

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;
- 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;

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_govmgmt.pdf

- 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.