

**41st Session of the IPCC
24-27 February 2015, Nairobi, Kenya**

Decisions adopted by the Panel

Decision IPCC/XLI-1. PROCEDURAL MATTERS

The Intergovernmental Panel on Climate Change Decided,

1. To temporarily suspend, for the purpose of taking the decision set out in paragraph 2 below, the application of the first sentence of rule 11 of the procedures for the election of the IPCC Bureau and any task force bureau which reads as follows: “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.”;

2. That the Acting Chair, designated at the current session in accordance with pertinent provisions of rule 11 of the procedures for the election of the IPCC Bureau and any task force bureau, shall continue to serve in that capacity until a new IPCC Chair is elected at its 42nd Session in October 2015 for the term of the sixth assessment report and starts the term of office at the end of that session.

Decision IPCC/XLI-2. IPCC TRUST FUND PROGRAMME AND BUDGET

Based on the recommendations of the Financial Task Team, the Intergovernmental Panel on Climate Change,

1. Thanked the Secretariat of the IPCC for the Statement of contributions and interim statement of expenditures as of 31 December 2014, as contained in document IPCC-XLI/Doc.11.
2. Approved that the revised 2015 budget proposal should include the following modifications in **Table 6** as compared to the budget approved at the 40th Session of the IPCC:
 - Addition of budget line “WGI – IPCC Workshop on Regional Climate Projections and their Use in Impacts and Risk Analysis; using 40 journeys from “Working Group contingency” line;
 - Adjustment to number of journeys available in “Working Group contingency” budget line;
3. Noted the revised forecast budget for 2016 (**Table 7**) and the indicative budget for the 2017 (**Table 8**), as proposed in these decisions.
4. Expressed its gratitude to the World Meteorological Organization (WMO), United Nations Environment Programme (UNEP) for their contributions to the IPCC Trust Fund and for financing one Secretariat position each, and to WMO for hosting the Secretariat. Thanked the United Nations Framework Convention on Climate Change for its contribution to the IPCC Trust Fund.
5. 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.
6. Requested that countries maintain their generous contribution in 2015 and invited governments, who are 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. The Panel noted with concern the decline in the number of contributors. In an effort to broaden the contribution base of the IPCC Trust Fund, also invited governments who had never made a contribution to become first-time contributors. A table showing the decline in the number of contributors is attached as (**Annex 1**)
7. Requested the Secretariat to use a colour-coded system in the budget tables to differentiate between new activities in the work programme as compared to the ones approved or noted in a previous Panel session. The activities contained under category *governing bodies* constitute the main activities that ensure that the IPCC is fully functional.
8. The Table 4 attached to document IPCC-XLI/Doc.11, containing the list of 2014 in-kind contributions was amended. The revised table is attached to this decision as (**Annex 2**).

TABLE 6

REVISED 2015 BUDGET ADOPTED BY IPCC-XLI

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
IPCC-41 4 days	Programme and budget various/TG on Future	480,000 120 journeys	280,000	760,000
IPCC-42 4 days	Bureau elections various	600,000 150 journeys	280,000	880,000
Bureau back-to-back (P-42) 1 day	1 session	0 0 journeys	30,000	30,000
Bureau 4 days	2 sessions	288,000 72 journeys	120,000	408,000
Executive Committee 4 days	2 meetings and consultations	64,000 16 journeys	10,880	74,880
TFB	1 session	36,000 9 journeys	6,120	42,120
UNFCCC and other UN meetings		80,000 20 journeys	0	80,000
SUB-TOTAL				2,275,000
Scoping, expert meetings and workshops				
WG meetings	contingency	20,000 5 journeys	3,400	23,400
Other expert meeting(s) and consultations	contingency	80,000 20 journeys	13,600	93,600
WGI - Regional climate projections & their use	1 workshop	160,000 40 journeys	27,200	187,200
WG III	1 scenarios meeting (moved from 2014)	120,000 30 journeys	20,400	140,400
Lesson learned Gaps in knowl WG I/II/III AR5	workshop (IGBP & PROVIA requests)	120,000 30 journeys	20,400	140,400
TGICA	2 meetings	96,000 24 journeys	16,320	112,320
TGICA	1 expert meeting (moved from 2014)	120,000 30 journeys	20,400	140,400
EFDB Editorial Board	1 meeting	96,000 24 journeys	16,320	112,320
EFDB Data meeting	2 meetings	80,000 20 journeys	13,600	93,600
EFDB and Software Users Feedback (Japan)	1 meeting	44,000 11 journeys	0	44,000
TFI Expert meeting - Technical Ass'mnt (Energy/IPPU/Waste)	1 expert meeting	124,000 31 journeys	21,080	145,080
TFI Expert meeting - Technical Assessment (AFOLU)	1 expert meeting	124,000 31 journeys	21,080	145,080
Expert Meeting - Climate change, food & agric	1 expert meeting	80,000 20 journeys	13,600	93,600
Potential studies of IPCC process	1 expert meeting (moved from 2014)	64,000 16 journeys	10,880	74,880
SUB-TOTAL				1,546,280
Other Expenditures				
2006 GL software	maintenance/development			20,000
EFDB maintenance	update/management			7,000
Publication/Translation				200,000
Communication	AR5 material/travel/events			504,625
Distribution	IPCC publications			100,000
Webconferences	licences & communication costs			30,000
Internal links for reports	TFI. WG I/II/III, SYR (moved from 2014)			50,000
Secretariat	staff/misc expenses			1,800,000
External Audit	fee			20,000
Advisory Services	Conflict of Interest			30,000
Support for SYR TSU	TSU Head and other costs			30,800
Co-Chairs				250,000
SUB-TOTAL				3,042,425
TOTAL				6,863,705

Key

New activity as compared to budget approved in IPCC-40.

TABLE 7

FORECAST 2016 BUDGET NOTED BY IPCC-XLI

Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
IPCC-43 5 days	Programme and budget outline of next AR	960,000 240 journeys	350,000	1,310,000
Bureau 4 days	2 sessions	288,000 72 journeys	120,000	408,000
Executive Committee 4 days	2 sessions and consultations	64,000 16 journeys	10,880	74,880
TFB	1 session	36,000 9 journeys	6,120	42,120
UNFCCC and other UN meetings		80,000 20 journeys	0	80,000
SUB-TOTAL				1,915,000
Lead Authors, scoping, expert meetings and workshops				
WG meetings	contingency	240,000 60 journeys	40,800	280,800
Scoping meetings	contingency	240,000 60 journeys	40,800	280,800
TGICA	2 meetings	96,000 24 journeys	16,320	112,320
TGICA Vision for future	1 workshop/expert meeting	120,000 30 journeys	20,400	140,400
Lesson learned AR5 communications/outreach	1 expert meeting	80,000 20 journeys	0	80,000
EFDB Editorial Board	1 meeting	96,000 24 journeys	16,320	112,320
EFDB Data meeting	2 meetings	80,000 20 journeys	13,600	93,600
EFDB and Software Users Feedback (Japan)	1 meeting	44,000 11 journeys	0	44,000
TFI Expert meeting - Technical Ass'mnt (Cross-sectoral issues)	1 expert meeting	100,000 25 journeys	17,000	117,000
TFI Expert meeting - Scoping Future methodological devt.	1 expert meeting	100,000 25 journeys	17,000	117,000
SUB-TOTAL				1,378,240
Other Expenditures				
2006 GL software	maintenance/development			6,000
EFDB maintenance	update/management			7,000
Publication/Translation				200,000
Communication	AR5 material/travel/events			225,500
Distribution	IPCC publications			100,000
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
Co-Chairs				200,000
SUB-TOTAL				2,618,500
TOTAL				5,911,740

Key

Noted in IPCC-40 and subject to Panel approval in IPCC-42

New activity as compared to budget noted in IPCC-40 subject to Panel approval in IPCC-42

All other activities with no colour are also subject to Panel approval in IPCC-42

TABLE 8

INDICATIVE 2017 BUDGET NOTED BY IPCC-XL

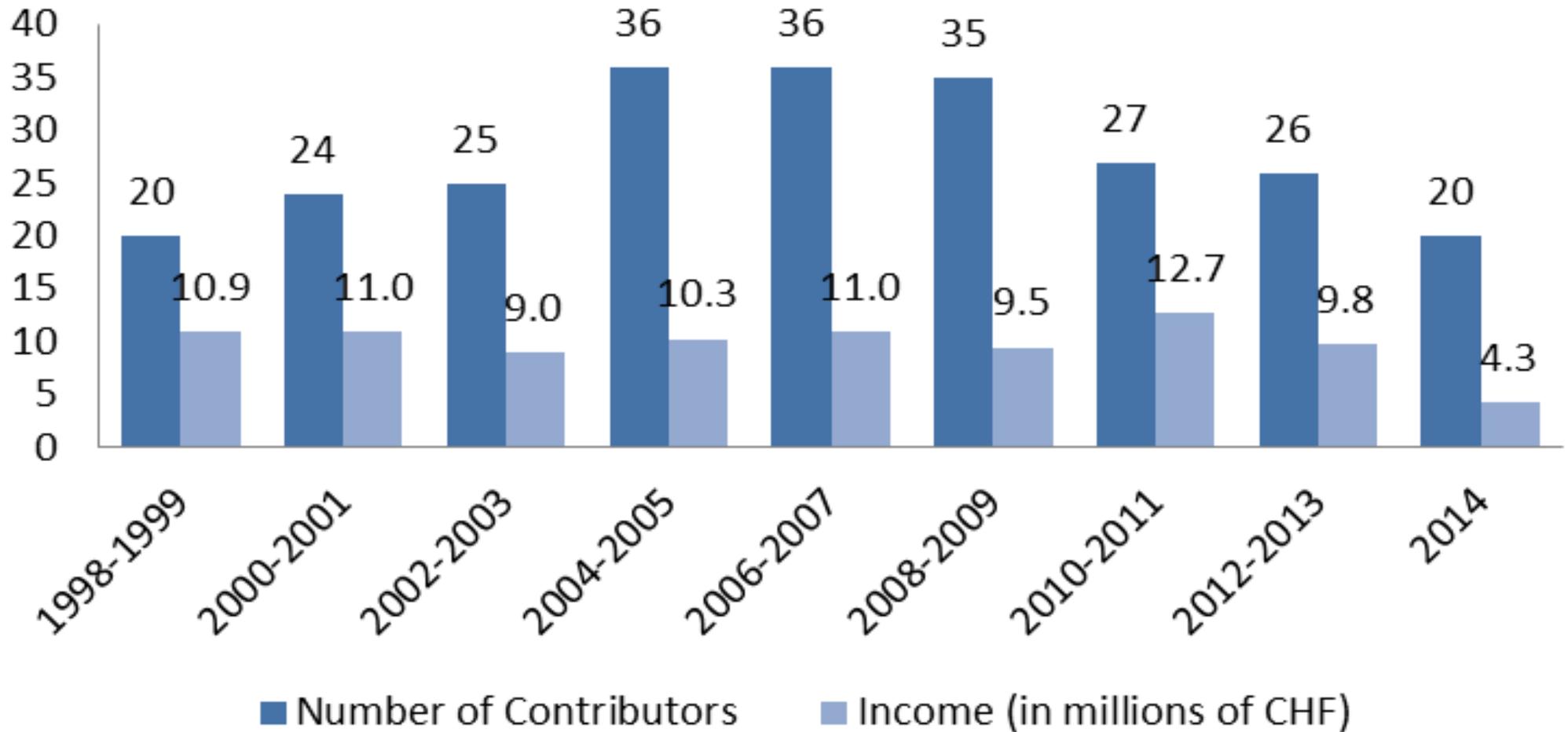
Activity	Purpose	DC/EIT support	Other Expenditure	Sub-total
Governing bodies				
IPCC-44 4 days	Programme and budget various	480,000 120 journeys	280,000	760,000
Bureau 4 days	2 sessions	288,000 72 journeys	120,000	408,000
Executive Committee 4 days	2 sessions and consultations	64,000 16 journeys	10,880	74,880
TFB	1 session	36,000 9 journeys	6,120	42,120
UNFCCC and other UN meetings		80,000 20 journeys	0	80,000
SUB-TOTAL				1,365,000
Lead Authors, scoping, expert meetings and workshops				
WG meetings	contingency	600,000 150 journeys	102,000	702,000
TFI Methodological devt. Lead Author meetings	5 meetings contingency	692,000 173 journeys	117,640	809,640
TFI Methodological devt	1 prep meeting before Plenary (move to 2018)	0 0 journeys	0	0
TGICA	2 meetings	96,000 24 journeys	16,320	112,320
EFDB Editorial Board	1 meeting	96,000 24 journeys	16,320	112,320
EFDB Data meeting	2 meetings	80,000 20 journeys	13,600	93,600
EFDB and Software Users Feedback, Japan	1 meeting	44,000 11 journeys	0	44,000
SUB-TOTAL				1,873,880
Other Expenditures				
2006 GL software	maintenance/development			6,000
EFDB maintenance	update/management			7,000
Publication/Translation				200,000
Communication	AR5 material/travel/events			225,500
Distribution	IPCC publications			100,000
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
Co-Chairs				200,000
SUB-TOTAL				2,618,500
TOTAL				5,857,380

Key

Noted in IPCC-40 and subject to Panel approval in IPCC-43

All other activities with no colour are also subject to Panel approval in IPCC-43

Contributions to IPCC 1998-2014



Annex 2 to Decision IPCC/XLI-2

TABLE 4

**List of In-kind Contributions/Activities
(September - December 2014)**

(no financial support for hosting/meeting facilities was provided by the IPCC Trust Fund)

Government/Institution	Activity	Type
Germany	Technical Support Unit - WGIII	Hosting
Japan	Technical Support Unit - TFI	Hosting
Switzerland	Technical Support Unit - WGI	Hosting
United States of America	Technical Support Unit - WGII	Hosting
Netherlands	Technical Support Unit - SYR	Hosting
Norway	Technical Support Unit - SYR	Contribution
Republic of Korea	Technical Support Unit - SYR	Contribution
India/TERI	Office of the IPCC Chairman	Hosting
Germany	IPCC Data Distribution Centre	Hosting
United Kingdom	IPCC Data Distribution Centre	Hosting
United States of America	IPCC Data Distribution Centre	Hosting
WMO	Post of Secretary IPCC	Salary
UNEP	Post of Deputy Secretary IPCC	Salary
Switzerland	IPCC WGI-WCRP Workshop - IPCC AR5: Lessons Learnt for Climate Change Research and WCRP, Bern, Switzerland: 8-10 September 2014	Meeting facilities
WMO	Task Group Meeting – Future of the IPCC, Geneva, Switzerland: 16-17 September 2014	Meeting facilities
WMO	47 th Session of the IPCC Bureau, Geneva, Switzerland: 18 September 2014	Meeting facilities
Japan	NGGIP – IPCC Expert Meeting to Collect EFDB and Software Users' Feedback, Hayama, Japan: 14-16 October 2014	Meeting facilities
Denmark	SYR – AR5 5 th Core Writing Team Meeting (CWT-5), Copenhagen, Denmark: 24-25 October 2014	Meeting facilities
Denmark	Task Group Meeting – Future of the IPCC, Copenhagen, Denmark: 28 October 2014	Meeting facilities
Denmark	IPCC-40 (adoption/approval AR5 Synthesis Report) and Press Conference, Copenhagen, Denmark, 27-31 October 2014, 1 November 2014 and 3 October 2014	Meeting facilities

FAO	NGGIP – 12 th EFDB Editorial Board Meeting, Rome, Italy: 10-12 November 2014	Meeting facilities
FAO	NGGIP – 9 th Expert Meeting on Data for EFDB Meeting, Rome, Italy: 11-12 November 2014	Meeting facilities
FAO	NGGIP – 10 th Expert Meeting on Data for EFDB, Rome, Italy: 13-14 November 2014	Meeting facilities
Japan	Task Group on Data and Scenario Support for Impact and Climate Analysis (TGICA-21), Yokohama, Japan: 24-26 November 2014	Meeting facilities

Decision IPCC/XLI-3. ADMISSION OF OBSERVER ORGANIZATIONS

The Intergovernmental Panel on Climate Change Decided,

To admit the following new observer organizations:

- Action Jeunesse pour le Développement (AJED-Congo)
- Global Carbon Capture and Storage (CCS) Institute (Australia)
- School of Public and Environmental Affairs (SPEA), Indiana University (USA)

Decision IPCC/XLI-4. FUTURE WORK OF THE IPCC

The Intergovernmental Panel on Climate Change has reviewed its future work and taken a series of decisions to guide the work under the next assessment cycle. In implementing these decisions budgetary implications as well as minimizing the carbon footprint of IPCC activities shall be taken into account.

With regards to IPCC product types and their timing, the Panel decided:

1. It will continue to prepare every 5-7 years comprehensive Assessment Reports (AR), including regional aspects, together with the three-stage review process, supplemented by Special Reports. In determining its future reports and their timing the IPCC will take into account the work of the United Nations Framework Convention on Climate Change (UNFCCC).
2. The identification of Special Reports, including those with a focus on regional information and priorities, should be made as early as possible and in the context of all deliverables of the cycle. Should new requests be received, in particular from the UNFCCC, they will be dealt with consistent with the “Decision Framework for Special Reports, Methodology Reports and Technical Papers”.
3. The scoping of Synthesis Report (SYR) as well as attention to cross cutting issues should start at an early stage.
4. To emphasize the increasing importance of enhanced cross-working group cooperation and to request the new Bureau to pay particular attention to that matter, taking into consideration lessons learnt in previous assessments.
5. All parts of an AR should be released within about one year but no more than eighteen months, with a staggering between the WG reports allowing for information presented by one Working Group (WG) to be adequately reflected by the other WGs and the SYR.
6. It will continue to prepare Methodology Reports on National Greenhouse Gas Inventories.
7. It will consider to develop other methodology reports or good practice guidance reports, for example, to facilitate preparation of regional and/ or national scientific assessments.
8. It will further explore ways to enhance collaboration with other relevant international and scientific organizations.

With regards to further enhancing the usability of IPCC reports, the Panel decided:

9. To request the IPCC Secretariat to facilitate and enhance further the consistent and coherent use of up to date digital technology for sharing and disseminating information.

10. To enhance the readability of IPCC products, advice from various specialists should be sought.
11. To better reflect non-English language literature in IPCC reports and recommends to the upcoming Bureau to consider the following measures:
 - To use relevant regional committees or networks, IPCC Focal Points and Working Group Vice Chairs to improve access to non-English language literature.
 - To identify, in consultation with governments and international agencies, relevant literature published in languages other than English, in particular from Developing Countries (DCs). A UN-based language service could assist in translating such documents.
 - Approach authors of such literature to serve as Expert Reviewers, Contributing Authors, and Chapter Scientists.

With regards to IPCC Structure, the Panel decided:

12. To increase the size of the IPCC Bureau to 34 through an increase in the representation of Region I from 5 to 7 and of Region II from 5 to 6 and to distribute these additional positions equally among the working groups amending Annex B to Appendix C of the *Principles Governing IPCC Work – “Procedures for IPCC Elections”* accordingly; and to initiate also a review at IPCC-43 of the approaches and criteria that would be used to determine the size, structure and composition of a future Bureau, including consideration of any implications for the Terms of Reference (TOR) of the Bureau with respect to members’ role in regional representation (see Annex 1 to this decision).
13. The current structure and mandate of the three Working Groups will be retained.
14. The Task Force on National Greenhouse Gas Inventories (TFI) will be retained with current mandate and structure.
15. To revisit the mandate of the Task Group on Data and Scenario Support for Impact and Climate Analysis (TGICA) at the 43rd Session of the IPCC. To this end it requested the Secretariat, in consultation with the TGICA Co-Chairs, to update the TGICA vision paper for the 43rd Session, taking into account views from scientists, IPCC Bureau, submissions from governments and IPCC observer organizations, and recommendations from an IPCC meeting of experts on this issue, organized by the Secretariat.

With respect to administrative matters and respective roles of the IPCC Secretariat and IPCC Technical Support Units (TSU), the Panel decided:

16. The administrative arrangements for the IPCC Secretariat remain as agreed in the Memorandum of Understanding between WMO and UNEP on the

establishment of the IPCC. The functions of the IPCC Secretariat remain as decided by IPCC at its 35th Session.

17. The Panel may decide to establish Technical Support Units (TSUs) to support the preparations of IPCC products and activities during the Sixth Assessment Report cycle. TSUs provide scientific, technical and organisational support to the respective IPCC Working Groups (WGs) and the Task Force on National Greenhouse Gas Inventories (TFI). TSUs may be formed to support the preparation of a Synthesis Report or any other Task Force or group constituted by the Panel. The functions of the TSUs remain as decided by IPCC at its 35th Session.
18. To request the IPCC Secretariat and TSUs to report periodically to the Panel on the collaboration, roles and responsibilities, during the sixth assessment cycle.
19. To request the Secretariat and all TSUs to command a respectful workplace, emphasizing policies and practices that promote diversity, fairness, collaboration and inclusiveness. This should involve recruiting professional staff internationally, consistent with their respective rules and legal framework, and aiming for regional representation, in particular from developing countries in order to enhance the involvement of more regional diversity. Selection, performance appraisal and contract extension of TSU staff will be done jointly by both relevant Co-Chairs.
20. The TSU is hosted by one or jointly by both countries of the Working Group or Task Force Bureau Co-Chairs. If only one country hosts the TSU, then the Panel requests assistance to the other Co-Chair with a strong link to, and coordination with, the WG/TF TSU. A TSU can be managed jointly by the two co-chairs of a WG/TF, or by the IPCC Chair in case of the SYR TSU. Financing could be from several sources.

With respect to the selection of and support to Coordinating Lead Authors (CLAs), Lead Authors (LAs) and Review Editors (RE) and improving the writing and review process, the Panel decided:

21. It will further consider the matter of broadening the nomination process in particular with respect to implications for the intergovernmental nature of the IPCC and funding, taking into consideration the results of the questionnaire sent out by the IPCC Secretariat.
22. In order to support the task of CLAs and LAs, the enhanced use of research assistants or chapter scientists is encouraged, as well as assistance through IT technology, for instance with reference management. Financial implications for the IPCC Trust Fund or TSU hosts will have to be further considered and clarified.
23. It will explore ways of providing enhanced technical and administrative support including access to scientific literature for CLAs and LAs who require it, in particular from developing countries, in recognition of the increasing burden of a comprehensive assessment.

The Panel further agreed that a number of additional measures would be suitable to attract qualified experts from developing countries and enhance and facilitate their engagement with the IPCC, including the following:

24. Further encourage Co-Chairs and other Bureau members to engage experts from developing countries in TSUs, author teams and as reviewers. Increasing training for TSUs and author teams will help ensure effective participation by all authors.
25. Increase the number of IPCC activities in developing countries.
26. Arrange briefings and training sessions for government representatives e.g. before sessions of the IPCC.
27. In the context of communication and outreach activities, to provide experts with information about the IPCC process and how they can participate in IPCC work.

With Respect to the Term of Office of the IPCC Bureau and the Task Force Bureau the Panel decided:

28. That the term of office of the IPCC Bureau and Task Force Bureau for the Sixth Assessment Report (AR6) shall be the duration of the Sixth Assessment Report cycle, starting in October 2015 and ending one year after the session at which the final product of the AR6 has been accepted, expected to end in 2022 at the latest.

Annex B to Appendix C to the Principles Governing IPCC Work

Composition of the IPCC Bureau and task Force Bureau

I. IPCC Bureau

The IPCC Bureau is composed of 34 members.

It consists of:

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

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

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

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

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

Consideration should also be given to promoting gender balance.

The IPCC Chair does not represent a region.

II. Task Force Bureau

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

Decision IPCC/XLI-5. PRINCIPLES TO GUIDE IPCC`s ENGAGEMENT ON POTENTIAL STUDIES OF THE IPCC PROCESS

The Intergovernmental Panel on Climate Change approved the “Principles to guide the IPCC`s engagement in potential studies of the IPCC process” as recommended by the Expert Meeting on Potential Studies of the IPCC Process (28-29 January 2015, Geneva, Switzerland) and contained in Annex 1 to this Decision.

PRINCIPLES TO GUIDE IPCC` s ENGAGEMENT ON POTENTIAL STUDIES OF THE IPCC PROCESS

(1) The IPCC should develop a decision pathway for consideration of requests from researchers for access to non-public IPCC materials or meetings. The pathway should ensure that the following information requirements are met, while acknowledging the needs of IPCC authors and the need of researchers for an efficient and timely decision process.

(2) Information required when submitting a request should include:

- a) Proposal of planned research.
- b) Letter of support from supervisor or institution, credentials of supervisor and institution (where applicable).
- c) Information about composition of research team.
- d) Credentials of researchers/research team, incl. CVs and publication lists.
- e) Description of type, timing and duration of access required.
- f) Justification of enhanced value from requested access to non-public materials or meetings.
- g) Consideration of ethical issues and data management.
- h) Description of the process by which the proposal has been or is being evaluated and mechanisms for quality assurance.
- i) Information about funding sources.
- j) Declaration of any potential conflict of interest.
- k) Anticipated benefit to the broader public interest.

(3) Evaluation criteria for requests

The IPCC may consider the information outlined in (2) in its decision pathway, along with:

- a) Benefit to broader public.
- b) Overall geographic balance and diversity of the research portfolio.
- c) Gender balance.
- d) Career stage balance.

(4) Requirements for researchers conducting studies of the IPCC process

Note: Researchers should minimize the demands on IPCC authors

- a) Researchers must obtain appropriate informed consent from all subjects in the study.
- b) All identifying information will be kept confidential.
- c) The researchers may not intervene in IPCC deliberations.

- d) The researchers will only observe activities for which they have informed consent.
- e) IPCC will be provided draft publication ahead of submission, for prompt comment.
- f) IPCC will be provided any draft public relations documents (e.g., press releases) for prompt comment prior to their public dissemination.
- g) Researchers will not disclose their findings to the public, including the news media, prior to the publication of their study.
- h) Publication of studies will be embargoed until after the end of the assessment cycle, unless otherwise agreed to by the IPCC.
- i) Confidentiality of information and data to which researchers are granted access will be agreed during informed consent. Confidential information and data will be held in accordance with data protection requirements.
- j) 5 years after the completion of the assessment cycle, collected information will be shared with the IPCC for long term archiving.

(5) The IPCC to consider developing a document and information management and conservation policy, which would apply to IPCC bodies and TSUs, taking into account:

- a) Organizational structure and institutional arrangements.
- b) Materials such as document archives and data sets to be held by IPCC Secretariat and TSUs.
- c) Limits of disclosure.
- d) Time limits to confidentiality.

In doing so, the IPCC could explore those areas that may be insufficiently documented and consider ways to improve documentation.

Establishment of appropriate policy would allow IPCC to respond to potential studies requests in consistent and timely manner.

Decision IPCC/XLI-6. WORKSHOPS AND SPECIAL REPORTS

The Intergovernmental Panel on Climate Change decided to organize an IPCC Workshop on Regional Climate Change Projections and their Use in Impacts and Risk Analysis Studies during the third quarter of 2015.

It further requested the IPCC Secretariat to invite Member States to submit views on potential themes for Special Reports during the AR6 cycle and input from the Working Group Co-chairs, and agreed to further discuss the issue at the 43rd Session of the Panel.

Decision IPCC/XLI-7. COMMUNICATION AND OUTREACH ACTIVITIES

The Intergovernmental Panel on Climate Change requested the Senior Communications Manager to organize a meeting hosted by the Norwegian Environment Agency in which experts, focal points and other IPCC representatives will share experiences, best practices and lessons learned from communication and outreach around the Fifth Assessment Report, and prepare a report for the 43rd Session and agreed to include 20 journeys for this meeting in the forecast budget for 2016.

Decision IPCC/XLI-8. IMPLEMENTATION OF THE IPCC ERROR PROTOCOL

The Intergovernmental Panel on Climate requested the Executive Committee of the IPCC to further consider how to reflect errata corrected before and after publication and errata in translation in a consistent manner in publications and electronic versions of reports and to report to the Panel at its 42nd Session.