

**EXPLANATORY NOTE**  
(updated on 4 December 2020)

**Methods and organization of work for conducting online sessions  
for the 53<sup>rd</sup> Session of the IPCC**

The 53<sup>rd</sup> Session of the IPCC will take place from **7 - 14 December 2020** using the hybrid format with a single agenda item “IPCC Trust Fund Programme and Budget”.

**1. Organization of the Session**

- 1.1 The Chair will open the Session on Monday morning, Central European Time (CET) of 7 December in writing. An advance copy of this written communication will be sent to all registered participants on Friday, 4 December, for their information and to familiarize as to the organization of work.
- 1.2 Due to the reduced number of agenda items and the format of the opening session, no opening addresses are expected at the 53<sup>rd</sup> Session of the IPCC.
- 1.3 Upon opening of the Session, the Chair will propose adoption of the agenda for the meeting through silence procedure allowing for a window of time of 72 hours, operating on the basis of the provisional agenda, and request the Co-Chairs of the Financial Task Team (FiTT) to convene its meeting and report back in writing after deliberations with a draft decision by 10<sup>th</sup> December. The ToRs for the FiTT is included in Annex I.
- 1.4 Financial Task Team (FiTT) meetings will take place virtually on the days and times outlined in the table below using Zoom and will be open to all registered delegates.

<b>Date</b>	<b>Time (CET)</b>	<b>Other selected time zones <sup>1</sup></b>	<b>Duration</b>
7 December	19:00	NZDT: 07:00, MVT: 23:00, EST: 13:00	2 hours
8 December	11:00	NZDT: 23:00, MVT: 15:00, (EST: 05:00)	2 hours
9 December	18:00	NZDT: 06:00, MVT: 22:00, EST: 12:00	2 hours
11 December (optional)	19:00	NZDT: 07:00, MVT: 23:00, EST: 13:00	2 hours

<sup>1</sup> NZDT New Zealand Daylight Time (GMT +1300); MVT Maldives Time (GMT +0500), EST Eastern Standard Time (GMT –0500), CET Central European Time (GMT +0100)

- 1.5 Once the FiTT concludes its work, the draft decision will be circulated by the Chair to the Heads of Delegation for comments.
- 1.6 After comments are concluded the Final Draft Decision will be submitted in writing by the Chair to the Heads of Delegation for adoption.
- 1.7 The Closing of the Session will take place by written means. The adopted Final Decision will be posted in PaperSmart as per past practice.

## **2. Registration**

- 2.1 Governments and Observer Organizations are kindly invited to transmit nominations of their representatives, with the name and affiliation of the participant to the Secretary of the IPCC, c/o World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland, or attached to an email message addressed to [ipcc-sec@wmo.int](mailto:ipcc-sec@wmo.int).
- 2.2 All nominations should be made on official letterhead, as nominations by simple e-mail will not be accepted.
- 2.3 Each designated participant has to be pre-registered by IPCC Focal Points at the following website: <https://apps.ipcc.ch/register>, using the unique credentials sent to all Focal Points in advance of the previous session.
- 2.4 The pre-registration portal will remain open for pre-registering participants until the **27<sup>th</sup> of November**. To facilitate the process during the hybrid session we kindly invite you to consider having one representative per delegation.
- 2.5 While registering participants, please indicate the Head of Delegation with an alternate if needed.

## **3. Attendance**

- 3.1 Meeting/s of the FiTT will take place using the online videoconferencing tool Zoom.
- 3.2 The meeting of the FiTT will be open to all registered delegates. However, the number of participants from Member Countries and Observer Organizations may be limited, depending on the number of registered delegates.
- 3.3 Online attendance will be checked against the registered delegates and access will only be possible for participants who have been registered.

## **4. Legal Provisions**

- 4.1 The IPCC Principles and Procedures, along with all relevant and applicable appendices and annexes shall continue to apply in full, subject to consideration of any online practice that would be exceptionally required to conduct the online session.
- 4.2 For proper consideration and adoption of the decisions, and towards seeking agreement on all decisions by consensus, decisions will be taken using the silence procedure. Use of the silence procedure follows UN best practices and procedures taking note of the impact of the COVID-19 pandemic on physical participation in the meetings due to the prevailing travel restrictions and quarantine requirements.

## 5. Documents

- 5.1 Public documents for the session are available on the [IPCC website](#) for the Session.
- 5.2 Documents for the Session will also be made available on the PaperSmart portal, which is accessible only to registered delegates.
- 5.3 Any document generated during the FiTT meetings will only be available in the PaperSmart portal and accessible only to registered delegates.
- 5.4 To optimize discussions of documents during online sessions, Member Countries and Observer Organizations are encouraged to submit comments on documents in advance of the Session using the PaperSmart portal. Comments can only be submitted by the Head of Delegation or an alternate, if designated (<https://vimeo.com/476223958/fb95777b99>).
- 5.5 Comments that are submitted in PaperSmart are visible to all registered delegates.
- 5.6 If clarification responses are provided, they too will be available and visible to all registered delegates in PaperSmart.
- 5.7 The deadline for submitting comments is **2 December (23:59 CET)**. After this deadline, it will no longer be possible to submit comments using the PaperSmart portal.

## 6. Ground Rules for attending the FiTT meetings

- 6.1 Participants will be able to connect to the Zoom sessions 30 minutes ahead of the scheduled start time.
- 6.2 Meeting details will be sent to registered delegates ahead of the meeting. Please do not share the connection information.
- 6.3 Connect to the Meeting using the following format:

### **For delegates:**

<country name> - Full name of participant

### **For participants from Observer Organizations:**

<Observer Organization Name / abbreviation> - Full name of participant

### **For Bureau members:**

Full name of the Bureau members

### **TSU:**

<TSU> - Full name

All connection will be checked against the registered list of participants. Please note that you will not be able to attend the online meeting if we cannot identify you.

6.4 Please mute your microphone when not speaking; avoid noise activities like typing while your mic is on.

## **7. Interventions during the FiTT**

- 7.1 All interventions should be made considering the ToRs of FiTT, as well as relevant decisions made by the Panel.
- 7.2 Participants attending the meeting of the FiTT can request to make an intervention using the “raise your hand” features in Zoom (for more information, please consult the Help menu in Paper Smart)
- 7.3 The Co-Chair of the FiTT will give the floor to the delegate seeking to make an intervention, based on the order in which the hand was raised.
- 7.4 All remarks concerning substantive matters must be made via a formal intervention, in alignment with IPCC Principles and Procedures which provide for transparency, cooperation and equal access.
- 7.5 Chat will be available during the FiTT meeting to request technical assistance and for private communication between delegates.
- 7.6 When making an intervention it is preferable, but optional, to turn on your video.
- 7.7 Please limit your intervention to 2 minutes.

## **8. Decision-making**

- 8.1 Decisions will be taken in alignment with IPCC principles and procedures as to consensus.
- 8.2 Decisions will be taken using the silence procedure, allowing a period of 72 hours for consideration of a document or decision. Upon expiration of that specified period without objection or comment, the document or decision will be considered adopted.
- 8.3 For purposes of the IPCC-P-53 hybrid session:
  - 8.3.1 Documents will be circulated for comment up to 21:00 (CET) 10<sup>th</sup> December.
  - 8.3.2 Comments will be addressed in Session on 11 December, as needed. After all comments have been received and addressed, the Co-Chairs will invite the Secretariat to revise the draft decision. The Final Draft Decision is to be submitted to the Chair in writing.
  - 8.3.3 The Final Draft Decisions or documents proposed for consideration for adoption by participating delegations will be posted on PaperSmart and communicated by the Chair through email to Heads of Delegations or their alternates for their approval by silence procedure of 72 hours.
  - 8.3.4 At the time of posting and communication, the Chair will inform in writing that the silence procedure is initiated and specify the time of expiration of the silence procedure.

8.3.5 If the silence is not broken, by a writing to the Chair addressed through the Secretariat at **IPCC-Sec@wmo.int**, communicating an objection within the specified time period, the Chair immediately after expiration of this silence procedure period will inform the delegates in writing that the respective document or decision in question has been adopted.

8.3.6 In the case of silence being broken, the Chair immediately informs the delegates in writing and proceeds to consult with delegates for a solution.

8.3.7 Re-submission of draft decisions or revisions are subject to another round of silence procedure. The same procedure set out above would be followed.

## 9. Languages

The meeting of the FiTT as well as documents will be in English only. As per past practice, written communication will be in English only.

## 10. Important Dates

Deadline for Pre-registration	27 November 2020 (23:59 CET)
Deadline for submitting comments via PaperSmart portal	2 December 2020 (23:59 CET)
Opening of the Session	7 <sup>th</sup> December (morning)
Dates for the virtual FiTT Meeting	7,8,9, (11 optional) December <sup>2</sup>
Draft Decisions from FiTT	10 <sup>th</sup> December
Weekend	12-13 December
Closing of the Session	14 <sup>th</sup> December

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<sup>2</sup> Exact dates and times are listed in Section 1.4

## **Annex I**

### Terms of Reference of the Financial Task Team

#### Financial Task Team

6. The Panel should establish for every assessment cycle a Financial Task Team (FiTT) to undertake tasks including reviewing income and expenditures, assisting in preparing the budget proposals and developing other recommendations related to finance for consideration by the Panel.
7. The Financial Task Team should be co-chaired by two government representatives represented on the IPCC Bureau: one from a developed country and one from either a developing country or a country with economy in transition. While being open-ended, the Financial Task Team would have a core membership of four government representatives from countries represented on the Bureau. The co-chairs and core members of the Financial Task Team would be selected by the Bureau.