be endorsed as an IPCC Report, it must be accepted at a Session of the Panel. Because the Working Group approval process is open to all governments, Working Group approval of a Summary for Policymakers means that the Panel cannot change it. However, it is necessary for the Panel to review the Report at a Session, note any substantial disagreements, (in accordance with Principle 10 of the Principles Governing IPCC Work) and formally accept it.

Overview Chapters of Methodology Reports related to National Greenhouse Gas Inventories will be adopted section by section by the Panel. The Overview Chapters should be subject to simultaneous review by both experts and governments. Responsibility for preparing first drafts and revised drafts lies with the respective Task Force Bureau Co-Chairs. The Overview Chapters should be prepared concurrently with the preparation of the main Reports.

4.5 Acceptance of Reports

Reports presented for acceptance at Sessions of the Working Groups, or in case of reports prepared by the Task Force on National Greenhouse Gas Inventories reports presented for acceptance by the Panel, are the full scientific, technical and socio-economic Assessment Reports

of the Working Groups, Special Reports and Methodology Reports, that is, the IPCC Guidelines for National Greenhouse Gas Inventories or the IPCC Technical Guidelines for Assessing Climate Change Impacts and Adaptations.

The subject matter of these Reports shall conform to the terms of reference of the relevant Working Groups, or the Task Force on National Greenhouse Gas Inventories and to the work plan approved by the Panel.

Reports to be accepted by the Working Groups, and reports prepared by the Task Force on National Greenhouse Gas Inventories will undergo expert and government/expert reviews. The purpose of these reviews is to ensure that the Reports present a comprehensive, objective, and balanced view of the areas they cover. While the large volume and technical detail of this material places practical limitations upon the extent to which changes to these Reports will normally be made at Sessions of Working Groups or the Panel, "acceptance" signifies the view of the Working Group or the Panel that this purpose has been achieved. The content of the authored chapters is the responsibility of the Lead Authors, subject to Working Group or Panel acceptance. Changes (other than grammatical or minor editorial changes) made after acceptance by the Working Group or the Panel shall be those necessary to ensure consistency with the Summary for Policymakers or the Overview Chapter. These changes shall be identified by the Lead Authors in writing and made available to the Panel at the time it is asked to accept the Summary for Policymakers, in case of reports prepared by the Task Force on National Greenhouse Gas Inventories by the end of the Session of the Panel which adopts/accepts the report.

Reports accepted by Working Groups, or prepared by the Task Force on National Greenhouse Gas Inventories should be formally and prominently described on the front and other introductory covers as:

"A report accepted by Working Group X of the IPCC (or, a report prepared by the Task Force on National Greenhouse Gas Inventories of the IPCC and accepted by the Panel) but not approved in detail."

4.6 Reports Approved and Adopted by the Panel

Reports approved and adopted by the Panel will be the Synthesis Report of the Assessment Reports and other Reports as decided by the Panel whereby Section 4.4 applies *mutatis mutandis*.

4.6.1 The Synthesis Report

The Synthesis Report will synthesise and integrate materials contained within the Assessment Reports and Special Reports and should be written in a non-technical style suitable for policymakers and address a broad range of policy-relevant but policy-neutral questions approved by the Panel. The Synthesis Report is composed of two sections as follows: (a) a Summary for Policymakers and (b) a longer report. The IPCC Chair will lead a writing team whose composition is agreed by the Bureau after nominations by the IPCC Chair in consultation with the Working Group Co-Chairs. In selecting the writing team for the Synthesis report, consideration should be given to the following criteria: scientific, technical and socio-economic expertise, including the range of views; geographical representation; a mixture of experts with and without previous experience in IPCC; gender balance. The IPCC Chair will report to the Panel on the selection process including a description of how the selection criteria for participation and any other considerations have been applied. An approval and adoption procedure will allow Sessions of the Panel to approve the SPM line by line and to ensure that the SPM and the longer report of the Synthesis Report are consistent, and the Synthesis Report is consistent with the underlying Assessment Reports and Special Reports from which the information has been synthesised and integrated. This approach will take 5-7 working days of a Session of the Panel.

Step 1: The longer report (30-50 pages) and the SPM (5-10 pages) of the Synthesis Report are prepared by the writing team.

Step 2: The longer report and the SPM of the Synthesis Report undergo simultaneous expert/government review.

Step 3: The longer report and the SPM of the Synthesis Report are then revised by Lead Authors, with the assistance of the Review Editors.

Step 4: The revised drafts of the longer report and the SPM of the Synthesis Report are submitted to Governments, and observer organisations eight weeks before the Session of the Panel.

Step 5: The longer report and the SPM of the Synthesis Report are both tabled for discussion in the Session of the Panel:

- The Session of the Panel will first provisionally approve the SPM line by line.
- The Session of the Panel will review and adopt the longer report of the Synthesis Report, section by section, i.e. roughly one page or less at a time. The review and adoption process for the longer report of the Synthesis Report should be accomplished in the following manner:
 - When changes in the longer report of the Synthesis Report are required either to conform it to the SPM or to ensure consistency with the underlying Assessment Reports, the Panel and authors will note where changes are required in the longer report of the Synthesis Report to ensure consistency in tone and content. The authors of the longer report of the Synthesis Report will then make changes in the longer report of the Synthesis Report. Those Bureau members who are not authors will act as Review Editors to ensure that these documents are consistent and follow the directions of the Session of the Panel.
 - The longer report of the Synthesis Report is then brought back to the Session of the Panel for the review and adoption of the revised sections, section by section. If inconsistencies are still identified by the Panel, the longer report of the Synthesis Report is further refined by the Authors with the assistance of the Review Editors for review and adoption by the Panel. This process is conducted section by section, not line by line.
- The final text of the longer report of the Synthesis Report will be adopted and the SPM approved by the Session of the Panel.

The Report consisting of the longer report and the SPM of the Synthesis Report is an IPCC Report and should be formally and prominently described as:

"A Report of the Intergovernmental Panel on Climate Change."

4.7 Addressing Possible Errors in Assessments Reports, Synthesis Reports, Special Reports and Methodology Reports

The procedures to be followed for investigating possible errors in an Assessment Report, Synthesis Report, Special Report or Methodology Report and, if appropriate, implementing its correction are defined in the IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports (see Annex 3).

5. TECHNICAL PAPERS

IPCC Technical Papers are prepared on topics for which an objective, international scientific/technical perspective is deemed essential. They:

- a. are based on the material already in the IPCC Assessment Reports, Special Reports or Methodology Reports;

- b. are initiated: (i) in response to a formal request from the Conference of the Parties to the UN Framework Convention on Climate Change (UNFCCC) or its Subsidiary Bodies and agreed by the IPCC Bureau; or (ii) as decided by the Panel;
- c. are prepared by a team of Lead Authors, including a Coordinating Lead Author, selected by the Working Group/Task Force Bureaux in accordance with the provisions of Sections 4.3.1 and 4.3.2 for the selection of Lead Authors and Coordinating Lead Authors;
- d. are submitted in draft form for simultaneous expert and government review with circulation to expert reviewers and Government Focal Points in accordance with Section 4.3.4.1 at least four weeks before the comments are due;
- e. are revised by the Lead Authors based upon the comments received in the paragraph above, and with assistance from at least two Review Editors per entire Technical Paper who are selected as per the procedures for selecting Review Editors for Assessment Reports, Synthesis Reports, Special Reports and Methodology Reports in Section 4.3.2 of this Appendix and carry out the roles as listed in Section 5 of Annex 1;
- f. are submitted for final government review at least four weeks before the comments are due;
- g. are finalised by the Lead Authors, in consultation with the IPCC Bureau which functions in the role of an Editorial Board, based on the comments received; and,
- h. if necessary, as determined by the IPCC Bureau, would include in a footnote differing views, based on comments made during final government review, not otherwise adequately reflected in the paper.

The following Guidelines should be used in interpreting requirement (a) above: The scientific, technical and socio-economic information in Technical Papers must be derived from:

- (a) The text of IPCC Assessment Reports and Special Reports and the portions of material in cited studies that were relied upon in these Reports.
- (b) Relevant models with their assumptions, and scenarios based on socio-economic assumptions, as they were used to provide information in those IPCC Reports, as well as emission profiles for sensitivity studies, if the basis of their construction and use is fully explained in the Technical Paper.

The Technical Papers must reflect the balance and objectivity of those Reports and support and/or explain the conclusions contained in those Reports.

Information in the Technical Papers should be referenced as far as possible to the subsection of the relevant IPCC Reports and related material.

Such Technical Papers are then made available to the UNFCCC Conference of the Parties or its Subsidiary Bodies, in response to its request, and thereafter publicly. If initiated by the Panel, Technical Papers are made available publicly. In either case, IPCC Technical Papers prominently should state in the beginning:

"This is a Technical Paper of the Intergovernmental Panel on Climate Change prepared in response to a request from (the Conference of the Parties to) / (a Subsidiary Body of) the United Nations Framework Convention on Climate Change / (decision of the Panel). The material herein has undergone expert and government review but has not been considered by the Panel for formal acceptance or approval."

6. IPCC SUPPORTING MATERIAL

Supporting material consists of three categories:

- (i) published reports and proceedings from Workshops and Expert Meetings within the scope of the IPCC work programme that have IPCC recognition,
- (ii) material, including databases and software, commissioned by Working Groups, or by the Bureau of the Task Force on National Greenhouse Gas Inventories in support of the assessment or methodology development process which IPCC decides should have wide dissemination, and
- (iii) guidance material (guidance notes and guidance documents) that guides and assists in the preparation of comprehensive and scientifically sound IPCC Reports and Technical Papers.

Procedures for the recognition of Workshops and Expert Meetings are given in Sections 7.1 and 7.2. Arrangements for publication of supporting material should be agreed as part of the process of IPCC recognition or commissioned by Working Groups/the Task Force Bureau to prepare specific supporting material. All supporting material of categories (i) and (ii) should be formally and prominently described on the front and other introductory covers as:

"Supporting material prepared for consideration by the Intergovernmental Panel on Climate Change. This supporting material has not been subject to formal IPCC review processes."

Guidance material (guidance notes and guidance documents) is material to guide and assist authors in the preparation of comprehensive and scientifically sound IPCC Reports and Technical Papers. Guidance notes and documents are usually the responsibility of Working Group Bureaux, the Task Force Bureau or IPCC Chair as appropriate, but may also be commissioned by the Panel, the IPCC Executive Committee or the IPCC Bureau. Guidance notes and documents are developed and finalised by the relevant Working Group Bureaux, the Task Force Bureau or the IPCC Chair. The Executive Committee will oversee the consistency of these materials. Guidance notes and documents should be accessible together with the IPCC Principles and Procedures and published.

7. WORKSHOPS AND EXPERT MEETINGS

7.1 IPCC Workshops and Expert Meetings

IPCC Workshops and Expert Meetings are those that have been agreed upon in advance by an IPCC Working Group, or by the Panel as useful or necessary for the completion of the work plan of a Working Group, the Task Force on National Greenhouse Gas Inventories or a task of the IPCC. Only such activities may be designated as "IPCC" Workshops or Expert Meetings. Their funding should include full and complete provision for participation of experts from developing countries and countries with economies in transition.

An *IPCC Expert Meeting* focuses on a specific topic bringing together a limited number of relevant experts. The relevant Working Group/Task Force Bureaux, or the IPCC Chair, will identify and select participants to Expert Meetings.

An *IPCC Workshop* considers cross-cutting or complex topics requiring input from a broad community of experts. It requires nominations by Government Focal Points and, as appropriate, observer organisations. The relevant Working Group/Task Force Bureaux, or the IPCC Chair, may also nominate experts and will select the participants to the Workshop.

Proposals for IPCC Workshops or Expert Meetings will be submitted to the Panel for its decision through the relevant Working Group/Task Force Bureaux, or the IPCC Chair. The proposals will include descriptions of the topic(s), and clarify the choice for an Expert Meeting or a Workshop.

The composition of participants to Expert Meetings and Workshops shall aim to reflect:

- The relevant range of scientific, technical and socio-economic views and expertise,
- Geographical representation as appropriate,
- A mixture of experts with and without previous experience in IPCC,
- Gender balance.

The relevant Working Group/Task Force Bureaux, or the IPCC Chair, may install a Scientific Steering Committee to assist in organizing these meetings, taking into account the criteria mentioned above.

Government Focal Points should be notified of the list of invited participants to an Expert Meeting or Workshop at the earliest opportunity after the selection has taken place.

The relevant Working Group/Task Force Bureaux, or the IPCC Chair, will convene the Expert Meeting or Workshop and report to the IPCC Bureau and Panel on the selection process, including a description of how the selection criteria and any other considerations for participation have been applied.

The proceedings of IPCC Workshops and Expert Meetings should normally be published summarising the range of views presented at the meeting. Such proceedings should:

- include a full list of participants;
- indicate when and by whom they were prepared;
- indicate whether and by whom they were reviewed prior to publication;
- acknowledge all sources of funding and other support;
- indicate prominently at the beginning of the document that the activity was held pursuant to a decision of the relevant Working Group or the Panel but that such decision does not imply Working Group or Panel endorsement or approval of the proceedings or any recommendations or conclusions contained therein.

7.2 Co-sponsored Workshops and Expert Meetings

IPCC co-sponsorship may be extended to other Workshops or Expert Meetings if the IPCC Chair, as well as the Co-Chairs of the relevant Working Group/Task Force Bureau determine in advance that the activity will be useful to the work of the IPCC. IPCC co-sponsorship of such an activity does not convey any obligation by the IPCC to provide financial or other support. In considering whether to extend IPCC co-sponsorship, the following factors should be taken into account:

- whether full funding for the activity will be available from sources other than the IPCC;
- whether the activity will be open to government experts as well as experts from non-governmental organisations participating in the work of the IPCC;
- whether provision will be made for participation of experts from developing countries and countries with economies in transition;
- whether the proceedings will be published and made available to the IPCC in a time frame relevant to its work;
- whether the proceedings will:
 - include a full list of participants;
 - indicate when and by whom they were prepared;
 - indicate whether and by whom they were reviewed prior to publication;
 - specify all sources of funding and other support;
 - prominently display the following disclaimer at the beginning of the document:

"IPCC co-sponsorship does not imply IPCC endorsement or approval of these proceedings or any recommendations or conclusions contained herein. Neither the papers presented at the Workshop/Expert Meeting nor the report of its proceedings have been subjected to IPCC review."

ANNEX 1

TASKS AND RESPONSIBILITIES FOR LEAD AUTHORS, COORDINATING LEAD AUTHORS, CONTRIBUTING AUTHORS, EXPERT REVIEWERS AND REVIEW EDITORS OF IPCC REPORTS AND GOVERNMENT FOCAL POINTS

1. LEAD AUTHORS

Function:

To be responsible for the production of designated sections addressing items of the work programme on the basis of the best scientific, technical and socio-economic information available.

Comment:

Lead Authors will typically work as small groups which have responsibility for ensuring that the various components of their sections are brought together on time, are of uniformly high quality and conform to any overall standards of style set for the document as a whole.

The task of Lead Authors is a demanding one and in recognition of this the names of Lead Authors will appear prominently in the final Report. During the final stages of Report preparation, when the workload is often particularly heavy and when Lead Authors are heavily dependent upon each other to read and edit material, and to agree to changes promptly, it is essential that the work should be accorded the highest priority.

The essence of the Lead Authors' task is synthesis of material drawn from available literature as defined in Section 4.2. Lead Authors, in conjunction with Review Editors, are also required to take account of expert and government review comments when revising text. Lead Authors may not necessarily write original text themselves, but they must have the proven ability to develop text that is scientifically, technically and socio-economically sound and that faithfully represents, to the extent that this is possible, contributions by a wide variety of experts. The ability to work to deadlines is also a necessary practical requirement. Lead Authors are required to record in the Report views which cannot be reconciled with a consensus view but which are nonetheless scientifically or technically valid.

Lead Authors may convene meetings with Contributing Authors, as appropriate, in the preparations of their sections or to discuss expert or government review comments and to suggest any Workshops or Expert Meetings in their relevant areas to the Working Group/Task Force Bureau Co-Chairs. The names of all Lead Authors will be acknowledged in the Reports.

2. COORDINATING LEAD AUTHORS

Function:

To take overall responsibility for coordinating major sections of a Report.

Comment:

Coordinating Lead Authors will be Lead Authors with the added responsibility of ensuring that major sections of the Report are completed to a high standard, are collated and delivered to the Working Group/Task Force Bureau Co-Chairs in a timely manner and conform to any overall standards of style set for the document.

Coordinating Lead Authors will play a leading role in ensuring that any crosscutting scientific or technical issues which may involve several sections of a Report are addressed in a complete and coherent manner and reflect the latest information available.

The skills and resources required of Coordinating Lead Authors are those required of Lead Authors with the additional organisational skills needed to coordinate a section of a Report. The names of all Coordinating Lead Authors will be acknowledged in the Reports.

3. CONTRIBUTING AUTHORS

Function:

To prepare technical information in the form of text, graphs or data for assimilation by the Lead Authors into the draft section.

Comment:

Input from a wide range of contributors is a key element in the success of IPCC assessments, and the names of all contributors will be acknowledged in the Reports. Contributions are sometimes solicited by Lead Authors but unprompted contributions are encouraged.

Contributions should be supported as far as possible with references from the peer reviewed and internationally available literature, and with copies of any unpublished material cited; clear indications of how to access the latter should be included in the contributions. For material available in electronic format only, the location where such material may be accessed should be cited.

Contributed material may be edited, merged and if necessary, amended, in the course of developing the overall draft text.

4. EXPERT REVIEWERS

Function:

To comment on the accuracy and completeness of the scientific/technical/socio-economic content and the overall scientific/technical/socio-economic balance of the drafts.

Comment:

Expert reviewers will comment on the text according to their own knowledge and experience.

5. REVIEW EDITORS

Function:

Review Editors will assist the Working Group/Task Force Bureaux in identifying reviewers for the expert review process, ensure that all substantive expert and government review comments are afforded appropriate consideration, advise lead authors on how to handle contentious/controversial issues and ensure genuine controversies are reflected adequately in the text of the Report.

Comment:

There will be two to four Review Editors per chapter (including their executive summaries) and per technical summary. In order to carry out these tasks, Review Editors will need to have a broad understanding of the wider scientific and technical issues being addressed. The workload will be particularly heavy during the final stages of the Report preparation. This includes attending those meetings where writing teams are considering the results of the two review rounds. Review Editors are not actively engaged in drafting Reports and cannot serve as reviewers of those chapters of which they are Authors. Review Editors can be members of a Working Group/Task Force Bureau or outside experts agreed by the Working Group/Task Force Bureau.

Although responsibility for the final text remains with the Lead Authors, Review Editors will need to ensure that where significant differences of opinion on scientific issues remain, such differences are described in an annex to the Report. Review Editors must submit a written report to the Working Group Sessions or the Panel and where appropriate, will be requested

to attend Sessions of the Working Group and of the IPCC to communicate their findings from the review process and to assist in finalising the Summary for Policymakers, Overview Chapters of Methodology Reports and Synthesis Reports. The names of all Review Editors will be acknowledged in the Reports.

6. GOVERNMENT FOCAL POINTS

Function:

To prepare and update the list of national experts as required to help implement the IPCC work programme, and to arrange the provision of integrated comments on the accuracy and completeness of the scientific and/or technical content and the overall scientific and/or technical balance of the drafts.

Comment:

Government review will typically be carried out within and between a number of Departments and Ministries. For administrative convenience, each government and observer organisation should designate one Focal Point for all IPCC activities, provide full information on this Focal Point to the IPCC Secretariat and notify the Secretariat of any changes in this information. The Focal Point should liaise with the IPCC Secretariat regarding the logistics of the review process(es). The full exchange of information is of particular importance.

ANNEX 2

PROCEDURE ON THE USE OF LITERATURE IN IPCC REPORTS

This annex is provided to ensure that the IPCC process for the use of literature is open and transparent. In the assessment process, emphasis is to be placed on the assurance of the quality of all cited literature. Priority should be given to peer-reviewed scientific, technical and socio-economic literature if available.

It is recognized that other sources provide crucial information for IPCC Reports. These sources may include reports from governments, industry, and research institutions, international and other organizations, or conference proceedings. Use of this literature brings with it an extra responsibility for the author teams to ensure the quality and validity of cited sources and information³. In general, newspapers and magazines are not valid sources of scientific information. Blogs, social networking sites, and broadcast media are not acceptable sources of information for IPCC Reports. Personal communications of scientific results are also not acceptable sources.

The following additional procedures are specified:

1. Responsibilities of Coordinating, Lead and Contributing Authors

The Coordinating Lead Authors will ensure that all sources are selected and used in accordance with the procedures in this Annex.

The author team is required to critically assess information they would like to include from any source. Each chapter team should review the quality and validity of each source before incorporating information into an IPCC Report. Authors who wish to include information that is not publicly or commercially available are required to send the full reference and a copy, preferably electronically, to the relevant Technical Support Unit. For any source written in a language other than English, an executive summary or abstract in English is required.

These procedures also apply to papers undergoing the publication process in peer-reviewed journals at the time of the government or expert review.

All sources will be integrated into the reference section of the IPCC Report.

2. Responsibilities of the Review Editors

The Review Editors will support and provide guidance to the author team in ensuring the consistent application of the procedures in this Annex.

3. Responsibilities of the Working Group /Task Force Bureau Co-Chairs

For sources that are not publicly or commercially available, the Working Group/Task Force Bureau Co-Chairs coordinating the Report will make these sources available to reviewers who request them during the review process.

4. Responsibilities of the IPCC Secretariat

For sources that are not publicly or commercially available, the IPCC Secretariat will store these sources after publication of an IPCC report, in order to support the “IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports”.

³ see IPCC-XXXII/INF.4, Notes on the Informal Task Group on Procedures, containing general guidance on the use of literature in IPCC, page 7, section 2.

http://www.ipcc.ch/meetings/session32/inf04_p32_review_ipcc_proc_proced_notes_informal_task_group.pdf

ANNEX 3

IPCC PROTOCOL FOR ADDRESSING POSSIBLE ERRORS IN IPCC ASSESSMENT REPORTS, SYNTHESIS REPORTS, SPECIAL REPORTS AND METHODOLOGY REPORTS

Adopted by the Panel at its 33rd Session in Abu Dhabi, 10-13 May 2011

Preamble

At its 32nd Session (October 2010), the IPCC Panel noted the proposed protocol for addressing errors in previous assessment reports (IPCC-XXXII/INF.8). The Panel tasked the IPCC Chairman, the IPCC Vice-Chairs, the Co-Chairs of Working Groups I, II and III and the Task Force on Inventories to take any necessary steps to ensure that this protocol is finalised and then used for evaluation of potential errors and developing errata as appropriate. The protocol is presented below.

This protocol is intended to be used only to correct errors that could have been avoided in the context of the information available at the time the report was written. Its use should be reserved for errors of fact or accuracy. The protocol cannot be used to make changes that reflect new knowledge or scientific information that became available only after the literature cut-off date for the report in question. It cannot be used to propose the consideration of additional sources not cited in the existing assessment, unless directly relevant to an error of fact or accuracy. It must also not be invoked to reflect a difference in opinion compared with an author team or a new interpretation of knowledge or scientific information.

This protocol is intended to address the full range of possible errors from typographical errors through complicated issues of sourcing, interpretation, analysis, or assessment, arising from the previously mentioned errors of fact or accuracy.

Responsibility for implementing the error correction protocol rests with the current Co-Chairs of the relevant Working Group or Task Force product containing the alleged error. If the error is in a Synthesis Report, responsibility rests with the current IPCC Chairman. In all cases, the relevant Coordinating Lead Authors and Co-Chairs of the report containing the alleged error or, in the case of the Synthesis Report, the IPCC Chairman and relevant Working Group Co-Chairs at the time of that assessment, will be kept informed of the evaluation and participate as appropriate.

The protocol is presented as a decision tree, which is based on a set of underlying principles. The procedure to be followed for investigating the claimed error and, if appropriate, implementing its correction depends on the location of the claimed error, i.e., whether it resides in a Chapter or the Technical Summary of a Working Group Contribution to an Assessment Report or of a Special Report, or in a Methodology Report, in the Summary for Policymakers of a Working Group Contribution or of a Special Report, or in the Overview Chapter of a Methodology Report, or in a Synthesis Report.

IPCC Protocol for Addressing Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports

Principles underlying this protocol for handling errors:

1. This protocol is intended to be used only to correct errors that could have been avoided in the context of the information available at the time the report was written.
2. The IPCC Secretariat is the entry point for all error reporting.
3. The IPCC Secretariat maintains an internal error tracking system. Entries are made in consultation with the current Co-Chairs of the relevant Working Group (WG) or Task Force (TF) or in case of an error in a Synthesis Report in consultation with the current IPCC Chairman. This system informs the leadership of IPCC and the Technical Support Units (TSUs), via a protected website, about the current status of all active error handling processes.
4. To the extent possible, corrections should be based on consensus, consistent with the IPCC principles that form the foundation for the underlying reports.
5. Responsibility for decisions at steps during the process is with the current WG or TF Bureau of the WG or TF product in which the alleged error resides. If the error is in a Synthesis Report, responsibility rests with the current IPCC Bureau.
6. Responsibility for implementation is with the current Co-Chairs of the WG or TF product in which the alleged error resides. If the error is in a Synthesis Report, responsibility rests with the current IPCC Chairman.
7. Original authors (Coordinating Lead Authors (CLAs), and Lead Authors (LAs) if necessary) must be involved as appropriate. Communication with them is via the current Co-Chairs of the relevant WG or TF (the IPCC Chairman in the case of the Synthesis Report). If any of the individuals identified as playing leading roles on behalf of author teams of previous reports are not available, then the current Co-Chairs of the WG or TF (the IPCC Chairman in the case of the Synthesis Report) will identify an individual or individuals best qualified to take over those roles.
8. For alleged errors regarding the previous assessment cycles, the previous Co-Chairs of the relevant WG or TF and the previous IPCC Chairman need to be kept informed and may be consulted as appropriate.
9. Handling of alleged errors must be coordinated across Chapters, Executive Summaries of Chapters, Technical Summaries of WG Contributions, Summaries for Policymakers for Working Groups, Synthesis Reports, Summaries for Policymakers for Synthesis Reports, and Overview Chapters of Methodology Reports.
10. At the start of the process, the claimant is informed by the IPCC Secretariat about the next steps in a general way, and referred to this "IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports". The claimant will again be informed at the conclusion of the process.
11. Errata are posted on the IPCC and WG or TF websites after the conclusion of the process. A short explanatory statement about the error may also be posted.

Section 1: If the alleged error is in a Working Group Contribution or Special Report (Chapter or Technical Summary) or in a Methodology Report, start here. Otherwise, go to Section 2.

For all alleged errors, it is essential to evaluate the possibility of consequences for the Summary for Policymakers of a WG Contribution to an Assessment Report, for the Summary for Policymakers of a Special Report, for the Overview Chapter of a Methodology Report, or for a Synthesis Report.

Note: This section describes the procedure that is followed to address errors in a Working Group Contribution or a Special Report (Chapter or Technical Summary) or in a Methodology Report. Figure 1 provides an overview of the protocol for section 1.

Step 1:

An alleged error is reported to the IPCC Secretariat. If received elsewhere, it is passed to the IPCC Secretariat. A new entry is made in the internal error tracking system.

Step 2:

The IPCC Secretariat forwards the claim to the current Co-Chairs of the relevant WG (or TF). The IPCC Secretariat acknowledges receipt to the claimant, providing information about the next steps in a general way, and refers the claimant to the “IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports”.

Step 3:

The current WG or TF Co-Chairs and relevant Bureau decide whether action on the claim is warranted. They may consult previous Co-Chairs or CLAs of the relevant chapter. The condition for further processing is that one or more of the relevant current WG or TF Co-Chairs and relevant Bureau find that action is warranted.

If consensus is reached that action is not warranted, the IPCC Secretariat informs the claimant and closes the case.

If no consensus is reached or if the consensus is reached that action is warranted, the current WG or TF Co-Chairs consult the CLAs (or LAs if necessary) of the chapter.

If the CLAs of the chapter with the alleged error agree that there is an error, continue with step 4A.

If the CLAs of the chapter with the alleged error do not agree that there is an error, continue with step 4B.

Step 4A: *(for cases where the authors agree that there is an error)*

For typographical errors, decisions on and posting of errata are handled by the current Technical Support Unit of the relevant WG or TF under the supervision of its Co-Chairs. The CLAs of the relevant chapters and WG or TF Bureau are informed. The IPCC Secretariat is informed, posts the errata, and closes the case.

Otherwise, go to step 5A.

Step 5A: *(for cases where the authors agree that there is an error)*

The current WG or TF Co-chairs and CLAs (and LAs if necessary) of the chapter with the alleged error evaluate the error and decide whether the correction requires expertise beyond the author team.

If the author team has the appropriate expertise to construct an erratum, then one is constructed by the CLAs and submitted to the current WG or TF Bureau for approval. Following approval, the Secretariat informs the claimant and the erratum is posted on the IPCC and WG or TF websites. The case is then closed.

If further expertise is required, then the relevant Co-Chairs and WG or TF Bureau appoint a Review Team containing, as a minimum, two experts who were not involved in drafting the chapter, plus at least one CLA or LA from the chapter with the error, and charges that Review Team with proposing, within one month's time, an erratum statement. The Co-Chairs then submit this to the relevant WG or TF Bureau for approval. Following approval, the Secretariat informs the claimant and the erratum is posted on the IPCC and WG or TF websites. The case is then closed.

If the authors, Review Team, and WG or TF Bureau fail to reach consensus on an erratum statement, then the WG or TF Co-Chairs inform the Executive Committee of the disagreement, and they ask the IPCC Chairman to appoint, within one month, an Independent Review Committee. This committee should consist of at least three experts not involved in drafting the chapter with the alleged error and not involved as a Bureau Member, CLA, or LA on the assessment with the alleged error or the current assessment. The Independent Review Committee, after consultation with the authors, the Review Team, the Co-Chairs, and the WG or TF Bureau, is tasked to propose a revised erratum. If consensus is now reached with the authors, the Co-Chairs then submit this to the relevant WG or TF Bureau for approval. Following approval, the Secretariat informs the claimant, and the erratum is posted on the IPCC and WG or TF websites. The case is then closed.

If the current WG or TF Co-Chairs, the WG or TF Bureau and the relevant CLAs still cannot come to consensus, the current WG or TF Co-Chairs and the IPCC Chairman draft a "Contested Erratum" statement, signed by the IPCC Chairman. This is posted on the IPCC and WG or TF erratum websites. This statement reports the claimed error, and explains that issues have been raised but these cannot be resolved before this matter is reassessed in the present or next cycle. The IPCC Chairman and relevant WG or TF Co-Chairs decide on a communications strategy if needed. The case is then closed.

Step 4B: *(for cases where the authors do not agree that there is an error)*

The WG or TF Co-Chairs inform the Executive Committee of the disagreement. The CLAs of the chapter with the alleged error provide the WG or TF Co-Chairs with a brief document explaining why the text in question does not contain an error. The WG or TF Co-Chairs then appoint, within two weeks, an Initial Review Group of two Bureau members and at least one CLA or LA from the current assessment if available, otherwise at least one expert who was not involved in drafting the chapter. The Initial Review Group is tasked to analyze the text in question and decide if they agree with the CLAs of the chapter with the alleged error. The response from the Initial Review Group is due in two weeks.

If the Initial Review Group agrees that there was no error, then the WG or TF Co-Chairs inform the relevant CLAs and task them with preparing, within two weeks, a brief document explaining why the text in question was in fact not an error. The current WG or TF Co-Chairs submit the document to the current WG or TF Bureau for approval. After approval by the WG or TF Bureau, the IPCC Secretariat informs the claimant, and the case is closed.

If the Initial Review Group finds there is an error, the WG or TF Bureau considers the report from the Initial Review Group, as well as from the authors, and aims to find consensus with the authors and the Initial Review Group on the development of an erratum.

If consensus is reached, the CLAs, in consultation with the Initial Review Group, develop an erratum statement, which is submitted to the WG or TF Bureau for approval. Following approval, the IPCC Secretariat informs the Executive Committee and the claimant, and the erratum is posted on the IPCC and WG or TF websites. The case is then closed.

If consensus is not reached continue with step 5B.

Step 5B: *(for cases where the authors do not agree that there is an error)*

The WG or TF Co-Chairs inform the Executive Committee of the disagreement, and they ask the current IPCC Chairman to appoint, within one month, an Independent Review Committee. This committee should consist of at least three experts not involved in drafting the chapter with the

alleged error and not involved as a Bureau Member, CLA, or LA on the assessment with the alleged error or the current assessment. The Independent Review Committee is tasked to evaluate the alleged error.

If the Independent Review Committee agrees there is no error, they prepare, within two weeks, a brief document explaining why the text in question was in fact not an error. The current WG or TF Co-Chairs submit the document to the current WG or TF Bureau for approval. After approval by the current WG or TF Bureau, the IPCC Secretariat informs the claimant, and the case is closed.

If the Independent Review Committee finds there is an error, they are tasked with providing, within one month, a proposed course of action. The WG or TF Bureau informs the relevant CLAs about the proposed action and, if agreement is found with them that there is an error and how to handle it, the authors develop an erratum statement, which is submitted to the WG or TF Bureau for approval. Following approval, the IPCC Secretariat informs the Executive Committee and the claimant, and the erratum is posted on the IPCC and WG or TF websites. The case is then closed.

If the current WG or TF Co-Chairs, the WG or TF Bureau and the relevant CLAs still cannot come to consensus, the current WG or TF Co-Chairs and the IPCC Chairman draft a “Contested Erratum” statement, signed by the IPCC Chairman. This is posted on the IPCC and WG or TF erratum websites. This statement reports the claimed error, and explains that issues have been raised but these cannot be resolved before this matter is reassessed in the present or next cycle. The IPCC Chairman and relevant WG or TF Co-Chairs decide on a communications strategy if needed. The case is then closed.

Note: before posting any erratum, the WG or TF Co-Chairs should evaluate possible consequences of the erratum for the Summary for Policymakers, Overview Chapter or Synthesis Report. If there are consequences, the relevant process in Sections 2 and/or 3 of this protocol needs to occur after the process in Section 1.

Section 2:

If the alleged error is in the Summary for Policymakers of a Working Group Contribution or of a Special Report, or in the Overview Chapter of a Methodology Report, start here. If it is in a Synthesis Report, go to Section 3.

Note: For errors in the Summary for Policymakers or Overview Chapter that arise from an underlying Chapter or the Technical Summary of a WG Contribution or of a Special Report or in a Methodology Report, the error evaluation and correction process described in Section 1 of this protocol must be completed first to address the error in the underlying Chapter and/or Technical Summary or in a Methodology Report.

Step 1:

An alleged error is reported to the IPCC Secretariat. If received elsewhere, it is passed to the IPCC Secretariat. A new entry is made in the internal error tracking system.

Step 2:

The IPCC Secretariat forwards the claim to the current Co-Chairs of the relevant WG or TF. The IPCC Secretariat acknowledges receipt to the claimant, providing information about the next steps in a general way, and refers the claimant to the “IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports”.

Step 3:

The current WG or TF Co-Chairs and relevant Bureau decide whether action on the claim is warranted. They may consult previous Co-Chairs or CLAs of the relevant chapter. The condition for further processing is that one or more of the relevant current WG or TF Co-Chairs and relevant Bureau find that action is warranted.

If consensus is reached that action is not warranted, the IPCC Secretariat informs the claimant and closes the case.

If no consensus is reached or if the consensus is reached that action is warranted, the current WG or TF Co-Chairs consult the past WG or TF Co-Chairs who were authors of the Summary for Policymakers or Overview Chapter, as well as the CLAs of the relevant chapter of the underlying report.

If the past WG or TF Co-Chairs and relevant CLAs agree that there is an error, continue with step 4A.

If the past WG or TF Co-Chairs and relevant CLAs do not agree that there is an error, continue with step 4B.

Step 4A: *(for cases where the past WG or TF Co-Chairs and relevant CLAs agree that there is an error)*

For typographical errors, decisions on and posting of errata are handled by the current Technical Support Unit of the relevant WG or TF under the supervision of its Co-Chairs. The WG or TF Bureau and the past WG or TF Co-Chairs who were authors of the Summary for Policymakers or Overview Chapter are informed. The IPCC Secretariat is informed. It then informs the Executive Committee, posts the errata, and closes the case.

Otherwise, go to step 5A.

Step 5A: *(for cases where the past WG or TF Co-Chairs and relevant CLAs agree that there is an error)*

The current WG or TF Co-chairs and the past WG or TF Co-Chairs who were authors of the Summary for Policymakers or Overview Chapter with the alleged error, as well as the CLAs of the relevant chapter of the underlying report, evaluate the error.

The past WG or TF Co-Chairs and relevant CLAs construct an erratum statement for the Summary for Policymakers or Overview Chapter and submit it to the current WG or TF Bureau for approval. Following WG or TF Bureau approval, the proposed erratum is submitted to the Panel for approval. To allow for rapid response, the Panel may delegate this approval step to the Executive Committee, which can decide that the erratum be posted on the IPCC and WG or TF websites and that the claimant be informed, or can decide to defer to the next session of the IPCC Bureau or of the Panel. Following approval, the Secretariat informs the claimant and the erratum is posted on the IPCC and WG or TF websites. The case is then closed.

If the past WG or TF Co-Chairs and relevant CLAs fail to reach consensus on an erratum statement with the WG or TF Bureau, the Panel, or the Executive Committee, then the WG or TF Co-Chairs inform the Executive Committee of the disagreement, and they ask the IPCC Chairman to appoint, within one month, an Independent Review Committee. This committee should consist of at least three experts not involved in drafting the Summary for Policymakers or Overview Chapter with the alleged error and not involved as a Bureau Member, CLA, or LA on the assessment with the alleged error or the current assessment. The Independent Review Committee, after consultation with the past WG or TF Co-Chairs and relevant CLAs, the current WG or TF Co-Chairs, and the WG or TF Bureau, is tasked to propose a revised erratum. The current WG or TF Co-Chairs then submit this to the relevant WG or TF Bureau for approval. Following WG or TF Bureau approval, the proposed erratum statement is submitted to the Panel for approval. To allow for rapid response, the Panel may delegate this approval step to the Executive Committee, which can decide that the erratum be posted on the IPCC and WG or TF websites and that the claimant be informed, or can decide to defer to the next session of the IPCC Bureau or of the Panel. Following approval, the Secretariat informs the claimant, and the erratum is posted on the IPCC and WG or TF websites. The case is then closed.

If the past WG or TF Co-Chairs and relevant CLAs, the current WG or TF Co-Chairs, the WG or TF Bureau, and the Panel or the Executive Committee still cannot come to consensus, the current WG or TF Co-Chairs and the IPCC Chairman draft a “Contested Erratum” statement, signed by the IPCC Chairman. This is posted on the IPCC and WG or TF erratum websites. This statement reports the claimed error, and explains that issues have been raised but these cannot be resolved before this matter is reassessed in the present or next cycle. The IPCC Chairman and relevant WG or TF Co-Chairs decide on a communications strategy if needed. The case is then closed.

Step 4B: *(for cases where the past WG or TF Co-Chairs and relevant CLAs do not agree that there is an error)*

The current WG or TF Co-Chairs inform the Executive Committee of the disagreement. The past WG or TF Co-Chairs who were authors of the Summary for Policymakers or Overview Chapter with the alleged error, as well as the CLAs of the relevant chapter of the underlying report, provide the current WG or TF Co-Chairs with a brief document explaining why the text in question does not contain an error. The current WG or TF Co-Chairs then appoint, within two weeks, an Initial Review Group of two Bureau members and at least one CLA or LA from the current assessment if available, otherwise at least one expert who was not involved in drafting the Summary for Policymakers or Overview Chapter with the alleged error or relevant chapter of the underlying report. The Initial Review Group is tasked to analyze the text in question and decide if they agree with the past WG or TF Co-Chairs and relevant CLAs. The response from the Initial Review Group is due in two weeks.

If the Initial Review Group agrees that there was no error, then the current WG or TF Co-Chairs inform the past WG or TF Co-Chairs and relevant CLAs and task them with preparing, within two weeks, a brief document explaining why the text in question was in fact not an error. The current WG or TF Co-Chairs submit the document to the current WG or TF Bureau for approval. After approval by the WG or TF Bureau, the IPCC Secretariat informs the claimant, and the case is closed.

If the Initial Review Group finds there is an error, the WG or TF Bureau considers the report from the Initial Review Group, as well as from the authors, and aims to find consensus with the past WG or TF Co-Chairs and relevant CLAs and the Initial Review Group on the development of an erratum.

If consensus is reached, the current WG or TF Co-Chairs, in consultation with the Initial Review Group, develop an erratum statement, which is submitted to the WG or TF Bureau for approval. Following WG or TF Bureau approval, the proposed erratum statement is submitted to the Panel for approval. To allow for rapid response, the Panel may delegate this approval step to the Executive Committee, which can decide that the erratum be posted on the IPCC and WG or TF websites and that the claimant be informed, or can decide to defer to the next session of the IPCC Bureau or of the Panel. Following approval, the IPCC Secretariat informs the claimant and the erratum is posted on the IPCC and WG or TF websites. The case is then closed.

If consensus is not reached continue with step 5B.

Step 5B: *(for cases where the past WG or TF Co-Chairs and relevant CLAs do not agree that there is an error)*

The current WG or TF Co-Chairs inform the Executive Committee of the disagreement, and they ask the current IPCC Chairman to appoint, within one month, an Independent Review Committee. This committee should consist of at least three experts not involved in drafting the Summary for Policymakers or Overview Chapter with the alleged error and not involved as a Bureau Member, CLA, or LA on the assessment with the alleged error or the current assessment. The Independent Review Committee is tasked to evaluate the alleged error.

If the Independent Review Committee agrees there is no error, they prepare, within two weeks, a brief document explaining why the text in question was in fact not an error. The current WG or TF Co-Chairs submit the document to the current WG or TF Bureau for approval. After approval by the current WG or TF Bureau, the IPCC Secretariat informs the claimant, and the case is closed.

If the Independent Review Committee finds there is an error, they are tasked with providing, within one month, a proposed course of action. The WG or TF Bureau informs the past WG or TF Co-Chairs and relevant CLAs about the proposed action and, if agreement is found with them that there is an error and how to handle it, the past WG or TF Co-Chairs and relevant CLAs develop an erratum statement, which is submitted to the WG or TF Bureau for approval. Following WG or TF Bureau approval, the proposed erratum statement is submitted to the Panel for approval. To allow for rapid response, the Panel may delegate this approval step to the Executive Committee, which can decide that the erratum be posted on the IPCC and WG or TF websites and that the claimant be informed, or can decide to defer to the next session of the IPCC Bureau or of the Panel. Following approval, the IPCC Secretariat informs the claimant and the erratum is posted on the IPCC and WG or TF websites. The case is then closed.

If the current WG or TF Co-Chairs, the WG or TF Bureau and the past WG or TF Co-Chairs and relevant CLAs still cannot come to consensus, the current WG or TF Co-Chairs and the IPCC Chairman draft a "Contested Erratum" statement, signed by the IPCC Chairman. This is posted on the IPCC and WG or TF erratum websites. This statement reports the claimed error, and explains that issues have been raised but these cannot be resolved before this matter is reassessed in the present or next cycle. The IPCC Chairman and relevant WG or TF Co-Chairs decide on a communications strategy if needed. The case is then closed.

Section 3:

If the alleged error is in a Synthesis Report.

Note: For errors in the Synthesis Report that arise from an underlying Chapter or the Technical Summary or the Summary for Policymakers of a WG Contribution, the error evaluation and correction process described in Sections 1 and/or 2 of this protocol must be completed first to address the error in the underlying Chapter, Technical Summary and/or Summary for Policymakers.

Step 1:

An alleged error is reported to the IPCC Secretariat. If received elsewhere, it is passed to the IPCC Secretariat. A new entry is made in the internal error tracking system.

Step 2:

The IPCC Secretariat forwards the claim to the current IPCC Chairman, all WG Co-Chairs, and the Executive Committee. The IPCC Secretariat acknowledges receipt to the claimant, providing information about the next steps in a general way, and refers the claimant to the “IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports”.

Step 3:

The current IPCC Chairman, WG Co-Chairs, and IPCC Bureau decide whether action on the claim is warranted. They may consult previous Chairs, relevant WG Co-Chairs, or CLAs of the relevant chapter. The condition for further processing is that the current IPCC Chairman or one or more of the relevant current WG Co-Chairs and Bureau find that action is warranted.

If consensus is reached that action is not warranted, the IPCC Secretariat informs the claimant and closes the case.

If no consensus is reached or if the consensus is reached that action is warranted, the current IPCC Chairman consults the Chairman and the relevant WG Co-Chairs of the assessment with the alleged error.

If the Chairman and the relevant WG Co-Chairs of the assessment with the alleged error agree that there is an error, continue with step 4A.

If the Chairman and the relevant WG Co-Chairs of the assessment with the alleged error do not agree that there is an error, continue with step 4B.

Step 4A: *(for cases where the Chairman and the relevant WG Co-Chairs of the assessment with the alleged error agree that there is an error)*

For typographical errors, decisions on and posting of errata are handled by the current Technical Support Unit of the Synthesis Report or of the relevant WG under the supervision of the IPCC Chairman and WG Co-Chairs as appropriate. The past Chairman as leader of the writing team for the Synthesis Report is informed. The IPCC Secretariat is informed, posts the errata, and closes the case.

Otherwise, go to step 5A.

Step 5A: *(for cases where the Chairman and the relevant WG Co-Chairs of the assessment with the alleged error agree that there is an error)*

The current IPCC Chairman and WG Co-chairs, in collaboration with the Chairman and the relevant WG Co-Chairs of the assessment with the alleged error, evaluate the error.

The past Chairman and relevant WG Co-Chairs of the assessment with the alleged error (with relevant CLAs if appropriate) construct an erratum statement for the Synthesis Report and submit it to the current IPCC Bureau for approval. Following IPCC Bureau approval, the proposed erratum is

submitted to the Panel for approval. To allow for rapid response, the Panel may delegate this approval step to the Executive Committee, which can decide that the erratum be posted on the IPCC and WG or TF websites and that the claimant be informed, or can decide to defer to the next session of the IPCC Bureau or of the Panel. Following approval, the Secretariat informs the claimant and the erratum is posted on the IPCC website. The case is then closed.

If the past Chairman and relevant WG Co-Chairs of the assessment with the alleged error (with relevant CLAs if appropriate) fail to reach consensus on an erratum statement with the IPCC Bureau, the Panel, or the Executive Committee, then the current IPCC Chairman informs the Executive Committee of the disagreement, and appoints, within one month, an Independent Review Committee. This committee should consist of at least three experts not involved in drafting the Synthesis Report with the alleged error and not involved as a Bureau Member, CLA, or LA on the assessment with the alleged error or the current assessment. The Independent Review Committee, after consultation with the past Chairman and relevant WG Co-Chairs of the assessment with the alleged error (with relevant CLAs if appropriate), the current IPCC Chairman and WG Co-Chairs, and the IPCC Bureau, is tasked to propose a revised erratum. The current IPCC Chairman then submits this to the IPCC Bureau for approval. Following IPCC Bureau approval, the proposed erratum statement is submitted to the Panel for approval. To allow for rapid response, the Panel may delegate this approval step to the Executive Committee, which can decide that the erratum be posted on the IPCC and WG or TF websites and that the claimant be informed, or can decide to defer to the next session of the IPCC Bureau or of the Panel. Following approval, the Secretariat informs the claimant, and the erratum is posted on the IPCC website. The case is then closed.

If the past Chairman and relevant WG Co-Chairs of the assessment with the alleged error (with relevant CLAs if appropriate), the current WG Co-Chairs, the IPCC Bureau, and the Panel or the Executive Committee still cannot come to consensus, the IPCC Chairman and the relevant WG Co-Chairs draft a "Contested Erratum" statement, signed by the IPCC Chairman. This is posted on the IPCC and WG erratum websites. This statement reports the claimed error, and explains that issues have been raised but these cannot be resolved before this matter is reassessed in the present or next cycle. The current IPCC Chairman and WG Co-Chairs decide on a communications strategy if needed. The case is then closed.

Step 4B: *(for cases where the Chairman and the relevant WG Co-Chairs of the assessment with the alleged error do not agree that there is an error)*

The current IPCC Chairman informs the Executive Committee of the disagreement. The past Chairman and relevant WG Co-Chairs of the assessment with the alleged error (with relevant CLAs if appropriate) provide the current IPCC Chairman with a brief document explaining why the text in question does not contain an error. The current IPCC Chairman then appoints, within two weeks, an Initial Review Group of two Bureau members and at least one CLA or LA from the current assessment if available, otherwise at least one expert who was not involved in drafting the Synthesis Report with the alleged error or relevant chapter of an underlying WG report. The Initial Review Group is tasked to analyze the text in question and decide if they agree with the past Chairman, relevant WG Co-Chairs, and relevant CLAs. The response from the Initial Review Group is due in two weeks.

If the Initial Review Group agrees that there was no error, then the current IPCC Chairman informs the past Chairman and relevant WG Co-Chairs of the assessment with the alleged error (with relevant CLAs if appropriate) and tasks them with preparing, within two weeks, a brief document explaining why the text in question was in fact not an error. The current IPCC Chairman submits the document to the current IPCC Bureau for approval. After approval by the IPCC Bureau, the IPCC Secretariat informs the claimant, and the case is closed.

If the Initial Review Group finds there is an error, the IPCC Bureau considers the report from the Initial Review Group, as well as from the past Chairman, relevant WG Co-Chairs, and relevant CLAs, and aims to find consensus with the past Chairman, relevant WG Co-Chairs, relevant CLAs, and the Initial Review Group on the development of an erratum.

If consensus is reached, the current IPCC Chairman, in consultation with the Initial Review Group, develops an erratum statement, which is submitted to the IPCC Bureau for approval. Following IPCC Bureau approval, the proposed erratum statement is submitted to the Panel for approval. To allow for rapid response, the Panel may delegate this approval step to the Executive Committee, which can decide that the erratum be posted on the IPCC and WG or TF websites and that the claimant be informed, or can decide to defer to the next session of the IPCC Bureau or of the Panel. Following approval, the IPCC Secretariat informs the claimant and the erratum is posted on the IPCC website. The case is then closed.

If consensus is not reached continue with step 5B.

Step 5B: *(for cases where the Chairman and the relevant WG Co-Chairs of the assessment with the alleged error do not agree that there is an error)*

The current IPCC Chairman informs the Executive Committee of the disagreement, and appoints, within one month, an Independent Review Committee. This committee should consist of at least three experts not involved in drafting the Synthesis Report with the alleged error and not involved as a Bureau Member, CLA, or LA on the assessment with the alleged error or the current assessment. The Independent Review Committee is tasked to evaluate the alleged error.

If the Independent Review Committee agrees there is no error, they prepare, within two weeks, a brief document explaining why the text in question was in fact not an error. The current IPCC Chairman submits the document to the current IPCC Bureau for approval. After approval by the IPCC Bureau, the IPCC Secretariat informs the claimant, and the case is closed.

If the Independent Review Committee finds there is an error, they are tasked with providing, within one month, a proposed course of action. The IPCC Bureau informs the past Chairman and relevant WG Co-Chairs of the assessment with the alleged error (and relevant CLAs if appropriate) about the proposed action and, if agreement is found with them that there is an error and how to handle it, the past Chairman, relevant WG Co-Chairs, and relevant CLAs develop an erratum statement, which is submitted to the IPCC Bureau for approval. Following IPCC Bureau approval, the proposed erratum statement is submitted to the Panel for approval. To allow for rapid response, the Panel may delegate this approval step to the Executive Committee, which can decide that the erratum be posted on the IPCC and WG or TF websites and that the claimant be informed, or can decide to defer to the next session of the IPCC Bureau or of the Panel. Following approval, the IPCC Secretariat informs the claimant and the erratum is posted on the IPCC website. The case is then closed.

If the current IPCC Chairman, the IPCC Bureau, and the past Chairman, relevant WG Co-Chairs, and relevant CLAs still cannot come to consensus, the IPCC Chairman and the relevant Co-Chairs draft a "Contested Erratum" statement, signed by the IPCC Chairman. This is posted on the IPCC erratum website. This statement reports the claimed error, and explains that issues have been raised but these cannot be resolved before this matter is reassessed in the present or next cycle. The IPCC Chairman and WG Co-Chairs decide on a communications strategy if needed. The case is then closed.

IPCC 35th SESSION, 6-9 June 2012, GENEVA, SWITZERLAND**DECISIONS TAKEN WITH RESPECT TO THE REVIEW
OF IPCC PROCESSES AND PROCEDURES****CONFLICT OF INTEREST POLICY****Method of Working of the IPCC Conflict of Interest (COI) Committee**

- 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. The Chair of the Committee will make an appropriate report to the Panel at its next Session if such a situation occurs;
- 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) To avoid conflicts of interest within the COI Committee itself, members should not consider certain cases and will recuse themselves when such cases are being reviewed. Such cases involve in particular: issues related to themselves; issues related to an individual with whom the member has a substantial business or relevant shared interest as defined in paragraph 16 of the IPCC COI Policy; issues related to an individual with whom the member currently has a close professional or other connection; or a request, as provided for in paragraph 9 of the Implementation Procedures, by a CLA, LA or RE to review a decision of a Working Group Bureau or Task Force Bureau of which the Committee member is a member;
- j) The work of the COI Committee is confidential in line with the spirit of the IPCC Conflict of Interest Policy.

Appendix C to the Principles Governing IPCC Work

PROCEDURES FOR THE ELECTION OF THE IPCC BUREAU AND ANY TASK FORCE BUREAU

Adopted by the Panel at the Twenty-Fifth Session (Mauritius, 26-28 April 2006),
amended at the Thirty-Fifth Session (Geneva, 6-9 June 2012)

I. Scope

Rule 1

These Procedures shall apply to any elections of the Intergovernmental Panel on Climate Change Bureau and any Task Force Bureau constituted by the Panel.

II. Definitions

Rule 2

For the purposes of these rules:

1. "Bureau member" or "member of Bureau" refers to any person that holds one of the posts in the IPCC Bureau.
2. The "Credentials Committee" shall examine the credentials of delegates, to determine if such delegates are the only valid representation of an IPCC Member for the purpose of elections of the IPCC Bureau and any Task Force Bureau.
3. "Delegate" means a member of a delegation of a Member of the IPCC.
4. "IPCC Bureau" refers to the body of elected members of the IPCC Bureau as given in Annex B Section I.
5. "Meeting" means a single sitting at a Session of the IPCC.
6. "Members of the IPCC" are States, which are Members of the World Meteorological Organization and/or the United Nations. An overview is provided in Annex A.
7. A "Plenary" is a Session of the IPCC that is open to all Members and Observer Organizations of the IPCC.
8. "Principal delegate" means head of the delegation of a Member of the IPCC.
9. "Presiding Officer" is the chair of the Session at which an election is being held. If a temporary chair is appointed, that person temporarily becomes the Presiding Officer.
10. "Region(s)" are determined by the geographical limits of the six WMO Regions as provided for in regulation 162 of the WMO General Regulations. The IPCC Members within each WMO Region are listed in Annex A.
11. "Procedures for IPCC Elections" mean these Procedures for the Election of the IPCC Bureau and any Task Force Bureau, including any annexes.

12. "Secretariat" means the IPCC Secretariat established by the Memorandum of Understanding between WMO and UNEP (1989).

13. "Session" refers to a series of Meetings of the Plenary of the governmental representatives to the IPCC.

14. "Task Force" means an open-ended subsidiary body constituted by the Panel with a clearly defined and approved mandate and work plan as established by the Panel.

15. "Task Force Bureau" refers to the elected members of the Bureau of a Task Force.

16. "Term of the IPCC Bureau" means the fixed period of time during which Bureau members serve in their appropriate capacities. This term will be decided by the Panel as described in Rule 8.

17. "Votes", for the purpose of calculating the applicable majority, means votes cast for a candidate and shall not include blank and invalid voting slips.

18. "Voting slip" means a ballot containing the list of nominees put together in accordance with Rule 22.

III. Representation and Credentials

Rule 3

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.

Rule 4

The credentials of delegates shall be submitted to the Secretariat prior to or during a Session at which elections will take place. Any later change in the composition of the delegation shall also be submitted to the Secretariat. The credentials shall be signed by, or on behalf of, an appropriate government authority of the Member of the IPCC and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activity of the Session.

Rule 5

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

Rule 6

Delegates whose credentials have not yet been accepted are not entitled to vote.

IV. Composition of the IPCC Bureau and Task Force Bureau

Rule 7

The size, structure and composition of the IPCC Bureau and any Task Force Bureau will be reviewed and amended, as necessary, by the Panel at least one Session prior to the Session at which the IPCC Bureau and/or any Task Force Bureau are elected. In accordance with paragraph 5 of the IPCC Principles, the overall composition of the IPCC Bureau, the IPCC Working Group Bureaux and the Bureaux of any Task Forces of the IPCC shall reflect balanced geographical representation with due consideration for scientific and technical requirements.

The composition and geographical balance of the IPCC Bureau and Task Force Bureau are described in Annex B, Section I and II respectively, of these Procedures.

V. Terms of Appointment

Rule 8

The IPCC Bureau shall be elected for the Term of the IPCC Bureau. The Term of the Bureau shall be sufficient for the preparation of an Assessment Report and shall extend approximately one year after the Session at which the Assessment Report has been accepted and shall end at the Session at which the succeeding IPCC Bureau is elected. The Term of the IPCC Bureau shall be defined at least one Session prior to the one at which the IPCC Bureau is elected. The Term of any Task Force Bureau shall normally be the same as the Term of the IPCC Bureau, and elections for any Task Force Bureau shall take place at the same Session at which the IPCC Bureau is elected, unless decided otherwise by the Panel.

Rule 9

The term of office of each member of the IPCC Bureau or Task Force Bureau shall normally be equal to the Term of the IPCC Bureau or the Term of any Task Force Bureau to which the member has been elected. Subject to the provisions in Rules 11 and 12, the term of office of members of the IPCC Bureau or Task Force Bureau shall start at the end of the Session at which they are elected and shall end at the close of the Session at which their successors are elected.

Rule 10

The term of office of the IPCC Chair, the IPCC Vice-Chairs and the Working Groups and Task Force Bureau Co-Chairs will be limited to one term in a particular office, with the provision of a possible nomination for election for one further term in the same office for individual cases if the Panel so decides. The other members of the IPCC Bureau and of any Task Force Bureau shall be eligible for nomination for re-election for a second consecutive term in the same office. Only those members that have served in an office under the provisions of Rules 11 and 12 for less than 2 years, shall be eligible for nomination for re-election for a further term (IPCC Chair, Vice-Chairs and Working Group and Task Force Bureau Co-Chairs) or a further two consecutive terms (other positions on the IPCC Bureau or any Task Force Bureau) in the same office.

Rule 11

If the IPCC Chair resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a new IPCC Chair shall be elected at the next Session to serve the remainder of the term of office of the departing IPCC Chair. Until a new IPCC Chair

is elected, an IPCC Vice-Chair as agreed by the IPCC Bureau shall serve as the Acting IPCC Chair.

Rule 12

If a member of the IPCC Bureau or any Task Force Bureau, other than the IPCC Chair, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Region from which the member originated shall be asked to nominate a replacement with relevant expertise.

VI. Elections – general principles

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.

Rule 14

Subject to Rules 11 and 12 and unless otherwise decided by the Panel, elections for all positions shall be held at one and the same single Session. If the person chairing the meeting is a candidate for a position for which elections are to be conducted, he/she shall recuse himself/herself from chairing that portion of the meeting during which the election is considered and conducted, in which case the IPCC Bureau will select a temporary Chair, who will be the Presiding Officer for the meeting for that election.

Rule 15

The IPCC Chair and other IPCC Bureau members will be elected by the Panel in the following order:

- 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.

Rule 16

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 17

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

Rule 18

Each delegation of a Member of the IPCC represented in the Panel Session shall have one vote.

VII. Nominations

Rule 19

Nominations for positions on the IPCC Bureau and any Task Force Bureau are to be made by the government of a Member of the IPCC. Governments of Members of the IPCC should

refrain from nominating non-nationals without the consent of the nominee's national government.

Rule 20

Every nominee shall have the qualifications as described in the Terms of Reference of the Bureau as decided by the Panel.¹

Rule 21

(a) The Secretary of the IPCC shall invite Members of the IPCC to submit to the Secretariat written nominations for the IPCC Chair six months or more before the scheduled election of the IPCC Chair, unless Rule 11 applies.

(b) The Secretary of the IPCC shall invite Members of the IPCC to submit to the Secretariat written nominations for all other IPCC Bureau and Task Force Bureau positions six months or more before the scheduled election of the IPCC Bureau or a Task Force Bureau.

(c) Nominations should be submitted in writing to the Secretariat at least one month before a scheduled election. A nomination should include the curriculum vitae of the person nominated, as well as a Disclosure Form in accordance with the IPCC Policy on Conflict of Interest. Upon its receipt the Secretariat shall post the curriculum vitae on the IPCC website.

(d) Members of the IPCC may also nominate a person for the IPCC Chair, the IPCC Bureau or the Task Force Bureau by making oral representations to the Panel at the Session at which an election is to be held. Individuals so nominated must provide curriculum vitae for distribution to the Panel at the time of nomination, as well as submit a Disclosure Form to the Secretariat in accordance with the IPCC Policy on Conflict of Interest.

Rule 22

At Sessions where an election is being held the Panel will at its opening day 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 of the Secretariat may be invited to attend the Nominations Committee with consultative status. The Nominations Committee shall prepare and submit through its Chair to the members of the Panel represented at the Session 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.

Rule 23

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.

Rule 24

Nominees should make every effort to be present during the election for the position for which they are nominated. Financial support for the participation in the election Session for nominees by and from developing countries or economies in transition can be provided by the Secretariat at the request of the Member of the IPCC making the nomination.

¹ Decision of the Panel at its 33rd Session (Abu Dhabi, 2011)

VIII. Elections – voting procedures

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 of the IPCC present at the Session whose credentials have been accepted in accordance with Rules 5 and 6 above and the list of candidates nominees, prepared in accordance with the provisions of Rule 22.

Rule 26

For the election of each single position, the Secretariat shall distribute a voting slip to each delegation. Each voting slip shall be of the same size and color without distinguishing marks.

Rule 27

The tellers shall demonstrate to the delegations that the ballot box is empty and lock it.

Rule 28

Members of the IPCC present at the Session whose credentials have been accepted shall be called in turn to vote in the English alphabetical order.

Rule 29

After the ballot box has been opened the tellers shall immediately count the votes in the presence of the Panel.

Rule 30

A vote shall be invalid if on the voting slip more names have been marked than positions to be elected; names have been added; the slip is defaced or has comments on it.

Rule 31

The Presiding Officer shall announce to the Session the counting of the votes as reported by the tellers. After completion of the elections, the number of votes for each candidate, as well as the number of abstentions and invalid votes shall be recorded in the report of the Session. The voting slips shall be destroyed after the announcement of the results by the Presiding Officer and its acceptance by the Panel.

Rule 32

Candidates shall be elected by a simple majority of valid votes cast. The simple majority shall be the next integer immediately above the half of the valid votes cast.

Rule 33

The candidate who obtains a simple majority as described in Rule 32 shall be declared elected. If, in the first ballot, no candidate obtains a simple majority, a second ballot, which shall be restricted to the two candidates who obtained the highest numbers of votes in the first ballot, shall be held. However, if any other candidate has obtained the same number of votes in the first ballot as the second candidate, he/she shall also be included in the second ballot.

Rule 34

Similar ballots shall be held as necessary until all positions on the IPCC Bureau and any Task Force Bureau have been filled.

Rule 35

Once a Region has obtained a number of positions which is equal to the maximum under the provisions of the regional balance determined by the Panel (Annex B), the names of all the remaining candidates from that Region shall be deleted from the list of candidates for any of the next ballots.

Rule 36

If, in a ballot, a decision is not reached between two or more candidates because they have obtained the same number of votes, another ballot shall be held and, if no decision is reached in this new ballot, the decision between those candidates shall be made by drawing lots.

IX. Amendments and suspension**Rule 37**

These Procedures or Annexes may be amended only by the Panel.

Rule 38

Any amendments proposed to these Procedures submitted by Members of the IPCC or by the IPCC Bureau should be communicated to all Members of the IPCC at least eight weeks before they are submitted to the Session.

Annex A

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
Etiopia	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
Kazakstan	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
Andorra
Armenia
Austria
Azerbaijan
Belarus
Belgium
Bosnia and Herzegovina
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Georgia
Germany
Greece
Hungary
Iceland
Ireland
Israel
Italy
Jordan
Latvia
Lebanon
Luxembourg

Lithuania
Liechtenstein
Malta
Moldova
Monaco
Montenegro
Netherlands
Norway
Poland
Portugal
Romania
Russian Federation
San Marino
Serbia
Slovakia
Slovenia
Spain
Sweden
Switzerland
Syrian Arab Republic
The former Yugoslav Republic of Macedonia
Turkey
Ukraine
United Kingdom of Great Britain &
Northern Ireland

Annex B

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 31 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 six Working Group Vice-Chairs.
5. The Working Group II Bureau, with two Working Group Co-Chairs and seven Working Group Vice-Chairs
6. The Working Group III Bureau, with two Working Group Co-Chairs and six Working Group Vice-Chairs

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

Region I:	5 positions
Region II:	5 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;
- 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.

TRUST DEED

Intergovernmental Panel on Climate Change (IPCC) Scholarship Programme

Aim and objectives of the Fund

1. The aim of the IPCC Scholarship Programme is to build capacity in the understanding and management of climate change in developing countries through providing opportunities for young scientists from developing countries to undertake studies that would not be possible without the intervention of the Fund
2. Income of the IPCC Scholarship Programme includes:
 - Funds received by IPCC from the Nobel Foundation for the 2007 Peace Prize;
 - Donations and contributions from individuals, organisations and governments supporting the aim and objectives of the Fund;
 - The interest and capital gains accrued from any investment of the principal of the Fund.
3. The IPCC Scholarship Programme will be used to:
 - Provide scholarships for young post-graduate or post-doctoral students from developing countries, especially least developed countries, for research that advances the understanding of the scientific basis of risk of human-induced climate change, its potential impacts, and options for adaptation and mitigation;
 - Support other capacity building activities in developing countries, in line with the general aim of the Fund and as agreed by the IPCC.

Administration of the Fund

4. The resources of the IPCC Scholarship Programme are deposited with WMO under a separate account (IPCC Nobel Peace Prize Fund). The Secretary-General of WMO administers the Fund in accordance with WMO Financial Regulations and Rules, Standing Instructions and established procedures of WMO, as supplemented by the provisions of the present terms of reference and guidance received from the Board of Trustees. The administration of the Fund is subject to no administrative or support costs.
5. Financial reports on the Fund will be made in Swiss Francs. The United Nations rate of exchange prevailing on the date of the transaction will apply for the conversion into Swiss Francs of income received and payments made or charges incurred in any other currency.
6. WMO shall prepare a financial report on the overall use of the Fund and make it available annually to IPCC. The statement of income and expenditure of the Fund will be incorporated in the overall audited financial statements submitted by the Secretary-General of WMO to the WMO Executive Council for approval. External audit will be conducted as provided for in the WMO Financial Regulations. The audit report will be submitted to the IPCC together with the annual report referred to in paragraph 11 below.

Governance and Management of the Fund

Overall Governance

7. The utilization of the Fund shall be consistent with the aim and objectives of the Fund and additional guidance provided IPCC in Plenary Session.

8. The Aims and Purpose of the Fund and the governance structure of the Fund may only be changed by the IPCC in Plenary Session

Science Board

9. A Science Board, composed of the IPCC Chair, or his representative, and the three IPCC Vice-Chairs will

- set priorities for funding based on an evaluation of gaps in scientific technical knowledge and capacity-building needs in countries/regions;
- set scientific technical criteria for selection of projects and scholars, as required;
- select the scholars.

10. The Term of the Science Board will be the same as the Term of the IPCC Bureau. If a member of the Science Board resigns or is unable to complete the term of office as IPCC Bureau member his/her successor will assume his/her responsibilities as member of the Science Board. If a member of the Science Board remains member of the IPCC Bureau but is unable to continue serving on the Science Board the IPCC Bureau will elect a replacement from among the members of the IPCC Bureau.

Board of Trustees

11. The IPCC shall appoint in Plenary Session a Board of Trustees of no more than four members responsible for

- deciding on the investment strategy of the assets of the Fund;
- developing and implementing a fund-raising strategy;
- liaising with WMO regarding the administration and management of the Fund
- establishing further criteria for granting scholarships and funding any other activity consistent with the aim and objectives of the Fund;
- deciding on the of amount and frequency of scholarships awarded;
- advising WMO as to the acceptance of donations, gifts and other contributions to the Fund;

The Board of Trustees will be collectively accountable to the IPCC and will report annually to the Panel on the affairs of the Fund.

12. The powers, authorities and discretion of the members of the Board of Trustees shall be subject to any direction by the IPCC. The members of the Board of Trustees

- may not do anything which prejudices the aim and objectives of the Fund
- may not do anything which prejudices the academic integrity of the scientists receiving support from the Fund, nor the integrity and independence of the IPCC

13. Any Trustees must bring clearly identified skills to the Fund. In appointing the members of the Board of Trustees the Panel shall also aim for a balanced representation of developed and developing countries.

14. The members of the Board of Trustees will not be remunerated for their activities for the Fund. They shall be defrayed of travel expenses incurred in connection with the discharge of responsibilities for the IPCC Nobel Peace Prize Fund in accordance with the general rules applied in the IPCC.

15. To avoid additional overhead expenses, the business of the Fund would be carried out by e-mail and at meetings held in conjunction with regular IPCC Bureau or Plenary meetings.

16. At the formation of the Fund the members of the Science Board would serve as the Trustees of the Fund. The appointment of the Board of Trustees should be carried out to the extent feasible at the IPCC Session following the establishment of the Fund or within one year the latest.

17. The members of the Board of Trustees shall be appointed for a four-year term, renewable once.

18. The IPCC Secretariat shall serve as the Secretariat of the Fund. It will assist the Board of Trustees and the Science Board in carrying out their duties.

19. Tasks will include

- the preparation and announcement of calls for proposals, based on guidance received from the Board of Trustees and the Science Board;
- management of the selection process, and disbursement of scholarship monies;
- compilation of submissions for consideration by the Science Board;
- assist in fundraising activities;
- monitoring of the reporting requirements of scholars and other beneficiaries;
- preparation of reports for consideration by the Board of Trustees and the IPCC;
- liaison with WMO regarding the administration and management of the fund.

Liquidation of the fund

20. Upon liquidation of the Fund, the Secretary-General of WMO shall make provision for the payment of any un-liquidated obligation and expenses necessary for the closure of the Fund.

21. Following the closure of the Fund any remaining surplus shall be transferred to IPCC General Trust Fund or to any entity determined by the IPCC.

Legal responsibilities

22. Under no circumstances will the Fund be made liable to pay and/or reimburse any taxes on emoluments or honorarium, or any customs and import duties, value added taxes or similar charges. If applicable, these will be payable by the beneficiaries of the support provided.

Review of the terms of reference

23. IPCC Plenary may review this Trust Deed in the light of experience gained and make any changes as appropriate.



INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE

**THIRTY-FIFTH SESSION
OF THE INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE
Geneva, 6-9 June 2012**

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	B	- IPCC Bureau member
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