IPCC EXECUTIVE COMMITTEE – SEVENTY-THIRD MEETING
Teleconference, 11 March 2020

CONCLUSIONS AND DECISIONS

Participants

Chair:
Hoesung Lee

Members:
Ko Barrett (IPCC Vice-Chair), Youba Sokona (IPCC Vice-Chair), Valérie Masson-Delmotte (WGI Co-Chair), Panmao Zhai (WGI Co-Chair), Hans-Otto Pörtner (WGII Co-Chair), Jim Skea (WGIII Co-Chair), Priyadarshi Shukla (WGIII Co-Chair), Eduardo Calvo (TFI Co-Chair), Kiyoto Tanabe (TFI Co-Chair)

Advisory members:
Anna Pirani (WGI TSU Head), Melinda Tignor (WGII TSU Head), Katie Kissick (WGIII TSU Head of Operations), Sandro Federici (TFI TSU Head), Abdalah Mokssit (IPCC Secretary)

IPCC Secretariat:
Jesbin Baidya, Jonathan Lynn (IPCC Head of Communications), Nina Peeva, Mxolisi Shongwe

1. ADOPTION OF THE AGENDA

The provisional agenda (EXCOM-LXXIII/Doc. 1), as attached in Annex 1, was adopted.

2. URGENT ISSUES RELATED TO IPCC PRODUCTS AND PROGRAMME OF WORK THAT REQUIRE PROMPT ATTENTION BY THE IPCC BETWEEN PANEL SESSIONS

2.1 Coronavirus-related issues

The Secretary of the IPCC informed the ExCom of the work undertaken by the Secretariat to deal with the impact of the Covid-19. The Secretariat has circulated a note on ensuring business continuity. It examines how the Secretariat can continue to function without interruption. It analyses forthcoming IPCC activities to see which are at a low, high or critical risk of being impacted by the Covid-19: the Working Group III Third Lead Author Meeting (LAM 3) in Ecuador in mid-April has been cancelled, as has the Task Force on National Greenhouse Gas Inventories (TFI) Expert Meeting in Rome in late April; and the IPCC Bureau session in May is likely to be cancelled. The Secretary informed that the cost resulting from the cancelation of travel and hotel bookings made by developing country participants would be reimbursed.

The note includes an idea of an "e-forum" that can be applied to chapter meetings, cross-cutting meetings and discussions of comments. It also includes a series of questions that need to be addressed for a virtual meeting (Annex 2).

The Secretary informed that the Secretariat was looking at a virtual meeting for the Bureau.

The ExCom was informed of the Working Group III TSU's preparation for the virtual LAM 3 which includes technical and planning implications, building on the experience of webinars and virtual working over a two-site TSU. The virtual LAM3 will spend most of the time to chapter meetings or break-out groups running 60-90 minutes. 3 plenaries are planned.

The ExCom was informed that Working Group II is proceeding with invitations for the IPCC-IPBES meeting scheduled for mid-May but considering alternatives. The ExCom noted that the IPCC-IPBES meeting should be added to the critical list, as should the Working Group I LAM4 scheduled in June.

The ExCom took note of the Secretariat document and decided to consider the next steps.

3. COMMUNICATIONS AND OUTREACH ACTIVITIES

3.1 Ongoing and planned activities

The ExCom noted an oral report by the Head of Communication on ongoing and planned communications activities, including the past events around the 52nd Session of the IPCC in Paris, France, in February.

4. RESPONSE TO POSSIBLE ERRORS IN COMPLETED ASSESSMENTS AND OTHER IPCC PRODUCTS

4.1 Update on the implementation of the Error Protocol and follow-up

The Secretary of the IPCC informed the ExCom of 8 closed and 14 pending claims. He thanked the Working Groups concerned for their work to close claims and urged them to handle the pending ones.

The ExCom took note of the update.

5. COORDINATION BETWEEN WORKING GROUPS AND TASK FORCES ON ACTIVITIES AND ISSUES PERTAINING TO THE PRODUCTION OF ASSESSMENTS AND OTHER RELEVANT IPCC PRODUCTS

5.1 Update on forthcoming meetings

The Secretary informed that the next Bureau session would likely be virtual and that the schedule for the 53rd Session of the IPCC is currently planned for 1-4 October in Nairobi, preceded by a meeting of the Bureau.

The ExCom took note of the information.

6. ANY OTHER MATTERS

The Chair informed that selecting the Core Writing Team of the Synthesis Report would soon begin.

The next meeting of the ExCom is scheduled to take place on the first Wednesday of April subject to doodle outcome, and extraordinary ExCom may be called for consideration of Covid-19 impacts.

The Chair closed the meeting at 4:00 p.m.

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EXCOM-LXXIII/Doc.1
(9.3.2020)
Agenda Item: 1
ENGLISH ONLY

PROVISIONAL AGENDA

1. **ADOPTION OF THE AGENDA**

2. **URGENT ISSUES RELATED TO IPCC PRODUCTS AND PROGRAMME OF WORK THAT REQUIRE PROMPT ATTENTION BY THE IPCC BETWEEN PANEL SESSIONS**

    2.1   Coronavirus related issues

3. **COMMUNICATIONS AND OUTREACH ACTIVITIES**

    3.1   Ongoing and planned activities

4. **RESPONSE TO POSSIBLE ERRORS IN COMPLETED ASSESSMENTS AND OTHER IPCC PRODUCTS**

    4.1   Update on the implementation of the Error Protocol and follow-up

5. **COORDINATION BETWEEN WORKING GROUPS AND TASK FORCES ON ACTIVITIES AND ISSUES PERTAINING TO THE PRODUCTION OF ASSESSMENTS AND OTHER RELEVANT IPCC PRODUCTS**

    5.1   Update on forthcoming meetings

6. **ANY OTHER MATTERS**

Questions to be considered when planning virtual meetings

0. Invitation to authors and how they can work in a work environment with other competing tasks?

1. How to manage plenaries with 300+ experts?

2. How does a participant ask for the floor to avoid everyone speaking at the same time?

3. How to get around the problem where the selected platform is blocked or unavailable in certain countries (e.g. Zoom is blocked in 21 countries)?

4. How to facilitate participation from developing countries with low bandwidth?

5. How do you schedule meeting when participants are from all time zones?

6. How to ensure a smooth meeting – especially involving hundreds of users

7. How to share documents with remote participants?

8. How to manage parallel sessions (when there are many chapters and cross-cutting groups this could be around 20)?

9. How do you control the cost since the meetings are not regular?