

**IPCC 33<sup>rd</sup> SESSION, 10-13 May 2011, ABU DHABI, UAE**

**DECISIONS TAKEN WITH RESPECT TO THE REVIEW  
OF IPCC PROCESSES AND PROCEDURES**

**GOVERNANCE AND MANAGEMENT**

**IPCC Executive Committee:**

The purpose of the Executive Committee is to strengthen and facilitate timely and effective implementation of the IPCC Programme of Work in accordance with the IPCC Principles and Procedures, and the decisions of the Panel and advice of the Bureau, as described in paragraph 1.

1. The Terms of Reference of the Executive Committee are as follows:

- Address urgent issues related to IPCC Products and Programme of Work that require prompt attention by the IPCC between Panel sessions;
- Undertake communication and outreach activities, in accordance with the IPCC Communication Strategy;
- Oversee the response to possible errors in completed assessments and other IPCC products, in accordance with the “IPCC Protocol for Addressing Possible Errors in IPCC Assessment Reports, Synthesis Reports, Special Reports or Methodology Reports”;
- Strengthen coordination between Working Groups and Task Forces on activities and issues pertaining to the production of assessments and other relevant IPCC products; and
- Undertake other activities at the request of the Panel.

2. The Composition of the Executive Committee will be as follows:

a. Members:

IPCC Chair (who will chair the Executive Committee)  
IPCC Co-Chairs of Working Groups I, II and III and of the Task Force on Inventories  
IPCC Vice Chairs

b. Advisory Members:

Head of Secretariat  
The four Heads of the Technical Support Units

3. The mode of operation of the Executive Committee will be in accordance with the following rules:

- The authority provided to the Executive Committee is vested in the body as a whole, and any Member of the Executive Committee who acts/speaks on its behalf must reflect and be consistent with the views of the Executive Committee and act in accordance with the Principles Governing IPCC Work, Communication Strategy and Policy on Conflict of Interest;
- The Members of the Executive Committee are expected to reach decisions by consensus. If, exceptionally on matters of particular urgency, consensus is not possible, the IPCC Chair may take the final decision, having regard to the weight of opinion in the Executive Committee. Any such decisions should be reported to the Panel;
- A quorum consists of two thirds of the Members as in paragraph 2. a;
- If the Chair cannot be present at a meeting of the Executive Committee he/she may nominate as chair an IPCC Vice Chair or another Member, if there are no Vice Chairs present;

- The Executive Committee may invite additional individuals to participate in a meeting of the Executive Committee;
- The Secretariat will provide administrative support to the Executive Committee. It will prepare a draft agenda in consultation with the Chair of the Executive Committee and normally make it available for information to the Panel and Bureau members in advance of those meetings;
- The Secretariat will prepare and make available the conclusions and decisions of the Executive Committee to the Panel and Bureau members as soon as possible, but not later than four weeks after the meeting;
- The Executive Committee is expected to meet regularly. Meetings should be planned to minimize travel and cost. Additional meetings may be convened at the request of the Chair or at least three Members of the Committee, as in paragraph 2.3.3 a. Meetings may be conducted in person or by electronic means;
- The Executive Committee is accountable to the Panel, and the Chair of the IPCC should report on the activities of the Executive Committee to the Panel and the Bureau.

The Panel at its 33rd Session decided to review the terms of reference, the composition and the mode of operation of the Executive Committee before formation of the next Bureau.