

Working Group I Contribution to the IPCC Sixth Assessment Report

First Lead Author Meeting



Guangzhou, China
25-29 June 2018

WGI Contribution to the IPCC Sixth Assessment Report

First Lead Author Meeting

CONTENT

INTRODUCTION

PROVISIONAL AGENDA

PRACTICAL DETAILS

- Room assignment
- Map of the Hotel
- Practical information
- Map of the area

RESOURCES

- Code of conduct for meetings and events of the Intergovernmental Panel on Climate Change
- AR6 Schedule
- Chapter Outline of the WGI contribution to the IPCC Sixth Assessment Report
- Task and Responsibilities for Lead Authors, Coordinating Lead Authors, Contributing Authors and Review Editors of IPCC Reports
- Confidentiality Guidance Note for Coordinating Lead Authors, Lead Authors and Review Editors of IPCC Reports during the AR6 Assessment Cycle
- Guidance Note on Communicating with the Media and the Public
- Guidance Note on the use of literature in IPCC Reports

INTRODUCTION

Working Group I Contribution to the IPCC Sixth Assessment Report

First Lead Author Meeting
June 2018

WELCOME AND INTRODUCTION

We are delighted to welcome you to the Working Group I (WGI) First Lead Author Meeting (LAM1) in Guangzhou, China, which is hosted by the kind invitation of the Government of China through the China Meteorological Administration. This marks the start of our joint work towards the completion of the WGI Report in 2021.

The majority of the time available at the LAM1 will be allocated to chapter/cross chapter breakouts and we are asking each of the chapter teams to use that time to develop a detailed plan for preparing an internal draft due by 14 October 2018. The internal draft will be sent to a small group of reviewers selected by the WGI Bureau members, after consultation with chapter Coordinating Lead Authors. The results of this informal peer review will be considered at the Second Lead Author Meeting (LAM2) in January 2019 for the preparation of the First Order Draft of the report.

We are pleased to welcome you all to the AR6 WGI First Lead Author Meeting and look forward to working with you here in Guangzhou.

Thank you in advance for your fruitful contribution.



Valérie Masson-Delmotte
Co-Chair
Working Group I



Panmao Zhai
Co-Chair
Working Group I

PROVISIONAL AGENDA

Working Group I Contribution to the IPCC Sixth Assessment Report

First Lead Author Meeting

Guangzhou, China

25–29 June 2018

PROGRAMME

Sunday, 24 June 2018

16:00–19:00	Early Registration (<i>Dong Fang Hotel – Main Lobby</i>)
16:00–17:00	WGI Bureau Meeting (<i>Dong Fang Hall – 8th Floor</i>)
17:00–18:30	WGI Bureau & CLA Meeting (See Annex) (<i>Dong Fang Hall, 8th Floor</i>)

07:45-08:45 Registration (*Dong Fang Hotel – In front of Hall C*)

OPENING PLENARY (*Hall C – Ground Floor*)

Moderator: Panmao Zhai

09:00-09:30 Welcome and Opening Ceremony
Mr. YU Yong, Deputy Administrator, China Meteorological Administration
Mr. Hoesung LEE, Chair of the IPCC
Mr. LU Xinming, Deputy Director General of climate change department, Ministry of Ecology and Environment
Mr. GOU Haibo, Special Representative for Climate Change Negotiations, Ministry of Foreign Affairs
Vice governor of Guangdong Province

09:30-10:00 Press Briefing (*Function Room 4, Ground Floor*)
(Yu Yong, Panmao Zhai, Hoesung Lee, Lu Xinming, Gou Haibo, Abdalah Mokssit, Ko Barrett)

PLENARY SESSION I (*Hall C – Ground Floor*)

09:30-9:45 Introduction to WGI AR6 (including indicative bullets, cross-cutting aspects, links to other reports, SYR)
09:45-10:00 Introduction to LAM1, Objectives and Milestones

10:00-10:30 Break (*in front of Hall C*)

PLENARY SESSION I – continued (*Hall C – Ground Floor*)

10:30-11:00 Introduction to the IPCC Assessment [Part 1]
Overview of process, roles and timeline
IPCC Code of Conduct
Introduction to the assessment of scientific information, how assessment differs from standard academic review.

11:00-11:30 Discussion

11:30-12:00 Informal Q&A

12:00 Group Photo (*Garden*)

12:10-14:00 Lunch Buffet (*Hall B, Ground Floor*)

13:30-14:00 Coordinating Lead Author Meeting (CLAM-1) (*Dong Fang Hall, 8th Floor*)

CHAPTER SESSION I

14:00-16:00	Chapter Meetings	
	Chapter 1 (<i>Room 250B – 5th Floor</i>)	Chapter 8 (<i>Room 230A - 3rd Floor</i>)
	Chapter 2 (<i>Room 270B – 7th Floor</i>)	Chapter 9 (<i>Room 230B – 3rd Floor</i>)
	Chapter 3 (<i>Function Room 7 – Ground Floor</i>)	Chapter 10 (<i>Room 260E – 6th Floor</i>)
	Chapter 4 (<i>Huang Cheng Room – 8th Floor</i>)	Chapter 11 (<i>Room 270A – 7th Floor</i>)
	Chapter 5 (<i>Room 240A – 4th Floor</i>)	Chapter 12 (<i>Room 250A – 5th Floor</i>)
	Chapter 6 (<i>Function Room 8 – Ground Floor</i>)	Atlas (<i>Function Room 6 – Ground Floor</i>)
	Chapter 7 (<i>Room 260D – 6th Floor</i>)	

16:00-16:30	Break (<i>in front of Hall C - Ground Floor</i>)
-------------	--

16:30-18:00	Chapter Meetings	
	Chapter 1 (<i>Room 250B – 5th Floor</i>)	Chapter 8 (<i>Room 230A - 3rd Floor</i>)
	Chapter 2 (<i>Room 270B – 7th Floor</i>)	Chapter 9 (<i>Room 230B – 3rd Floor</i>)
	Chapter 3 (<i>Function Room 7 – Ground Floor</i>)	Chapter 10 (<i>Room 260E – 6th Floor</i>)
	Chapter 4 (<i>Huang Cheng Room – 8th Floor</i>)	Chapter 11 (<i>Room 270A – 7th Floor</i>)
	Chapter 5 (<i>Room 240A – 4th Floor</i>)	Chapter 12 (<i>Room 250A – 5th Floor</i>)
	Chapter 6 (<i>Function Room 8 – Ground Floor</i>)	Atlas (<i>Function Room 6 – Ground Floor</i>)
	Chapter 7 (<i>Room 260D – 6th Floor</i>)	

18:00	Adjourn
-------	---------

18:30-20:00	Welcome Reception on the kind invitation of the China Meteorological Administration <i>Dong Fang Hotel, Hall B</i>
-------------	---

Tuesday, 26 June 2018

08:00-9:00	CLAM-2 (<i>Dong Fang Hall – 8th Floor</i>)
------------	---

PLENARY SESSION II (*Hall C – Ground Floor*)

Reports from IPCC Expert Meetings

09:00-09:15	Assessing climate information for regions
-------------	---

09:15-09:30	Short-lived climate forcers
-------------	-----------------------------

Chapter Presentations [5 min presentations from CLA(s) of each chapter on emerging science]

09:30–09:35	(Chapter 1)
-------------	-------------

Large Scale Climate Change [CLAs form a Panel]

09:35–09:40	(Chapter 2)
-------------	-------------

09:40–09:45	(Chapter 3)
-------------	-------------

09:45–09:50	(Chapter 4)
-------------	-------------

09:50-10:05	Clarifying questions
-------------	----------------------

Climate Processes [CLAs form a Panel]

10:05–10:10	(Chapter 5)
10:10–10:15	(Chapter 6)
10:15–10:20	(Chapter 7)
10:20–10:25	(Chapter 8)
10:25–10:30	(Chapter 9)
10:30–10:45	Clarifying questions

10:45–11:15	Break (<i>in front of Hall C</i>)
-------------	-------------------------------------

PLENARY SESSION II – continued (*Hall C – Ground Floor*)

Regional Climate Information [CLAs form a Panel]

11:15–11:20	(Chapter 10)
11:20–11:25	(Chapter 11)
11:25–11:30	(Chapter 12)
11:30–11:35	(Atlas)
11:35–11:50	Clarifying questions

11:50–12:15	Discussion [Including cross-cutting issues and coordination]
-------------	--

12:15–12:30	Informal Q&A
-------------	--------------

12:30	Lunch Buffet (<i>Hall B – Ground Floor</i>)
-------	---

CHAPTER SESSION II

14:00–15:30	Chapter Meetings	
	Chapter 1 (<i>Room 250B – 5th Floor</i>)	Chapter 8 (<i>Room 230A - 3rd Floor</i>)
	Chapter 2 (<i>Room 270B – 7th Floor</i>)	Chapter 9 (<i>Room 230B – 3rd Floor</i>)
	Chapter 3 (<i>Function Room 7 – Ground Floor</i>)	Chapter 10 (<i>Room 260E – 6th Floor</i>)
	Chapter 4 (<i>Huang Cheng Room – 8th Floor</i>)	Chapter 11 (<i>Room 270A – 7th Floor</i>)
	Chapter 5 (<i>Room 240A – 4th Floor</i>)	Chapter 12 (<i>Room 250A – 5th Floor</i>)
	Chapter 6 (<i>Function Room 8 – Ground Floor</i>)	Atlas (<i>Function Room 6 – Ground Floor</i>)
	Chapter 7 (<i>Room 260D – 6th Floor</i>)	

15:30–16:00	Break (<i>in front of Hall C - Ground Floor</i>)
-------------	--

16:00–18:00	Chapter Meetings	
	Chapter 1 (<i>Room 250B – 5th Floor</i>)	Chapter 8 (<i>Room 230A - 3rd Floor</i>)
	Chapter 2 (<i>Room 270B – 7th Floor</i>)	Chapter 9 (<i>Room 230B – 3rd Floor</i>)
	Chapter 3 (<i>Function Room 7 – Ground Floor</i>)	Chapter 10 (<i>Room 260E – 6th Floor</i>)
	Chapter 4 (<i>Huang Cheng Room – 8th Floor</i>)	Chapter 11 (<i>Room 270A – 7th Floor</i>)
	Chapter 5 (<i>Room 240A – 4th Floor</i>)	Chapter 12 (<i>Room 250A – 5th Floor</i>)
	Chapter 6 (<i>Function Room 8 – Ground Floor</i>)	Atlas (<i>Function Room 6 – Ground Floor</i>)
	Chapter 7 (<i>Room 260D – 6th Floor</i>)	

18:00	Adjourn
-------	---------

08:00-9:00 CLAM-3 (*Dong Fang Hall - 8th Floor*)

CHAPTER SESSION III

09:00-10:30	Chapter Meetings	
	Chapter 1 (<i>Room 250B – 5th Floor</i>)	Chapter 8 (<i>Room 230A - 3rd Floor</i>)
	Chapter 2 (<i>Room 270B – 7th Floor</i>)	Chapter 9 (<i>Room 230B – 3rd Floor</i>)
	Chapter 3 (<i>Function Room 7 – Ground Floor</i>)	Chapter 10 (<i>Room 260E – 6th Floor</i>)
	Chapter 4 (<i>Huang Cheng Room – 8th Floor</i>)	Chapter 11 (<i>Room 270A – 7th Floor</i>)
	Chapter 5 (<i>Room 240A – 4th Floor</i>)	Chapter 12 (<i>Room 250A – 5th Floor</i>)
	Chapter 6 (<i>Function Room 8 – Ground Floor</i>)	Atlas (<i>Function Room 6 – Ground Floor</i>)
	Chapter 7 (<i>Room 260D – 6th Floor</i>)	

10:30-11:00 Break (*in front of Hall C - Ground Floor*)

CROSS-CHAPTER BREAKOUT GROUPS SESSION I

11:00-12:30 Cross-Chapter Breakouts (*Meeting rooms to be confirmed*)

- Model evaluation
- Observations
- Detection and Attribution
- Radiative Forcing
- Paleoclimate
- Scenarios
- Other topics to be determined with input from chapters*

12:30-14:00 Lunch Buffet (*Hall B, Ground Floor*)

13:30-14:00 Informal Q&A (*Hall C – Ground Floor*)

PLENARY SESSION III (*Hall C – Ground Floor*)

14:00-14:30 Preparation of the report

- Structure of the Report (Chapters, Boxes, Executive Summaries, Tech Summary, SPM, FAQs, Glossary)
- Working environment, archival of data and scripts, traceability of figures
- Communications
- Timeline

14:30-15:00 Introduction to the IPCC Assessment [Part 2]

- Use of IPCC calibrated language

15:00-15:30 Break (*In front of Hall C*)

CHAPTER SESSION IV

15:30-18:00	Chapter Meetings	
	Chapter 1 (<i>Room 250B – 5th Floor</i>)	Chapter 8 (<i>Room 230A - 3rd Floor</i>)
	Chapter 2 (<i>Room 270B – 7th Floor</i>)	Chapter 9 (<i>Room 230B – 3rd Floor</i>)
	Chapter 3 (<i>Function Room 7 – Ground Floor</i>)	Chapter 10 (<i>Room 260E – 6th Floor</i>)
	Chapter 4 (<i>Huang Cheng Room – 8th Floor</i>)	Chapter 11 (<i>Room 270A – 7th Floor</i>)
	Chapter 5 (<i>Room 240A – 4th Floor</i>)	Chapter 12 (<i>Room 250A – 5th Floor</i>)
	Chapter 6 (<i>Function Room 8 – Ground Floor</i>)	Atlas (<i>Function Room 6 – Ground Floor</i>)
	Chapter 7 (<i>Room 260D – 6th Floor</i>)	

18:00	Adjourn
-------	---------

Thursday, 28 June 2018

08:00-9:00	CLAM-4 (<i>Dong Fang Hall – 8th Floor</i>)
------------	---

CHAPTER SESSION V

09:00-10:30	Chapter Meetings	
	Chapter 1 (<i>Room 250B – 5th Floor</i>)	Chapter 8 (<i>Room 230A - 3rd Floor</i>)
	Chapter 2 (<i>Room 270B – 7th Floor</i>)	Chapter 9 (<i>Room 230B – 3rd Floor</i>)
	Chapter 3 (<i>Function Room 7 – Ground Floor</i>)	Chapter 10 (<i>Room 260E – 6th Floor</i>)
	Chapter 4 (<i>Huang Cheng Room – 8th Floor</i>)	Chapter 11 (<i>Room 270A – 7th Floor</i>)
	Chapter 5 (<i>Room 240A – 4th Floor</i>)	Chapter 12 (<i>Room 250A – 5th Floor</i>)
	Chapter 6 (<i>Function Room 8 – Ground Floor</i>)	Atlas (<i>Function Room 6 – Ground Floor</i>)
	Chapter 7 (<i>Room 260D – 6th Floor</i>)	

10:30-11:00	Break (<i>in front of Hall C - Ground Floor</i>)
-------------	--

11:00-12:30	Chapter Meetings	
	Chapter 1 (<i>Room 250B – 5th Floor</i>)	Chapter 8 (<i>Room 230A - 3rd Floor</i>)
	Chapter 2 (<i>Room 270B – 7th Floor</i>)	Chapter 9 (<i>Room 230B – 3rd Floor</i>)
	Chapter 3 (<i>Function Room 7 – Ground Floor</i>)	Chapter 10 (<i>Room 260E – 6th Floor</i>)
	Chapter 4 (<i>Huang Cheng Room – 8th Floor</i>)	Chapter 11 (<i>Room 270A – 7th Floor</i>)
	Chapter 5 (<i>Room 240A – 4th Floor</i>)	Chapter 12 (<i>Room 250A – 5th Floor</i>)
	Chapter 6 (<i>Function Room 8 – Ground Floor</i>)	Atlas (<i>Function Room 6 – Ground Floor</i>)
	Chapter 7 (<i>Room 260D – 6th Floor</i>)	

12:30-14:00	Lunch Buffet (<i>Hall C, Ground Floor</i>)
-------------	--

13:30-14:00	Informal Q&A (<i>Room 270 A - 7th Floor</i>)
-------------	---

14:00-15:30	Chapter Meetings	
	Chapter 1 (<i>Room 250B – 5th Floor</i>)	Chapter 8 (<i>Room 230A - 3rd Floor</i>)
	Chapter 2 (<i>Room 270B – 7th Floor</i>)	Chapter 9 (<i>Room 230B – 3rd Floor</i>)
	Chapter 3 (<i>Function Room 7 – Ground Floor</i>)	Chapter 10 (<i>Room 260E – 6th Floor</i>)
	Chapter 4 (<i>Huang Cheng Room – 8th Floor</i>)	Chapter 11 (<i>Room 270A – 7th Floor</i>)
	Chapter 5 (<i>Room 240A – 4th Floor</i>)	Chapter 12 (<i>Room 250A – 5th Floor</i>)
	Chapter 6 (<i>Function Room 8 – Ground Floor</i>)	Atlas (<i>Function Room 6 – Ground Floor</i>)
	Chapter 7 (<i>Room 260D – 6th Floor</i>)	

15:30-16:00 Break (*in front of Hall C - Ground Floor*)

16:00-18:00	Chapter Meetings	
	Chapter 1 (<i>Room 250B – 5th Floor</i>)	Chapter 8 (<i>Room 230A - 3rd Floor</i>)
	Chapter 2 (<i>Room 270B – 7th Floor</i>)	Chapter 9 (<i>Room 230B – 3rd Floor</i>)
	Chapter 3 (<i>Function Room 7 – Ground Floor</i>)	Chapter 10 (<i>Room 260E – 6th Floor</i>)
	Chapter 4 (<i>Huang Cheng Room – 8th Floor</i>)	Chapter 11 (<i>Room 270A – 7th Floor</i>)
	Chapter 5 (<i>Room 240A – 4th Floor</i>)	Chapter 12 (<i>Room 250A – 5th Floor</i>)
	Chapter 6 (<i>Function Room 8 – Ground Floor</i>)	Atlas (<i>Function Room 6 – Ground Floor</i>)
	Chapter 7 (<i>Room 260D – 6th Floor</i>)	

18:00 Adjourn

Friday, 29 June 2018

08:00-9:00 CLAM-5 (*Dong Fang Hall – 8th Floor*)

PLENARY SESSION V (*Hall C – Ground Floor*)

Chapter Presentations: outlines (incl. section/sub-sections), key messages, FAQs, cross-chapter coordination

09:00-09:05 (Chapter 1)

Large Scale Climate Change [CLAs form a Panel]

09:05–09:10 (Chapter 2)

09:10–09:15 (Chapter 3)

09:15–09:20 (Chapter 4)

09:20-09:35 Clarifying questions

Climate Processes [CLAs form a Panel]

09:35–09:40 (Chapter 5)

09:40–09:45 (Chapter 6)

09:45–09:50 (Chapter 7)

09:50-09:55 (Chapter 8)

09:55-10:00 (Chapter 9)

10:00-10:05 Clarifying questions

10:05-10:35 Break (*in front of Hall C*)

Regional Climate Information [CLAs form a Panel]

10:35-10:40 (Chapter 10)

10:40-10:45 (Chapter 11)

10:45-10:50 (Chapter 12)

10:50-10:55 (Atlas)

10:55-11:10 Clarifying questions

11:10-12:00 Discussion

12:00-12:20 Next steps, timeline

12:20-12:30 Closing Remarks

12:30-14:00 Lunch Buffet (*Hall A, ground Floor*)

14:00-16:30 Extra time for chapter meetings

Chapter 1 (*Room 250B – 5th Floor*)

Chapter 2 (*Room 270B – 7th Floor*)

Chapter 3 (*Function Room 7 – Ground Floor*)

Chapter 4 (*Huang Cheng Room – 8th Floor*)

Chapter 5 (*Room 240A – 4th Floor*)

Chapter 6 (*Function Room 8 – Ground Floor*)

Chapter 7 (*Room 260D – 6th Floor*)

Chapter 8 (*Room 230A - 3rd Floor*)

Chapter 9 (*Room 230B – 3rd Floor*)

Chapter 10 (*Room 260E – 6th Floor*)

Chapter 11 (*Function Room 1 – Ground Floor*)

Chapter 12 (*Room 250A – 5th Floor*)

Atlas (*Function Room 6 – Ground Floor*)

16:30 Adjourn – End of LAM1

PRACTICAL DETAILS

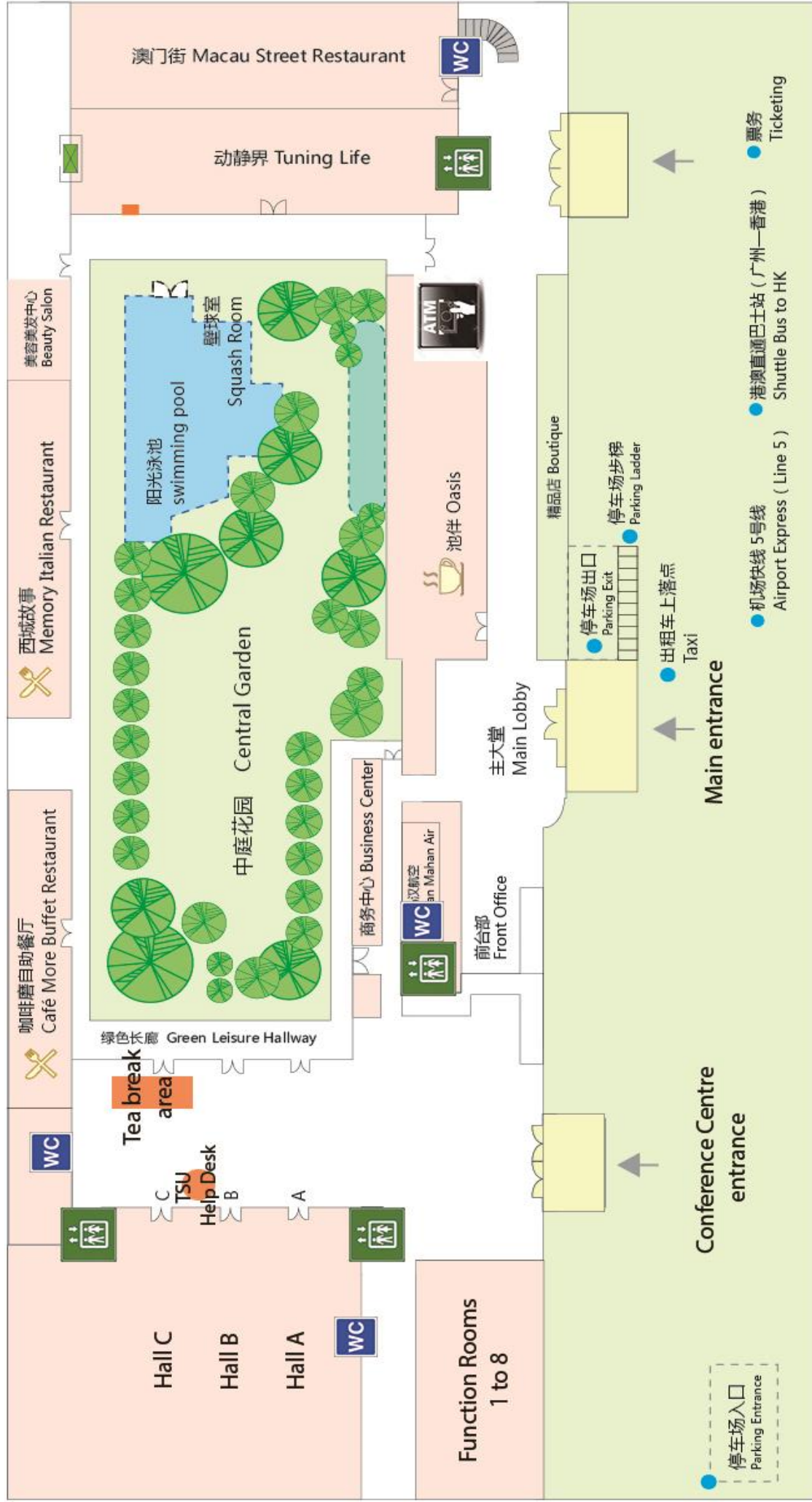
Room Assignment
Map of venue
Practical information
Map of area

WGI Contribution to the IPCC Sixth Assessment Report
First Lead Author Meeting

ROOM ASSIGNMENT

Activity	Room	Floor
Plenary	Hall C	Ground
Press briefing	Function Room 4	Ground
Chapter 1 meetings	250B	5
Chapter 2 meetings	270B	7
Chapter 3 meetings	Function Room 7	Ground
Chapter 4 meetings	Huang Cheng	8
Chapter 5 meetings	240A	4
Chapter 6 meetings	Function Room 8	Ground
Chapter 7 meetings	260D	6
Chapter 8 meetings	230A	3
Chapter 9 meetings	230B	3
Chapter 10 meetings	260E	6
Chapter 11 meetings	270A Function Room 1 on Friday 29 June	7 Ground Floor
Chapter 12 meetings	250A	5
Atlas meetings	Function Room 6	Ground
CLA / Co Chair meetings (CLAM)	Dong Fang Hall	8
Co Chair/Vice Chair/TSU/Secretariat Office	Dong Fang Hall	8
TSU Help Desk	In front of Hall C	Ground Floor
Lunch	Hall B on 25, 26, 27 June Hall C on 28 June Hall A on 29 June	Ground Floor
Coffee breaks	In front of Hall C	Ground Floor

DONG FANG HOTEL – GROUND FLOOR



Working Group 1 Contribution to the IPCC Sixth Assessment Report

First Lead Author Meeting

PRACTICAL INFORMATION

Registration

Registration to the meeting will be available in Dong Fang Hotel on:

- Sunday afternoon from 4.00 pm to 7.00 pm in the main lobby;
- Monday morning from 7.45 am to 8.45 am in front of Hall C (Plenary room)

Upon registration, you will receive your badge along with your Participant kit.

Help Desk

A help desk, located in front of Hall C, will be available during coffee breaks, chapter sessions and in the morning before the meetings start. Do not hesitate to visit us for any logistical or technical assistance.

Coffee breaks

Coffee breaks (one in the morning and one in the afternoon) will be provided on each day from Monday through Friday morning included. They will be served in front of Hall C, on the ground floor. Please check the meeting agenda for the exact timing.

Water will be available all day long.

Lunches

Lunches will be available on each day from Monday through Friday. Please check the meeting agenda for the exact timing. They will be served in:

- Hall B on Monday, Tuesday, Wednesday
- Hall C on Thursday
- Hall A on Friday

All the dishes will be labelled in English.

Lunch coupons

Lunch fee is included in the room rate for guests staying in the Dong Fang hotel and who have booked using the provided form. All other guests (who are not staying in Dong Fang Hotel or who have booked through a different channel) will need to buy lunch coupons. These can be purchased in the front desk with a credit card or cash. The cost is CYN100 per meal.

Commodities

See map on following page for a selection of shops and restaurants around the hotel.

Wifi

Wifi is available in the hotel.

Reception

The China Meteorological Administration invites all participants to attend a welcome reception on **Monday 25 June** in the evening. The reception will take place in Hall B, in Dong Fang Hotel from 6.30 to 8.00 pm.

Around Dongfang Hotel



Dongfang Hotel is the conference location.

Black numbers are supermarket and convenience store:

1. 7-11 Convenience Store
2. Mei-Yi-Jia Convenience Store
3. Mei-Rong Convenience Store
4. Convenience Store of Guangzhou Hospital

Red numbers are restaurants:

1. Macao Restaurant
2. Coffee and Simple Snack
3. Mcdonald's
4. Li Lang Café
5. Orchid Café

The Halal Restaurant is far away from Dongfang Hotel.

The address is 823, Jiefang North Street, Yuexiu District, Guangzhou

RESOURCES

- ⇒ Code of conduct for meetings and events of the IPCC
- ⇒ AR6 Schedule
- ⇒ Chapter Outline of the WGI contribution to the IPCC AR6
- ⇒ Task and Responsibilities for Lead Authors, Coordinating Lead Authors, Contributing Authors and Review Editors of IPCC Reports
- ⇒ Confidentiality Guidance Note for Coordinating Lead Authors, Lead Authors and Review Editors of IPCC Reports during the AR6 Assessment Cycle
- ⇒ Guidance Note on Communicating with the Media and the Public
- ⇒ Guidance Note on the Use of Literature in IPCC Reports

Code of conduct for meetings and events of the Intergovernmental Panel on Climate Change

The code of conduct for meetings and events of the Intergovernmental Panel on Climate Change (IPCC) is informed by the United Nations and World Meteorological Organization (WMO) guidance and instructions as contained in the Charter of the United Nations¹, the UN Secretary-General Bulletin on Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority² and the WMO Ethics Framework³.

It applies to all participants who are attending IPCC meetings and events, including Panel sessions, lead author meetings, expert meetings and workshops as well as outreach events organized by the IPCC Secretariat or the Working Group Technical Support Units.

IPCC meetings and events are professional, respectful and harassment-free environments for all participants. Participants are expected to conduct themselves with integrity and in a manner that is professional, respectful, tolerant and responsible. A zero-tolerance approach will be applied to any form of discrimination or harassment, including sexual harassment and bullying, at IPCC meetings and events.

Discrimination is any unfair treatment or arbitrary distinction based on a person's race, sex, religion, nationality, ethnic origin, sexual orientation, disability, age, language, social origin or other status. Discrimination may be an isolated event affecting one person or a group of persons similarly situated or may manifest itself through harassment or abuse of authority.

Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person because of, inter alia, an individual's gender, gender identity and expression, sexual orientation, disability, physical appearance, ethnicity, national origin, age, or religion. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive professional environment.

Sexual harassment is a specific type of prohibited conduct. It is any unwelcome conduct of a sexual nature. Sexual harassment may be any conduct of a verbal, including via electronic or telephonic means, nonverbal or physical nature and may occur between persons of the opposite or same sex.

¹ <http://www.un.org/en/sections/un-charter/un-charter-full-text/>

² http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2008/5

³ https://library.wmo.int/pmb_ged/2007_wmo-code-ethics_en.pdf

In the event that a participant feels like an issue has arisen regarding disrespectful treatment, harassment or discrimination, regardless of whether it rises to the level of a breach of this code of conduct, the participant is encouraged to speak or email about it, in confidence. A designated point of contact will be identified from the TSU, but if they feel more comfortable, participants could also discuss with a co-Chair or the IPCC Deputy Secretary.

In the event of a clear or perceived breach of the code of conduct, it may be reported either verbally or in writing to the Co-Chairs, TSU or IPCC Secretariat.

All reports and allegations of breaches to this code of conduct will be handled sensitively and in confidence. The immediate priority will be to protect the privacy of the person(s) exposed to the breach of conduct and the need for further action will be assessed carefully on a case-by-case basis. Note that this policy applies not only to in-person meetings, but also to teleconferences, e-mail exchanges and other interactions.

IPCC AR6 WGI SCHEDULE (June 2018)

Literature submission and acceptance cut off dates to be confirmed

2018

JUNE	25 June-1 September First Lead Author Meeting (LAM1)
OCT	14 October Submission of the Internal Draft to the TSU 15-28 October TSU compile Internal Draft 29 October - 25 November Internal Review of the Internal Draft
DEC	3 December TSU sends compiled Review Comments to CLAs
JAN	7-12 January Second Lead Author Meeting (LAM2)
APRIL	7 April Submission of the First Order Draft (FOD) to TSU 8-21 April TSU compiles FOD 29 April - 23 June Expert Review of FOD
JULY	1 July TSU sends compiled Review Comments to CLAs
AUG	26-31 August Third Lead Author Meeting (LAM3)
OCT	7 October Comment responses & RE First interim report due to TSU
JAN	12 January Submission of the Second Order Draft (SOD) to TSU 13-26 January TSU compile SOD
MAR	2 March - 26 April Expert and Government Review of the SOD and of the FOD of the Summary for Policy Makers (SPM)
MAY	4 May TSU send compiled Review Comments to CLAs
JUNE	1-6 June Fourth Lead Author Meeting (LAM4) 29 June RE second Interim report due to TSU
JULY	27 July SOD Review Comments response due to TSU
OCT	18 October Submission of the Final Draft (FGD) to TSU 19 October - 1 November TSU compiles FGD
DEC	7 December - 31 January Final Government Distribution
FEB	8 February TSU send compiled Review Comments to SPM Drafting Team
APR	12-16 April IPCC 54 - Approval Session

2020

2019

2021

FORTY-SIXTH SESSION OF THE IPCC
Montreal, Canada, 6 – 10 September 2017

(10.IX.2017)
Agenda Item: 7
ENGLISH ONLY

DECISION

**CHAPTER OUTLINE OF THE WORKING GROUP I CONTRIBUTION
TO THE IPCC SIXTH ASSESSMENT REPORT (AR6)**

As Adopted by the Panel at the 46th Session of the IPCC

Disclaimer
Posted as adopted subject to copy editing

CHAPTER OUTLINE OF THE WORKING GROUP I CONTRIBUTION TO THE IPCC SIXTH ASSESSMENT REPORT (AR6)

The Intergovernmental Panel on Climate Change decides:

(1) to agree to the outline of the *Working Group I contribution to the IPCC Sixth Assessment Report* as contained in Annex 1 to this document.

(2) that this report assesses relevant literature, especially since the Fifth Assessment Report (AR5), in a manner consistent with the IPCC guidance on the use of literature.

(3) that the bulleted text in Annex 1 to this Decision, that resulted from the scoping process and refined through comments by the Plenary, be considered by authors as indicative.

(4) to invite the Co-Chairs of Working Group I and the Co-Chairs of WGII and WGIII to develop appropriate mechanisms to ensure the effective co-ordination of Working Group contributions to the IPCC Sixth Assessment Report, to oversee the treatment of cross-cutting themes, and to prepare a Glossary common to Working Groups I, II and III.

(5) In order to achieve this, the timetable for the production of the IPCC Working Group I contribution to IPCC Sixth Assessment Report is as follows:

15 September – 27 October 2017	Call for author nominations
29 January – 4 February 2018	Decision on Selection of authors
25 June – 1 July 2018	First Lead Author Meeting
7 – 13 January 2019	Second Lead Author Meeting
29 April – 23 June 2019	Expert Review of the First Order Draft
26 August – 1 September 2019	Third Lead Author Meeting
2 March – 26 April 2020	Expert and Government Review of the Second Order Draft
1 – 7 June 2020	Fourth Lead Author Meeting
7 December 2020 – 31 January 2021	Final Government Distribution of the Final Draft and Final Government Review of the Summary for Policy Makers
12 – 18 April 2021	Submission to the WGI Session for approval of the Summary for Policymakers and acceptance of the underlying Report

(6) that the budget for the production of the Working Group contribution to the IPCC Sixth Assessment Report is as contained in Decision (IPCC/XLVI-1) on the IPCC Trust Fund Programme and Budget.

Chapter outline of the Working Group I contribution to the IPCC Sixth Assessment Report (AR6)

Summary for Policy Makers

Technical Summary

Chapter 1:

Framing, context, methods

Executive Summary

- Synthesis of key findings from AR5 and earlier assessment reports, and connections to AR6 Special Reports
- Framing of the physical science information relevant for mitigation, adaptation, and risk assessment in the context of the Global Stocktake
- Assessment approach
- Observational and reanalysis developments since the AR5
- Model and experimental design developments since the AR5
- Emissions and forcing scenarios
- Treatment and evaluation of uncertainty throughout the report

Frequently Asked Questions

Chapter 2:

Changing state of the climate system

Executive Summary

- Multi-millennial context, pre-industrial to present day
- Natural and anthropogenic forcings
- Radiative forcing
- Large-scale indicators of observed change in the atmosphere, ocean, cryosphere, land, and biosphere
- Modes of variability

Frequently Asked Questions

Chapter 3:

Human influence on the climate system

Executive Summary

- Overview of model performance and development since the AR5
- Simulated large-scale indicators of change in the atmosphere, ocean, cryosphere, land, and biosphere
- Simulated modes of variability
- Natural variability versus anthropogenically-forced change
- Attribution of large-scale observed changes

Frequently Asked Questions

Chapter 4:

Future global climate: scenario-based projections and near-term information

Executive Summary

- Projections of global mean surface temperature and other key global indicators
- Evaluation of multi-model ensemble methods
- Large scale patterns of climate change
- Committed climate response, climate targets, overshoot, irreversibility, abrupt change
- Climate response to greenhouse gas removal scenarios
- Climate response to solar radiation management scenarios
- Interplay between internal variability and response to forcings, including short-lived forcings
- Variability and unexpected changes of global mean surface temperature
- Near-term predictability, sources and capabilities
- Synthesis of climate information in the near-term

Frequently Asked Questions

Chapter 5:

Global carbon and other biogeochemical cycles and feedbacks

Executive Summary

- Feedbacks between climate and biogeochemical cycles, including paleoclimate information
- Ocean acidification
- Historical trends and variability of CO₂, CH₄ and N₂O; sources and sinks
- Projections of global biogeochemical cycles from near-term to long-term
- Abrupt change, irreversibility
- Model evaluation, emergent constraints
- Transient climate response to cumulative emissions and remaining carbon budgets for climate targets
- Biogeochemical implications of land and coastal management mitigation options and greenhouse gas removal
- Biogeochemical implications of solar radiation management scenarios

Frequently Asked Questions

Chapter 6:

Short-lived climate forcings

Executive Summary

- Key emissions: global overview, natural, anthropogenic, historical and scenarios
- Observed and reconstructed concentrations and radiative forcing
- Direct and indirect-aerosol forcing
- Implications for greenhouse gas lifetimes
- Implications of different socio-economic and emission pathways, including urbanisation, for radiative forcing
- Connections to air quality and atmospheric composition

Frequently Asked Questions

Chapter 7:

The Earth's energy budget, climate feedbacks, and climate sensitivity

Executive Summary

- Energy budget and its changes through time
- Radiative forcing: definitions, estimates, and its representation in models
- Climate feedbacks
- Sensitivity of the climate system: methods and uncertainty
- Empirical constraints on the sensitivity of the climate system, including paleoclimate
- Global warming potential, global temperature change potential, and other metrics

Frequently Asked Questions

Chapter 8:

Water cycle changes

Executive Summary

- Observations, models, methods and their reliability
- Past, present and projected changes, trends, variability and feedbacks in the physical components of the water cycle
- Circulation, processes and phenomena (e.g. monsoon systems) affecting moisture and precipitation patterns, including extremes
- Cloud-aerosol processes affecting the water cycle
- Changes in seasonality of natural storage and water availability
- Abrupt change
- Confidence in projections

Frequently Asked Questions

Chapter 9:

Ocean, cryosphere, and sea level change

Executive Summary

- Past and future changes in ocean circulation and properties (trends, variability and extremes)
- Past and future changes in marine and terrestrial cryosphere
- Evaluation of models and projection methods
- Detection and attribution
- Past global and regional sea level changes
- Projections of global and regional sea level change
- Abrupt change and long-term commitment
- Extreme water levels (tides, surge and ocean waves)

Frequently Asked Questions

Chapter 10:

Linking global to regional climate change

Executive Summary

- Regional phenomena, drivers, feedbacks and teleconnections
- Regional scale observations and reanalyses
- Interplay between internal variability and forced change at the regional scale, including attribution
- Evaluation of model improvements, methods, including downscaling and bias adjustment and regional specificities
- Confidence in regional climate information, including quantification of uncertainties
- Scale specific methodologies e.g. urban, mountains, coastal, catchments, small islands
- Approaches to synthesizing information from multiple lines of evidence

Frequently Asked Questions

Chapter 11:

Weather and climate extreme events in a changing climate

Executive Summary

- Extreme types, encompassing weather and climate timescales and compound events (including droughts, tropical cyclones)
- Observations for extremes and their limitations, including paleo
- Mechanisms, drivers and feedbacks leading to extremes
- Ability of models to simulate extremes and related processes
- Attribution of changes in extremes and extreme events
- Assessment of projected changes of extremes and potential surprises
- Case studies across timescales

Frequently Asked Questions

Chapter 12:

Climate change information for regional impact and for risk assessment

Executive Summary

- Framing: physical climate system and hazards
- Region-specific integration of information, including confidence
- Information (quantitative and qualitative) on changing hazards: present day, near term and long term
- Region-specific methodologies
- Relationship between changing hazards, global mean temperature change, scenarios and emissions

Frequently Asked Questions

ANNEXES

Options for cross-WG integration including Regional Atlas

Cross Working Group Glossary

Technical Annexes

List of Acronyms

List of Contributors

List of Reviewers

INDEX

TASKS AND RESPONSIBILITIES FOR LEAD AUTHORS, COORDINATING LEAD AUTHORS, CONTRIBUTING AUTHORS AND REVIEW EDITORS OF IPCC REPORTS

Source: Extract from Annex 1 of Appendix A to the Principles Governing IPCC Work

Note:

The objective of the IPCC assessment is to produce a high quality report that is policy relevant, but not prescriptive, and that policy relevance should guide to some extent the specific subject matter that is assessed and/or the level of detail that is provided.

Lead Authors have been chosen on the basis of their scientific expertise as well as their representation of different regions and perspectives. There is an expectation that all contribute actively to the development of the Chapter, and particularly to the assessment statements that appear in the Executive Summary. It is a co-authored effort and should be approached as such. The CLAs have an added responsibility to ensure that all perspectives are discussed and that contributions from all members of the Lead Author team are solicited.

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 in small groups on sections of the chapters, including figures and graphics, or on cross-chapter topics. For example, developing cross-chapter boxes or annexes. They are responsible for ensuring that the various components of their sections are brought together on time, are of uniformly high quality and conform to the style guidelines set for IPCC reports.

LAs are co-authors with the CLAs of their respective chapters. The task of Lead Authors is a demanding one and in recognition of this, the names of Lead Authors will appear as co-authors of the chapter in the final Report. It is essential that LAs assign the highest priority to their work, ensure its timely delivery, as well as support the rest of the chapter by reviewing all the chapter content and related material, in particular cross-cutting sections in other chapters and annexes, in accordance with their co-authorship of the assessment.

The essence of the Lead Authors' task is to assess knowledge and findings drawn from the available literature. In preparing the first draft, and at subsequent stages of revision after review, Lead Authors should clearly identify diverging or different views for which there is significant scientific or technical support, together with the relevant arguments.

It should be noted that 'assessment' goes beyond surveying or reviewing the available literature, to include application of expert judgement as to confidence or uncertainties in the knowledge that literature represents.

Lead Authors are required to address expert and government review comments when revising text and to provide a response to explain how review comments have been addressed. According to IPCC procedures, review comments and their responses become publicly available once the report is accepted by the Panel.

LAs may draw upon experts from the wider community to contribute to the development of the sections that they are responsible for. Such input is sought from experts who will subsequently be acknowledged as 'Contributing Authors'. Lead Authors will be responsible for coordinating this input and for developing 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.

COORDINATING LEAD AUTHORS

Function:

The overall responsibility for coordinating the assessment undertaken by a chapter, to develop the key findings and to communicate these by means of the Executive Summary of their chapter, as well as contributing to the preparation of the Technical Summary and Summary for Policy Makers (SPM).

Comment:

Coordinating Lead Authors act as Lead Authors with the added responsibility of managing the full process of chapter development, of organizing the chapter activities during Lead Author Meetings, and of representing the chapter team at Coordinating Lead Author Meetings. They are responsible for ensuring that the Chapter is completed to a high standard and that all sections are integrated and delivered in a timely manner and conform to the style guidelines set for IPCC reports.

They are also responsible for considering the WG report as a whole, its consistency, and the integration of the report findings, including in the preparation of the SPM. It is also expected that CLAs follow the process of the full AR6 report across working groups and consider consistency with Special Reports, other WG reports and finally with the Synthesis Report.

Coordinating Lead Authors will play a leading role in ensuring that any cross-cutting scientific or technical issues that may involve several sections of a report are addressed in a comprehensive and consistent manner.

CONTRIBUTING AUTHORS

Function:

To prepare technical information in the form of text, graphics or data for integration into the chapter by Lead Authors.

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 can be solicited by Lead Authors in case there is a gap in expertise amongst the chapter team, or to address review comments for the First and Second Order Drafts. Unprompted contributions may also be considered.

Contributions should be supported 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 by Lead Authors in the course of developing the overall chapter text.

Contributing Authors do not work directly on the development of the chapter since draft chapter material is confidential and is not available externally to the chapter teams. They also do not attend Lead Author meetings.

REVIEW EDITORS

Function:

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

Comment:

There will be two to four Review Editors per chapter. Review Editors attend the third and fourth Lead Author Meetings in person.

Responsibility for the assessment and preparation of the text remains with the Lead Authors. Review Editors must not contribute to drafting text, nor can they serve as reviewers of the chapters for which they are Review Editors.

Review Editors will oversee the review process, ensuring that all substantive comments are addressed in a balanced and transparent way. Review Editors submit two internal reports during the preparation of the report and a final report to the Working Group Session for the acceptance of the report by the IPCC. Where appropriate, they may 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 finalizing the Summary for Policymakers and Synthesis Report.

The names of all Review Editors will be acknowledged in the Reports.

AUTHORSHIP - Insights from publication ethics

The Committee on Publication Ethics (COPE, <http://publicationethics.org/>) discussion document on what constitutes authorship (COPE Council, June 2014)¹ summarizes guidelines on authorship and basic principles to help prevent common authorship problems, highlighting discipline-specific issues.

It is expected that IPCC Lead Authors and Coordinating Lead Authors comply with the ethics of scientific authorship.

The Council of Science Editors (CSE) describes authors as follows:

« Authors are individuals identified by the research group to have made substantial contributions to the reported work and agree to be accountable for these contributions. In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which of their coauthors are responsible for specific other parts of the work. In addition, an author should have confidence in the integrity of the contributions of their co-authors. All authors should review and approve the final manuscript ».

While there are discipline-specific challenges to this general description, it can be adapted to the IPCC assessment context as follows:

¹ <https://publicationethics.org/news/what-constitutes-authorship-new-cope-discussion-document>

1/ Lead Authors are expected to have provided substantial contributions for which they are accountable (in terms of quality of the assessment). This can be in the form of paragraphs of text, sections, boxes, tables, figures.

Accountability belongs to Lead Authors and not to Contributing Authors; Lead Authors should check the quality of inputs from Contributing Authors.

2/ Lead Authors should be able to identify which of the other Lead Authors are responsible for specific other parts of the work and have confidence in the integrity of their contributions.

This implies that Lead Authors work beyond elements of a given section, and that chapter teams have a collective approach of the assessment, including double quality control for all chapter elements (e.g. reviewing literature, confidence statements, figures, tables etc).

3/ Lead Authors should review and approve the chapter draft

This implies that deadlines must allow an early compilation of initial inputs so that chapter teams can review the whole chapter draft; Lead Authors should review sections beyond their own and are expected to endorse the key findings as the outcome of the collective assessment process.

PLAGIARISM

As part of the TSU's work on the compilation of the report drafts before they go out for review, chapters will run through text-matching software that aims to identify any text bearing strong resemblance with existing work.

Plagiarism (copy and paste from another study without citing the study, (Ref: <https://www.springer.com/fr/book/9783658063931>) and self-plagiarism (copy and paste from one's cited work into IPCC report drafts or copy and paste of IPCC report drafts into one's papers without informing the other IPCC authors) breaches the ethics of authorship.

Confidentiality

Guidance Note for Coordinating Lead Authors, Lead Authors and Review Editors of IPCC Reports during the AR6 Assessment Cycle

This Guidance Note provides individuals, who serve as Coordinating Lead Authors (CLAs), Lead Authors (LAs) and Review Editors (REs) of IPCC Reports during the AR6 assessment cycle, with a set of recommendations on the issue of confidentiality to facilitate their work for IPCC, to ensure transparency and to avoid situations which could endanger the integrity of the work.

It is the IPCC practice that all drafts are confidential and should not be cited, quoted or distributed (refer to Section 4.2 of Appendix A to the Principles Governing IPCC Work at <http://ipcc.ch/pdf/ipcc-principles/ipcc-principles-appendix-a-final.pdf>). This principle, which must be adhered to, is clearly stated when report drafts are sent out for expert and government review and also applies to the review comments and author team responses. However, upon completion of the Report, the drafts provided for formal review, the review comments submitted on those drafts, and the chapter team responses are made publicly available and are retained in an open archive.

Lead Author Meetings (LAMs) are important steps towards the preparation and finalization of the assessment documents. They are therefore considered to be closed fora for discussions amongst the LAM invited participants only. As such, these discussions remain confidential and related documents including emails and preliminary versions of text or figures are not public; they should not be cited, quoted or distributed.

The TSU will provide chapter emailing lists and teleconferencing options to facilitate communication. We recommend that for IPCC-related email traffic you add to the signature of your email a note that declares the content of the mail to be confidential and intended only for the addressee. One example is:

This e-mail including any attachments is confidential and may be privileged. It is intended solely for the addressee. If you have received it by mistake, please notify the sender by e-mail and delete this message from your system. Any unauthorized use or dissemination of this e-mail in whole or in part is strictly prohibited.

You are encouraged to consult with the legal advisors of your institution as to whether this is compatible with prior and local regulations.

Working Group I contribution to the IPCC Sixth Assessment Report

GUIDANCE NOTE ON COMMUNICATING WITH THE MEDIA AND THE PUBLIC

The purpose of this Guidance Note is to address the issue of communicating with the media and other public fora. This Guidance Note provides Coordinating Lead Authors (CLAs), Lead Authors (LAs), and Review Editors (REs) during the AR6 assessment cycle, with a set of recommendations to facilitate their work for IPCC, to ensure transparency and to avoid situations which could impact the integrity of the work.

IPCC authors are primarily scientists who continue research within their institutions and in collaboration with colleagues. Media work communicating scientific results from such research rests entirely in the responsibility and under the control of the scientist. As such, this media work is focused on the scientific results produced by the scientist or the research team.

The two roles of scientist and IPCC CLA, LA, and RE must be kept strictly separate in such media work. In consequence, one should not comment on the consequences of this research for the ongoing assessment. Doing so would constitute a conflict of interest (refer to IPCC Conflict of Interest Policy:

<https://www.ipcc.ch/pdf/ipcc-principles/ipcc-conflict-of-interest-2016.pdf>).

Communication with the media is an important issue in IPCC work. The best spokespeople for the science are the scientists themselves, however the role of CLA, LA or RE does include the mandate to speak for or on behalf of the IPCC.

When speaking on climate science topics, CLAs, LAs and REs should make it clear that they are expressing their own personal views, not speaking for the IPCC and not prejudging the outcome of the assessment process. It is helpful to adopt this as a standard practice. Please be aware of the fact that the primary motivation of journalists to contact and interview you is because you are a scientist involved in IPCC work and not necessarily because of your own scientific research.

Communication with the media is an opportunity to inform on the IPCC process, that IPCC Reports undergo a multi-stage and transparent review process. Draft reports are reviewed by independent experts from all relevant fields of expertise and all regions to ensure a comprehensive and robust scientific assessment that represents a wide range of views. The openness of the review process provides a unique opportunity for any expert to provide comments on the drafts. To ensure objectivity and transparency, review comments and author team responses are made publicly available upon completion of the Report and are retained in an open archive for a period of at least five years.

Providing information to the media and the public about deliberations in IPCC meetings, including Expert Meetings and Workshops, and, in particular, Lead Author Meetings is inappropriate (refer to the IPCC Guidance Note on Confidentiality). These meetings are by invitation only and thus not open to the public. The purpose of these meetings is to enable free discussion among the IPCC authors and deliberations about consensus finding which must take place in an environment of trust among the authors. This can only be ensured if the authors refrain from speaking to the media about chapter team and contact group discussions and deliberations before, during, and after such meetings.

News conferences for the press prior to, during, or after Lead Author meetings will not be held. It must be recognized and understood that such meetings do not produce "news" and communicable results. A dedicated technical briefing for the media may be offered at the beginning of each Lead Author Meeting with the sole purpose to explain the process of IPCC, the role of that specific meeting in it (e.g., to address review comments to the First Order Draft), and to provide some

statistical information (e.g., number of IPCC authors present, number of comments to be dealt with). No information will be given about scientific substance and content, nor issues which need to be discussed and resolved across chapters.

Blogs, social networking sites (e.g., Twitter, Facebook) and news on the internet are a new opportunity, and also challenge, for IPCC work. As a CLA, LA, or RE, it is inappropriate to contribute information about the content and substance of IPCC meetings to blogs or social networking sites. It is also not advisable to provide comments and personal impressions about the meetings to blogs and social networking sites as this would undermine the trust relationship that is essential to the free exchange of opinion among the IPCC authors in their assessment work.

When the Summary for Policymakers is approved in April 2021, then the involvement of IPCC experts in communicating the outcomes of the assessment and key findings to a broad audience will be crucial.

Working Group I contribution to the IPCC Sixth Assessment Report

GENERAL GUIDANCE NOTE ON THE USE OF LITERATURE IN IPCC REPORTS

Introduction

The Technical Support Units (TSUs) of the three IPCC Working Groups drafted this guidance document to recall the Principles Governing IPCC Work, particularly the “Procedure for using non-published/non-peer-reviewed sources in IPCC Reports”, and to enhance implementation of the underlying principles by posing questions whose answers will help ensure that the requirements are met. Following these principles will ensure that all relevant statements and lines of discussion are properly substantiated by adequate literature, and that all relevant text undergoes appropriate review.

These guidelines will be presented and discussed at Lead Author meetings and supported by further training as needed.

Guidance on the use of non-published/non-peer-reviewed (“grey”) literature

1. Overview of current Principles Governing IPCC Work

Appendix A, Section 4.2.3, to the Principles Governing IPCC Work states:

Contributions should be supported as far as possible with references from the peer-reviewed and internationally available literature

Extract from Annex 2 of Appendix A to the Principles Governing IPCC Work:

Procedure for using non-published/non-peer-reviewed sources in IPCC Reports

Because it is increasingly apparent that materials relevant to IPCC Reports, in particular, information about the experience and practice of the private sector in mitigation and adaptation activities, are found in sources that have not been published or peer-reviewed (e.g., industry journals, internal organizational publications, non-peer reviewed reports or working papers of research institutions, proceedings of workshops etc) the following additional procedures are provided. These have been designed to make all references used in IPCC Reports easily accessible and to ensure that the IPCC process remains open and transparent.

1. Responsibilities of Coordinating, Lead and Contributing Authors

Authors who wish to include information from a non-published/non-peer-reviewed source are requested to:

- a. Critically assess any source that they wish to include. This option may be used for instance to obtain case study materials from private sector sources for assessment of adaptation and mitigation options. Each chapter team should review the quality and validity of each source before incorporating results from the source into an IPCC Report.*
- b. Send the following materials to the Working Group/Task Force Bureau Co-Chairs who are coordinating the Report:*
 - *One copy of each unpublished source to be used in the IPCC Report*
 - *The following information for each source:*
 - ✓ *Title*
 - ✓ *Author(s)*
 - ✓ *Name of journal or other publication in which it appears, if applicable*

- ✓ Information on the availability of underlying data to the public
- ✓ English-language executive summary or abstract, if the source is written in a non-English language
- ✓ Names and contact information for 1-2 people who can be contacted for more information about the source.
(...)

5. Treatment in IPCC Reports

Non-peer-reviewed sources will be listed in the reference sections of IPCC Reports. These will be integrated with references for the peer-reviewed sources¹. These will be integrated with references to the peer reviewed sources stating how the material can be accessed, but will be followed by a statement that they are not published.

The two distinct but related principles that are at the core of these procedures are (1) to ensure the quality, robustness and validity of the information assessed and (2) to ensure the accessibility of the sources for reviewers of the report drafts.

2. Questions to help determine the appropriateness of including a non-published/non-peer reviewed reference

Non-published/non-peer-reviewed sources are often called grey literature. Although highly relevant information can be contained in the grey literature, use of this literature brings with it an extra responsibility for the author teams to ensure the quality and validity of cited sources and information. Authors need to be clear why a particular source is used and in some circumstances may need to explain this in the text.

Considering the following questions will help ensure that the principles underlying the IPCC Rules and Procedures are properly implemented.

- a) Who (e.g., what organization) is the source of the grey literature citation?
- b) What information does the citation add to the assessment?
- c) Is the information cited available from a peer-reviewed journal source? If yes, is the citation needed?
- d) Are there lines of evidence from other (peer-reviewed or non-peer-reviewed) sources that support the citation or reach different conclusions? If yes, is the citation needed?
- e) What are the qualifications of the author(s) of the document?
- f) Was there any review of the material presented? If so, how wide or extensive was that review? How credible are the reviewers?
- g) Why was the document written? How was the research funded? Could the researcher and/or publisher of the document be perceived as having a particular bias or agenda? If yes, what caveats are needed?
- h) Why wasn't the information published in a peer-reviewed journal?

3. Acceptability of sources in IPCC Reports

Since the development of the Principles Governing IPCC Work, there has been a rapid growth in new forms of communication and media in which the public finds climate relevant information. The IPCC principles for use of non-published/non-peer reviewed sources do not change with this move to more electronic communication. Blogs, social networking sites (e.g., Twitter, Facebook), and visual media do not currently meet the standards for use in scientific assessments and developing key findings in IPCC Reports, and are therefore **not acceptable** for use. In the absence of other sources, newspapers and magazines may provide limited ancillary information for an assessment, but not for key findings.

Personal communications of scientific results are also **not acceptable** sources.

¹ Non-published sources also will be listed in the reference sections of IPCC Reports.

4. Accessibility of non-published/non-peer reviewed references

Non-published/non-peer-reviewed references need to be accessible by the reviewers at the time of the review. In order to ensure a minimum level of accessibility of all sources used in the report, **authors MUST provide a copy of each source of information that is not publicly available** (preferably as a non-editable electronic document) and the additional information specified in the IPCC principles. These must be received by the TSU by the time that the First Order Draft (FOD) and Second Order Draft (SOD) respectively are due to the TSU.

5. Guidance on the use of sources going through peer-review and literature cut off dates

After the distribution of the SOD, authors may only include additional literature that further supports statements that have already been substantiated by one or more references. Authors may not introduce new information in the Final Draft (FD) that substantially alters the content and conclusions of the report compared to the SOD.

In order to be included in the respective chapter drafts, literature must meet the following requirements:

- For inclusion in the First Order Draft (FOD): submitted for peer-review and a copy provided to the TSU prior to the date when the FOD is due to the TSU;
- For inclusion in the Second Order Draft (SOD): submitted for peer-review and a copy provided to the TSU prior to the date when the SOD is due to the TSU;
- For inclusion in the Final Draft (FD): accepted for publication and a copy provided to the TSU prior to the date when the FD is due to the TSU. **Acceptance for publication MUST be substantiated by (i) letter from the editor, (ii) DOI-Nr., or (iii) published as accepted on the journal's website.**

The specific cutoff dates will be provided to the authors by the TSU early in the assessment cycle.

Any reference that does not fulfill these criteria will be removed from the draft contribution together with the statement(s) that it supports if there are no other supporting references. It is therefore not advisable to base a line of argument or conclusion on a single, not-yet accepted paper.

